

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

Meeting Minutes

Thursday, October 19, 2023

The District Committee Greater New Bedford Regional Refuse Management District held a publicly posted meeting on **Thursday, October 19, 2023, at 8:00 AM** at the Dartmouth Town Hall - Room 309, 400 Slocum Road, Dartmouth, MA 02747.

District Committee Members in attendance: John Beauregard, Dan Patten, Christine LeBlanc, Kelley Cabral-Mosher, Michael Gagne.

Also in attendance: Scott Alfonse, Executive Director; Anthony Novelli, Assistant Executive Director; Leonor Ferreira, Secretary; Tom King, Accountant. Matthew J. Thomas, Counsel, participated remotely via video conference (MS Teams).

Call to order / Salute the flag

Chairperson Beauregard called the meeting to order at 8:03 a.m.

1. 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

**Chairperson John Beauregard – yes
Daniel Patten - yes
Christine LeBlanc - yes
Kelley Cabral-Mosher – yes
Michael Gagne - yes**

4. Approval of Minutes

Approval of Minutes of August 22, 2023, regular session minutes

Motion to approve the minutes from August 22, 2023, of the regular session. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor.

Motion carried 5 to 0.

Motion to approve the minutes from August 22, 2023, of the executive session. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

5. Warrant Report and Ratification

Motion to ratify Warrant 4-24 dated August 18, 2023; Warrant 5-24 dated September 6, 2023; Warrant 6-24 dated September 21, 2023; and Warrant 7-24 dated October 4, 2023, made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor.

Motion carried 5 to 0.

6. Old Business

a. Discuss District Staff and Organization

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

Mr. Novelli reviewed the memo. He said there will be an equipment operator position vacancy as of 10/20/2023 and noted that coincidentally there is an employee who used to work for the District as an equipment operator until 2007, who is interested in the position. There is a current need for an equipment operator and another will need to be hired in December. He noted the applicant is very qualified and has experience with the District, but had expressed some concerns with the starting pay scale offered. He asked if the committee would be willing to start someone with his experience at a higher step and if so, what the maximum step offered would be.

Mr. Beauregard asked if the candidate asked for a specific pay rate. Mr. Novelli noted the candidate's pay rate at his current Employment. Mr. Alfonse noted what the applicant's expectations on starting pay was. He noted that there was another very long term equipment operator (been with the District 20+ years) who was at top step. He described his concerns with someone leaving and then coming back at the same rate of the person who's been with the District full time. He explained the retirement benefits of the candidate returning to the District.

Ms. Cabral-Mosher asked what the candidate's motivation was for leaving his current position. Mr. Novelli described the candidate's motivations.

Mr. Patten asked if there were any other employees in that position that were below a step 10. Mr. Alfonse noted the positions.

Mr. Beauregard said that if someone didn't have that level of experience and had been with the District before and came with high recommendations from trusted people, he'd say no. However, given all the circumstances and the fact that somebody is needed immediately, he would agree with the recommendation.

Mr. Gagne suggested bringing the other current employees to step 10 as well. Ms. LeBlanc said that as long as they have the same experience. Mr. Gagne agreed. Mr. Alfonse noted that there are two employees at a grade 4 that would be a step higher next fiscal year, currently step 9 and step 8. Ms. LeBlanc asked if both had the same amount of experience. Mr. Alfonse said the

Equipment operator has less, but the Executive Secretary has the same years in experience. Mr. Gagne said that on the rate of pay for that kind of position (operating heavy equipment) he would be in favor of it if the other two positions were moved up because they are all very close.

Mr. Patten asked if the step increases for those other two positions were effective January 1st or July 1st. Ms. LeBlanc said July 1st.

Motion to approve a maximum pay step of 10 within grade 4 of the salary schedule in negotiations with the current candidate for the open equipment operator position. Motion made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor.

Motion carried 5 – 0.

Mr. Gagne asked if the motion included the wage increases for the other two positions. Mr. Beauregard said it was contingent on the other candidate accepting the equipment operator position. Mr. Alfonse asked if it would done in this fiscal year. Mr. Gagne agreed and suggested not delaying it. Mr. Alfonse clarified that the two positions at a grade 4, would move up to step 10. (Equipment Operator currently at step 8, and the Executive Secretary currently step 9). Group agreed.

After further discussion, Attorney Thomas recommended amending the motion. Attorney Thomas suggested a motion to reconsider the prior vote.

Motion to reconsider the prior vote made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor.

Motion carried 5 – 0.

Attorney Thomas suggested a motion to offer the new potential hire the pay rate of Grade 4 Step 10, and, if that person accepts that position, adjust two Grade 4 employees currently below step 10 to step 10. All three employees will remain at this step until July 1, 2025.

Motion to offer the new potential hire the pay rate of Grade 4 Step 10, and, if that person accepts that position, to adjust two Grade 4 employees currently below step 10 to step 10. All three employees will remain at this step until July 1, 2025. Motion made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor.

Motion carried 5 – 0.

7. Old Business

a. Window Replacement Bid Results.

Motion to approve the transfer of \$70,750 from Building Capital Improvement Reserve into the BayCoast Money Market account and to award the contract to DDC Construction, Inc. for the window replacement at 612 Quanapoag Rd. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli reviewed the memo. He said that an Invitation for Bids for the window replacement at 612 Quanapoag Rd rental property was issued and a total of 6 bids were received, with the lowest bid amount of \$70,750 by DDC Construction of New Bedford.

Ms. LeBlanc asked if there was a contingency available in the budget if the contractor found decay upon removal of the old windows. Mr. Alfonse said that the contractor would propose a change order which would either come out of the operating budget or be presented to the Committee for approval, which would delay the project. He recommended the Committee authorize an additional sum for any unforeseen conditions that might be encountered. Ms. LeBlanc suggested a 20% contingency expenditure.

Motion to amend the motion to authorize the Executive Director to expand up to 20% higher based on the need as evidenced by a change order and as recommended by the architect. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor.

Motion carried 5 – 0.

b. FY23 Audit Update

Motion to receive an update on the FY23 Audit made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. King said that he spoke with Andrew Lima, Hauge & Sahady representative, and that Mr. Lima said there weren't any issues with the audit. They will meet again after the audit to review some of the problems encountered with Sage Accounting software.

Mr. Alfonse said that Mr. Lima identified an issue with the Sage Accounting program, and once the audit is completed, District plans to transition to a cloud based Sage Accounting or another financial software.

c. FY25 Commercial Contracts

Motion to authorize the Executive Director to advertise a Request for Proposals for disposal of solid waste in FY25. Motion made by Mr. Patten, seconded by Ms. Leblanc.

Mr. Novelli reviewed the memo. He noted that landfill capacity in Massachusetts is currently at a premium due to short supply. He noted that multiple bids would allow haulers to bid on different tonnages and different prices and would allow the District to maximize revenue for available tonnage.

Mr. Beauregard asked if other refuse districts were doing this. Mr. Alfonse said that there weren't a lot of other refuse districts in Massachusetts that operate solid waste disposal capacity besides the Town of Bourne. Solid waste disposal is exempt from the public bidding laws. Regardless of whether or not there an exemption, open solicitations are encouraged by the Inspector General in order to obtain the best deal, pricing, etc. An open solicitation would let the market speak for itself.

Mr. Gagne suggested that the District determine the minimum amount of revenue from commercial tonnage that would be required to fulfill its operational requirements. He recommended dropping the tonnage as much as possible to extend the life of the landfill.

Mr. Alfonse explained that the current budgeted tonnage is already a significant reduction from FY22 and a further reduction is recommended for FY25. He mentioned plans for calculating the minimum revenue needed and would present findings at the next meeting.

Mr. Beauregard requested a spreadsheet comparing commercial tonnage, tip fees, and total revenue from the past 3-5 years and what other expected costs the District expects in coming years.

Ms. LeBlanc asked if the proposal represented 5% of the incoming volume. Mr. Alfonse noted that it represents around half of the incoming volume and that the proposed tonnage represents a 5% reduction from last year.

Mr. Alfonse noted that some commercial tonnage will be needed. The Committee all agreed that a solicitation is warranted for FY25 tonnage. Mr. Patten asked about the status of Closure and Post-Closure obligations. Mr. Alfonse explained that the District has fully funded its obligations on Closure and Post Closure.

All voted in favor.

Motion passed 5 – 0.

d. Leachate Lift Station Repairs

Motion to approve the transfer of \$13,500 from the Phase 2 Construction Reserve into the BayCoast Money Market account and to approve the proposed scope of work from Brown and Caldwell to complete engineering work and prepare bid documents for the rebuild of the main leachate lift station. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli explained that the main leachate pump station is a critical piece of landfill infrastructure, is over 20 years old, and needs maintenance.

All voted in favor.

Motion carried 5 – 0.

e. IFB for Caterpillar 966G Wheel Loader Rebuild

Motion to approve the Executive Director to advertise an Invitation for Bids for a Caterpillar Certified 966G Wheel Loader Rebuild. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli reviewed the memo noting that the equipment was budgeted in the FY23 budget.

Mr. Beauregard asked if District had to use the same Caterpillar dealer on all the Caterpillar equipment. Mr. Novelli said it would have to be a Caterpillar dealer for a Caterpillar rebuild and would be serviced by the closest location.

Ms. LeBlanc noted that the machine is over 20 years old and asked if it is worth rebuilding instead of expending a little more money for new equipment. She showed concern on how long the rebuilt equipment would last. Mr. Novelli said that Mr. Peckham feels that it is worth it because older CAT machines are built well and are easier to maintain. Mr. Alfonse described some the issues with new equipment components/electronics vs a rebuild.

Mr. Gagne asked if the cost included the price of a rebuilt transmission and engine, and noted that the warranty period on the hours is low for the cost. He suggested requesting a higher

warranty. Mr. Alfonse described the transmission specifications. Mr. Gagne said that the bid should include the dealer will provide the District with replacement equipment if needed.

Mr. Beauregard asked if the Committee would vote on the final bid cost. Mr. Alfonse agreed.

All voted in favor.

Motion carried 5 – 0.

f. Staff Reports

Motion to receive District Staff report made by Ms. LeBlanc, seconded by Mr. Patten.

Disaster Debris Planning

Mr. Alfonse reviewed the memo noting he and Mr. Novelli met with Brian Nobrega, Director of Emergency Management for the City of New Bedford and Michele Paul, Director of Environmental Stewardship for the City of New Bedford to discuss developing a regional disaster debris management plan. He noted that District is still looking to find out what source of funding the City and Town are aware of that could be available to develop the disaster debris planning.

Ms. LeBlanc described her findings under the Massachusetts disaster plan and the companies that perform disaster debris removal. She offered to research cost information and reach out to the companies.

The group discussed the process for completing the disaster plan and have both communities agree to it.

Mr. Beauregard said that once the plan is completed it will need to be updated every few years due to changes over time. He said that he met with Dartmouth Selectboard. They were provided with approximately 5 years left, and potentially another 5 to 7 years if a new cell is built, years left in landfill life as per Brown and Caldwell letter.

Parallel Products

Mr. Alfonse reviewed the memo information on Parallel Products.

Professional Development / Training

Mr. Beauregard recognized Mr. Novelli for the SWANA Young Professional Leadership Academy (YPLA) award.

Mr. Gagne asked that Marissa attend a meeting at some point in time and provide the Committee with a recycling update in Massachusetts. Mr. Alfonse agreed and described the recycling market changes.

8. Items That Could Not Be Reasonably Anticipated 48 Hours In Advance

None

9. Set Meeting Schedule

The December meeting is scheduled for Thursday, December 14, 2023.

10. **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.

Since District Counsel Matthew J Thomas is participating remotely, he asked him to state that no other person is present and/or able to hear the discussion at his remote location. Attorney Matthew J Thomas acknowledged that no other person is present and/or able to hear the discussion at his remote location.

Upon conclusion of Executive Session, the Committee will adjourn and will not return to Open Session.

Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Kelley Cabral-Mosher, yes; Michael Gagne, yes.

Committee entered into Executive Session at 9:08 a.m.

Meeting adjourned in Executive Session at 9:36 a.m.

Approved by vote of District Committee on November 14, 2023.



11/15/2023

Anthony Novelli, Assistant Executive Director

MEMOS

- 6a. Memo – Discuss District Staff and Organization dated 10/19/2023
- 7a. Memo – Window Replacement Bid Results dated 10/19/2023
- 7b. Memo – FY23 Audit Update dated 10/19/2023
- 7c. Memo – FY25 Waste Contracts dated 10/19/2023
- 7d. Memo – Leachate Lift Station Repairs dated 10/19/2023

- 7e. Memo – IFB for Caterpillar 966G Wheel Loader Rebuild dated 10/19/2023

- 7f. Memo – Staff Reports dated 10/19/2023
Attachment – Commercial and Municipal Tonnage – May 2021 to September 2023
Attachment – Budget to Actual Operating Revenues and Expenses for the Twelve Months Ending June 30, 2024
Attachment – SWANA Young Professional Learning Academy (YPLA) pictures 1 & 2

- 9a. Memo – Set Meeting Schedule dated 10/19/2023