

**GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT
MEETING**

Meeting Minutes

Tuesday, December 7, 2021

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Tuesday, December 7, 2021, at 8:00 A.M.** at the Dartmouth Town Hall, Room 315, 400 Slocum Road, Dartmouth, MA.

District Committee Members in attendance: Chairperson, John Beauregard; Daniel Patten, Christine LeBlanc, Kelley Cabral-Mosher.

Michael Gagne participated remotely via video conference.

Not in attendance: Ken Blanchard

Also present: Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel.

1. Call to order / Salute the flag

Chairperson Beauregard called the meeting to order at 8:00 a.m.

All in attendance stood to salute the flag.

2. Legal Notices

Mr. Beauregard read the notice advising the committee that the meeting may be recorded by audio and/or video, and noted that the legal notices of the meeting were posted more than 48 hours prior to the meeting.

3. Roll call of members

Chairperson Beauregard, yes
Daniel Patten, yes
Christine LeBlanc, yes
Ken Blanchard, not in attendance
Michael Gagne, yes
Kelley Cabral-Mosher, yes

4. Approval of minutes

Chairperson Beauregard asked for a motion to approve the minutes of November 18, 2021. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

5. Warrant Report and Ratification – Warrant No. 7-22 (November 18, 2021)

Chairperson Beauregard asked for a motion to ratify warrant number 7-22 dated November 18, 2021. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

6. Old Business

a. Classification and Compensation Study / FY 2022 Budget Amendment

Chairperson Beauregard asked for a motion to discuss the Classification and Compensation Study. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Attorney Thomas arrived at 8:11 a.m.

Mr. Alfonse reviewed the memo and the status of the review of the Classification and Compensation Study. He explained that the table attached to the memo summarized the issues to be decided, the comments on the study, and responses to those comments as provided by Collins Center and/or the Executive Director.

Mr. Beauregard suggested Mr. Alfonse review each item before the Committee made any decisions. Mr. Alfonse reviewed the two-part summary table (Issues to Be Decided & Comments on Comparable Data and Salary Schedule Options) and each item in the tables. Mr. Alfonse concluded the review and noted Mr. Patten's previous comment that the Treasurer should not be receiving step increases. Mr. Alfonse explained that it was always intended that the Treasurer receive a stipend and the stipend was not tied to a set number of hours per week of work. He described his understanding of how this differed from a salary provided to employees. He noted that a full-time managerial employee is expected to work 40-hours per week, as is a full-time hourly employee. The Treasurer is given a stipend and is expected to perform the duties of Treasurer and the weekly demand may vary. He believes that there may be an internal misunderstanding that the Treasurer pay is based on a certain number of hours per week. He suggested clarification and a Committee decision as to how to set Treasurer's stipend moving forward.

Mr. Alfonse then reviewed the table labelled "Salary Schedule Options – Revised 11/30/2021" and the table labelled "Dan Patten handout – 10/19/21 Meeting". He suggested the Committee determine which option it prefers from the "Salary Schedule Options – Revised 11/30/2021". Mr. Beauregard asked for Committee comments. Mr. Patten expressed his preference for the fourth option in the table (Patten recommendation – Adjusted for years in position) since it offers lower paid employees a slight adjustment by eliminating the first two steps, and provides employees that have performed in their position for more than 7 years a slight adjustment. Mr. Gagne agreed. He noted the specialized duties that most District employees perform and the need for the District to remain competitive in the current labor market.

Mr. Beauregard asked for other comments and did not receive any. He suggested the Committee review and decide on the remaining issues, and approve the decisions in one vote at the end of the discussion.

Mr. Beauregard asked if the Committee wanted to implement the new schedule on January 1, 2022. Ms. LeBlanc said it was her understanding the change would be implemented in June 2022. Mr. Alfonse replied that the implementation date was to be determined by the Committee. Mr. Beauregard asked how this would be implemented in the middle of the fiscal year. Mr. Alfonse stated that a transfer of funds to cover the cost would be required. Ms. Cabral-Mosher said that her notes indicated that the adjustments would be made in January 2022 and the Committee could consider whether it wanted to make the adjustment retroactive to July 2021. Attorney Thomas referred to the minutes of October 19, 2021, discussion regarding the date of implementation. Mr. Beauregard suggested the schedule be implemented on January 1, 2022, or the second half of the fiscal year.

Mr. Patten asked when the next step increase would occur. Mr. Alfonse said there would be another step on July 1, 2022. The Committee agreed this was acceptable.

The discussion moved to cost-of-living adjustments (COLA) to the schedule. It was determined

that there would be no COLA to the schedule for FY 2023 and the schedule would be reviewed in December 2022 to determine if a COLA adjustment was warranted for FY 2024.

Mr. Beauregard asked if the Committee was in favor of the schedule in the table labelled "Dan Patten handout- 10/19/2021 meeting". Mr. Alfonse explained that this schedule: eliminates steps 1 and 2 for all grades; eliminates steps 3 and 4 for Grade 4 once employees have moved past those, and adds two steps at the higher end of the scale; eliminates step 3 for Grade 8 and adds one step at the higher end of the scale. The Committee agreed.

Mr. Beauregard moved onto the policy for starting employees at a step higher than step one. The Committee agreed with the recommendation as presented.

Mr. Beauregard moved on to discuss evaluations. Mr. Alfonse explained the process for managerial employees. Ms. Cabral Mosher asked if this system is already in place. Mr. Alfonse replied it is not, and said the packet contained guidelines for this new system.

Attorney Thomas asked if the job descriptions would be part of the evaluation and asked if the job descriptions had been adopted by the Committee. Mr. Alfonse noted that he was satisfied with the job descriptions. He noted that the Committee's policy is that the Executive Director can revise job descriptions and Committee approval is not required. Attorney Thomas explained that all employees should be provided copies of their new job descriptions. Mr. Gagne asked if the Team Leader should be included in the managerial performance and asked what positions the Team Leaders leads. Mr. Alfonse explained the role of the Team Leader. He explained that the managerial role of the Team Leaders is fairly limited and mostly coordinates scheduling equipment operators based on the needs of the operation on any given day. Mr. Alfonse said that opportunities for a Team Leader to excel are limited. Mr. Gagne said he was comfortable with Mr. Alfonse's recommendation.

Mr. Beauregard asked if the Treasurer should be included in the managerial evaluation. Attorney Thomas recommended that he should not be and noted that the Treasurer is a Committee member. Mr. Beauregard agreed.

Mr. Beauregard asked for clarification as to how non-managerial employees would be evaluated. Mr. Alfonse explained that there were conflicting recommendations on this issue and suggested that employees be evaluated based on the requirements in their job descriptions. Mr. Beauregard explained the benefits of having documentation on performance. Ms. Cabral-Mosher said it is also more equitable to evaluate all employees. The Committee agreed that non-managerial employees should be evaluated based on their job descriptions. Mr. Alfonse said the District would develop a template for hourly employee evaluations.

Mr. Beauregard asked if anyone disagreed with the recommendation that the Treasurer not receive step increases and there was no dissent.

Mr. Beauregard reviewed the comments and response attached to the memo and the group briefly discussed the items. It was determined that no action was required on these matters.

Mr. Beauregard stated he felt the Committee has addressed all the outstanding issues and asked for a motion.

Attorney Thomas suggested language for the motion.

Chairperson Beauregard asked for a motion to adopt the employee classification and compensation system as follows:

- Adopt the “Patten recommendation-adjusted for years in position” as presented on the table labelled “Salary Schedule Options – Revised 11/30/2021”.
- The system shall become effective on January 1, 2022.
- In December of every year, determine a “cost of living adjustment” (COLA) to the salary schedule to be implemented in the following fiscal year. There will be no COLA adjustment to the salary schedule for FY 2023.
- Adopt the “Longevity Pay” approved by the Committee on October 19, 2021.
- Adopt the salary schedule recommended by Mr. Patten that included fewer (8 steps) for each grade as shown on the table labelled “Dan Patten handout – 10/19/2021”.
- Adopt a policy that newly hired employees shall start at the lowest step in the salary schedule for their grade, unless approved at a higher step by vote of the majority of the members of the District Committee; and existing District employees promoted to a higher grade position shall be placed in the step for the grade of the new position which grants them a raise over their existing salary, unless approved at a higher step by vote of the majority of the members of the District Committee.
- Adopt a system for performance-based evaluations (as presented at the meeting) referencing new job descriptions for managerial employees as recommended by the Collins Center; beginning in FY 2024, step increases will be conditioned upon receipt of a favorable evaluation and the employees’ ability to meet performance goals.
- Adopt a system for evaluating the performance of non-managerial employees based on the requirements of the job descriptions and employee’s performance; beginning in FY 2024, step increases will be conditioned upon receipt of a favorable evaluation.
- The Treasurer stipend is fixed and will not be adjusted by step increases.

Motion made by Mr. Patten; second by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

Mr. Alfonse stated that the Committee would need to fund the FY 2022 salary adjustments. He recommended that the Committee vote to transfer \$29,000 from the proposed deposit to “Future Solid Waste Management” reserve fund to “Salaries and Wages”.

Motion to transfer \$29,000 from the proposed deposit to “Future Solid Waste Management” reserve fund to “Salaries and Wages” made by Mr. Patten; second by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

Mr. Alfonse thanked the Committee for recognizing the work of District employees. He repeated his past praise of the employees, particularly those that came to work every day during the pandemic when many employees worked remotely. There were many uncertainties about the risks associated with managing solid waste during the early days of the pandemic, and the employees at the landfill did not shy away from their responsibilities. He expressed his appreciation for the work of all District employees and repeated his thanks to the committee for recognizing it.

b. District employee health insurance

Chairperson Beauregard asked for a motion to discuss the employee health insurance. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse discussed the memo noting that this was an issue raised by Mr. Gagne regarding MIIA. He noted that MIIA does not offer Harvard Pilgrim Health Insurance which some of District employees have opted for with Mayflower Municipal Health Insurance.

After Mr. Gagne reviewed all the information presented by Mr. Alfonse, he agreed keeping the Mayflower Municipal Health Insurance for District employees. Mr. Alfonse noted that Mayflower has a substantial claims trust fund that the District help build, and if it was to withdraw from Mayflower, it would not be able to get that money back.

- c. Discussion of District subcommittees
Chairperson Beauregard asked for a motion to discuss District subcommittees. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Gagne joined the New Technology (Anaerobic Digestion) subcommittee, and Ms. Cabral-Mosher joined the Personnel subcommittee.

Motion to approve new subcommittee assignments made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

- d. Items which could not have been reasonably anticipated 48 hours in advance.
None

7. New Business

- a. Temporary Labor Services Contract – option to renew
Chairperson asked for a motion to authorize the Executive Director to amend the Agreement between the District and B.J.’s Service Company, Inc. from January 1, 2022, to December 31, 2022, in accordance with the rates for the extended period established in the Agreement. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse discussed the memo.

Mr. Patten questioned the hours paid to security services and temporary labor services (holiday and overtime). He noted that one company is paid for holiday hours, and the other company does not but gets paid for overtime. Mr. Alfonse replied that the security services company charges a premium for their employees to work on holidays, which was part of the bid package submitted. Temporary labor services employees do not work on holidays, but if the same temporary employee works more than 40 hours per week, BJs charges an overtime rate.

Chairperson Beauregard suggested the District ensure only temporary employees are used. Mr. Alfonse noted that employer has provided the District with an “Alternate Employer” insurance, not just Worker’s Comp insurance.

Motion to approve made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

- b. Director’s Report
Chairperson Beauregard asked for a motion to receive the Director’s Report. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse reviewed the memo.

Mr. Alfonse noted there’s been good progress with Geosyntec, and they have presented a draft Waste Characterization memo which District staff will review. He discussed the draft schematics for increasing proposed landfill capacity. Ms. LeBlanc suggested that Geosyntec should present the capacity differences of each option.

Chairperson Beauregard asked if Mr. Alfonse was satisfied with Geosyntec’s work so far. Mr. Alfonse said it has met with our expectations.

Mr. Patten noted the Tisbury / Oak Bluffs tonnage decrease. Mr. Alfonse noted that although the November tonnage was down, they are starting to come in again. Tonnage should be going back to where it should be in the upcoming months.

Chairperson Beauregard asked for a motion to receive and place on file the Director's Report. Motion made by Ms. LeBlanc, seconded by Ms. Cabral-Mosher. All voted in favor. Motion passed 5 – 0.

Mr. Gagne requested the District do a press release on the outcome of the Fall 2021 Household Hazardous Waste day collection.

6. Set Date for Next Meeting

The January meeting is scheduled for Thursday, January 13, 2022, at 8:00 a.m.
The board discussed the February meeting schedule; to be determined.

7. Adjourn

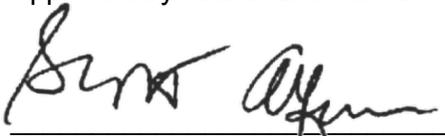
Chairperson asked for a motion to adjourn. Motion made by Ms. LeBlanc, seconded by Ms. Cabral-Mosher. All voted in favor. Motion passed 5 - 0.

Meeting was adjourned at 9:03 a.m. on December 7, 2021.

MEMOS

- 6a Classification and Compensation Study Update dated 12/6/2021
- 6b & 6c. Employee Health Insurance & District Subcommittees dated 12/3/2021
- 7a. Temporary Labor Services Contract dated 12/3/2021
- 7b. Director's Report dated 12/2/2021

Approved by vote of District Committee on January 13, 2022.



Scott Alfonse, Executive Director