

GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT  
DISTRICT COMMITTEE MEETING  
Tuesday, June 13, 2023

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Tuesday, June 13, 2023**, at **8:00 a.m.**, at the Dartmouth Town Hall, Room 309, 400 Slocum Road, Dartmouth, MA.

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

Michael Gagne was absent.

**Also in attendance:** Scott Alfonse, Executive Director; Leonor Ferreira, Secretary (participated remotely via Teams 8:00 a.m. to 9:34 a.m.); Anthony Novelli, Project Manager (participated remotely via Teams 8:05 a.m. to 9:30 a.m.); and Matthew J. Thomas, District Counsel.

Shawn Peckham, Operations Manager; and Randal Ferry, Team Leader – attended the meeting from 8:20 a.m. to 8:28 a.m.

1. Call to order/ Salute the flag

**Chairperson Beauregard called the meeting to order at 8:00 a.m. and led a salute to the flag.**

2. Legal notices

**Pursuant to the Open Meeting Law, any person may make an audio or video recording of this public meeting, or may transmit the meeting through any medium. Attendees are therefore advised that such recordings and transmissions are being made, whether perceived or unperceived, by those present, and are deemed acknowledged and permissible.**

**All legal notices of the meeting were posted in Dartmouth and New Bedford more than 48 hours prior to the meeting.**

3. Roll call of members / Salute the flag

**Chairperson John Beauregard, yes**

**Daniel Patten, yes**

**Christine LeBlanc, yes**

**Kelley Cabral-Mosher, yes**

**Michael Gagne, absent**

4. Approval of Minutes of April 27, 2023, regular session and executive session meeting

**Motion to approve the minutes of April 27, 2023, meeting regular session made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4 – 0.**

**Motion to approve the minutes of April 27, 2023, executive session made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.**

5. Warrant Report and Ratification

**Motion to ratify Warrant 20-23 dated April 21, 2023; Warrant 21-23 dated May 18, 2023, and Warrant 22-23 dated May 24, 2023, made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.**

6. Executive Session - To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements

**Motion to go into Executive Session pursuant to General Laws Chapter 30A, Section 21(a)(7). The District will discuss policies that have not been fully formulated. The draft documents are exempt from the public records law under Mass. General Law Chapter 4, Section 7, Clause twenty-sixth (d), so any discussion regarding those non- public documents should be in executive session. Once the document is fully formulated, the document and the discussion will become part of the public records. Upon conclusion of Executive Session, the Committee will continue its meeting in Open Session.**

**District Secretary, Lee Ferreira; and Project Manager, Anthony Novelli stated that no other person is present and/or able to hear the discussion at the remote location. Motion made by Ms. LeBlanc, seconded by Mr. Patten. Roll call: Chairperson John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Kelley Cabral-Mosher, yes; Michael Gagne, absent.**

Committee entered into Executive Session at 8:05 a.m.

Committee adjourned Executive Session and resumed open session at 8:20 a.m.

7. Old Business

- a. Discuss District staff and organization

**Motion to discuss District staffing and organization made by Ms. LeBlanc, seconded by Mr. Patten.**

Mr. Alfonse introduced Randal Ferry, District Team Leader, and noted that at the last meeting Committee discussed filling the Operations Management position, and having an informal meeting with Mr. Ferry. He described Mr. Ferry's background with the District.

Mr. Beauregard welcomed Mr. Ferry. Mr. Ferry provided a brief job description, and he was asked a few questions by the board, which he provided responses accordingly. Mr. Ferry has been with the District for 30 years and addressed various aspects of daily operations while working with a team. Mr. Beauregard asked if he would be comfortable dealing with the Operations, and he replied yes. Mr. Peckham noted that another team member, Joseph Soares, landfill gas technician, would be assisting Mr. Ferry working on the landfill gas system.

Mr. Beauregard thanked Mr. Ferry.

Mr. Ferry and Mr. Peckham left the meeting at 8:28 a.m.

Mr. Alfonse noted that at the last meeting it was recommended that the District create a part-time position for District Counsel to be filled by Attorney Thomas. The position would be hybrid (in-person and remote), and it would be 20 hours per week, \$50 per hour, \$52,000 per year.

Ms. LeBlanc asked if 20 hours per week was needed. Mr. Beauregard noted that some weeks would average out and noted that due to latest personnel and landfill challenges, legal services might be required more frequently. It would give the opportunity to new personnel to contact Counsel remotely and/or in person.

Mr. Patten asked what the cost was annually. Mr. Alfonse replied noting the budgeted amount. The group discussed proposed attorney hours and hourly rate.

Mr. Beauregard noted that due to upcoming staff changes at the District, Mr. Novelli will need somebody with institutional knowledge for guidance. He believes that Attorney Thomas will be utilized a lot more after Mr. Alfonse's retirement. Ms. LeBlanc asked if Counsel would be needed for that many hours while the current Executive Director is still available.

Mr. Alfonse noted that there are certain things done by him that should be done by an attorney. He described tasks currently done by him which should be done by an attorney, and the reasons for needing an attorney to oversee those tasks.

Mr. Patten noted that his concern was if the District moved forward with the 20 hours a week at \$50.00 an hour, and there was an examination of District's operations and was asked to prove the attorney is working 20 hours a week. Mr. Beauregard noted that Counsel is salary, and the hourly rate was a weekly average.

Mr. Patten asked if Counsel would be eligible for benefits. Mr. Alfonse noted that there wouldn't be any benefits offered 20 hours or under. The group discussed benefits for the position, which would affect compensation. Ms. LeBlanc suggested 15 hours short term (1-2 year term contract), not permanent.

After further discussion, the group asked Mr. Alfonse to check the total number of hours that can be offered without benefits.

Ms. Cabral Mosher asked if there should be a transitional plan or transitional phase that included a little more structure, such as an organization chart with descriptions and tasks. Mr. Alfonse said yes.

*Committee moved to discuss item 8c. - (FY 2024 legal services contract)*

8. New Business

c. FY 2024 legal services contract

**Motion to discuss the legal services contract made by Ms. LeBlanc, seconded by Mr. Patten.**

Mr. Alfonse reviewed the memo and legal services contract, and the Committee discussed the details of the contract.

**Motion to approve and accept the contract for legal services for July 1, 2023, through June 30th, 2024. Mr. Alfonse asked should we make it subject to Attorney Thomas's agreement that he would relieve the District of the obligation to pay the minimum 25 hours if he is retained as an employee**

**before rendering 25 hours of legal services. Motion made by Ms. Leblanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.**

7. Old Business

b. FY 2024 – Waste Disposal Agreements update

**Motion to receive an update on Waste Disposal Agreements made by Ms. LeBlanc, seconded by Mr. Patten.**

Mr. Alfonse reviewed the memo. He noted previous discussion about contracts with the Town of Lakeville and DelPrete Disposal Contracts with the Town of Lakeville, Town of Freetown, and DelPrete Disposal have been signed.

Mr. Novelli said the Win Waste contract is expected to arrive soon.

Mr. Alfonse said the City of Fall River is still interested in delivering solid waste but is currently under another contract

**Mr. Beauregard stated that no vote was needed.**

c. Compost project RFP update

**Motion to receive an update on the compost project Request for Proposals made by Ms. LeBlanc, seconded by Mr. Patten.**

Mr. Novelli reviewed memo and the next steps for procuring a third party to develop and operate a food waste composting facility within the Crapo Hill Landfill. He noted that the plan was to require a covered facility to address potential odor and vector concerns.

**Motion to advertise and issue the proposal made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.**

d. Update on renovations to District properties

**Motion to receive an update on renovations to District properties made by Mr. Patten, seconded by Ms. LeBlanc.**

Mr. Alfonse reviewed the memo. He noted the architect's total estimated price of \$225,000 for the project (windows & heating system).

Ms. LeBlanc asked if the property at 74 Quanapoag Rd was occupied. Mr. Alfonse said it is vacant.

The group expressed concern over cost of the filed sub bid and discussed if it was worth going forward with renovations.

Mr. Alfonse described public construction laws and challenges. He questioned whether the District should be in the residential rental business.

Mr. Beauregard suggested item to be tabled until bids are in. Mr. Alfonse noted that bids were due tomorrow and a vote from the Committee would be needed to transfer funds from Capital Reserve Fund to cover the cost of the contractor.

Mr. Patten asked if the properties were in a residential neighborhood. Mr. Alfonse said yes. The group discussed whether to separate the windows and the heating system.

Ms. LeBlanc asked if an employee rented it. Mr. Alfonse said no, and described Chapter 30B for property disposal.

The item will be discussed and voted later at a remote meeting.

## 8. New Business

- a. Vote to carry forward FY 2022 and FY 2023 funds (for street sweeper & engineering services)  
**Motion to carry forward the \$225,000 from the FY 2022 “Equipment Purchase” to the FY 2024 “Equipment Purchase” line item and vote to carry forward the \$23,606 from the FY 2023 “Equipment Purchase” line item to the FY 2024 “Equipment Purchase” line item. Motion made by Mr. Patten, seconded by Ms. LeBlanc.**

Mr. Alfonse reviewed the memo.

**Motion to approve to carry forward the \$225,000 from the FY 2022 “Equipment Purchase” to the FY 2024 “Equipment Purchase” lien item and vote to carry forward the \$23,606 from the FY 2023 “Equipment Purchase” line item to the FY 2024 “Equipment Purchase” line item made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.**

Mr. Alfonse continued with the carrying forward line item and said the District’s FY 2023 Agreement with Brown and Caldwell included an amendment to provide engineering services to permit and install monitoring wells in the area of proposed landfill cells 7 & 8. Brown and Caldwell completed and submitted the permit application to MassDEP, but MassDEP has not yet issued the permit. There is currently \$13,865 budgeted for and unexpended in FY 2023 funds for the remaining work.

**Motion to approve made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4 – 0.**

- b. FY 2024 Brown and Caldwell contract  
**Motion to approve and authorize the Executive Director to sign the contract between the District and Brown & Caldwell in the amount of \$75,665 for bi-monthly inspections, landfill capacity report, general engineering and completing installation of monitoring wells for FY 2024. Motion made by Mr. Patten, seconded by Ms. LeBlanc.**

Mr. Alfonse reviewed the memo noting that this was the annual contract.

**Motion to approve to approve made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4 – 0.**

- d. Vote to appropriate funds from OPEB Trust (for FY 2023 retiree health care costs)

**Motion to revise the October 14, 2021, appropriation and vote to appropriate \$54,386.20 from the OPEB trust to pay for the District's share of the FY 2023 health benefits for retirees of the District and their dependents. Motion made by Mr. Patten, seconded by Ms. LeBlanc.**

Mr. Alfonse reviewed the memo. He said the OPEB trust includes a deadline for the District to appropriate funds from the Trust for retiree health care. The deadline will need to be revised, since the District won't know the actual amount to be transferred from the trust until the last month of the fiscal year. He recommended the appropriation be made in June of each year.

Mr. Patten asked if District paid a month in advance. Mr. Alfonse said yes.

**Motion to revise the October 14, 2021, appropriation and vote to appropriate \$54,386.20 from the OPEB trust to pay for the District's share of the FY 2023 health insurance benefits for retirees of the District and their dependents. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4 – 0.**

- e. Vote to appropriate and transfer funds from reserves

**Motion to appropriate \$50,000 from Legal Reserve for legal services made by Mr. Patten, seconded by Ms. LeBlanc.**

**Motion to approve appropriation of \$50,000 from Legal Reserve for legal services made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4 – 0.**

- f. Staff reports

**Motion to receive staff reports made by Ms. LeBlanc, seconded by Mr. Patten.**

Mr. Alfonse reviewed the memo noting that progress was being made on the Personnel Handbook.

Tablets were distributed to the group with login instructions and District email accounts. The group was encouraged to use District email going forward for Committee meetings.

Mr. Alfonse noted that SWANA is holding their annual Wastecon conference in Boston in September. He said that any member interested in attending should notify him by the end of July.

- g. Items which could not have been reasonably anticipated 48 hours in advance

Mr. Alfonse noted that a proposal for CEC to amend contract due to increase in laboratory services would be added to the next agenda for discussion.

Mr. Beauregard noted that Mr. Perry, New Bedford District Committee member, resigned.

## 9. Set Meeting Schedule (July and August)

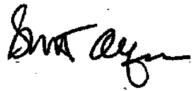
The July meeting is scheduled for July 27, 2023, and the August meeting is scheduled for August 22, 2023.

10. Adjourn

**Motion to adjourn made by Mr. Patten, seconded by Ms. LeBlanc.**

**Meeting adjourned at 9:34 a.m.**

Approved by vote of District Committee on July 27, 2023



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Scott Alfonse, Executive Director

## MEMOS

- 7a. District Staff Discussion dated 6/8/2023
- 7b. Waste Disposal Agreements Update dated 6/8/2023
- 7c. Authorize Request for Proposals for operation of compost area (including food waste) dated 6/7/2023
- 7d. Renovation of Residential Properties dated 6/8/2023
- 8a. Carry Forward Funds from FY 2022 to FY 2023
- 8b. FY 2024 Brown and Caldwell contract (Engineering Services) dated 6/8/2023
- 8c. FY 2024 Legal Services Contract dated 6/8/2023
- 8d. FY 2024 Legal Services Contract dated 6/8/2023
- 8f. Staff Reports dated 6/8/2023