

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

Meeting Minutes

Thursday, April 11, 2024

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on Thursday, April 11, 2024, at 8:00 AM at the Dartmouth Town Hall - Room 309, 400 Slocum Road, Dartmouth, MA 02747.

District Committee Members in attendance: Chairperson John Beauregard, Daniel Patten, Christine LeBlanc, Michael Gagne.

Kelley Cabral-Mosher - absent

Also in attendance: Anthony Novelli, Executive Director; Lee Ferreira, Secretary; Matthew J. Thomas, District Counsel; and Scott Alfonse.

1. Call to order / Salute the flag

Chairperson Beauregard called the meeting to order at 8:00 am and led the pledge of allegiance.

2. Legal notices

Chairperson Beauregard read the following statement: "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
Christine LeBlanc- Yes
Daniel Patten- Yes
Michael Gagne- Yes
Kelley Cabral-Mosher- absent

4. Approval of Minutes

4a. March 14 2024 Draft Committee Meeting Minutes

MOTION to approve the minutes of the March 14, 2024 meeting, regular session made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor, motion carried 4-0.

4b. March 14, 2024 Draft Executive Session Minutes

MOTION to approve the minutes of the March, 2024 executive session minutes made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor, motion carried 4-0.

5. Warrant Report and Ratification

5a. Warrants 17-24 and 18-24

MOTION to ratify warrant 17-24 dated March 12, 2024 and warrant 18-24 dated March 22, 2024 made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor, motion carried 4-0.

6. New Business

6a. Proposed revision to Procurement and Contract Execution Policy

MOTION to discuss revisions to the Procurement and Contract Execution Policy made by Ms. LeBlanc, seconded by Mr. Gagne.

Mr. Novelli noted he has completed the Massachusetts Certified Public Purchasing Official (MCPPO) required training courses and has received an Associate MCPPO designation. Mr. Alfonse is still the District's Chief Procurement Officer and has submitted an application with the Office of the Inspector General's office (OIG) to delegate most of the District's procurement responsibilities to Mr. Novelli. He noted the draft revisions to the Procurement and Contract Execution policy which update some of the language and accounts for an Associate MCPPO that has been delegated responsibilities by the Chief Procurement Officer.

Mr. Alfonse noted that in December 2025 Mr. Novelli will have three years of experience. He noted that the District only needs to designate the Chief Procurement Officer if it's going to issue a request for proposals (RFP), as opposed to invitation for bids. If the District planned not to designate a Chief Procurement Officer, it could, but it wouldn't be able to issue any requests for proposals.

Mr. Beauregard asked if Mr. Alfonse decided not to stay until then what would the District have done. Mr. Alfonse noted that the District probably could petition the Inspector General's Office informing them that there wouldn't be a CPO available until 2025.

Mr. Patten asked if Mr. Novelli had to take a lot of classes. Mr. Novelli described a series of online classes he had to attend. Mr. Patten said that if needed, he would volunteer to be a designated Chief Procurement Officer.

Mr. Alfonse noted that MCPPO certification is required to be completed every three years.

MOTION to approve the revisions to the Procurement and Contract Execution Policy as presented made by Mr. Gagne, seconded by Mr. Patten. All voted in favor. Motion carried 4-0.

6b. Substantial Completion – Window Replacement

MOTION to discuss the substantial completion of the window replacement project made by Ms. LeBlanc, seconded by Mr. Patten.

Attorney Thomas noted a correction to the form that needs to be made. Mr. Novelli will correct it before signing.

Mr. Novelli mentioned that DDC Construction has completed the window renovations at 612 Quanapoag Rd. He performed a final walk-through of the project with the architect and confirmed that all the work was completed. He noted that there were no change orders.

MOTION to approve the Certificate of Substantial Completion and to authorize the Executive Director to sign the certificate made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4-0.

6c. FY25 Extension of Existing Contracts

MOTION to discuss extending various contracts into fiscal year 2024 made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli reviewed the various existing contracts that have options to renew for the fiscal year 2025.

- Mr. Novelli noted that Best Security Services monitors the landfill after hours. The terms and conditions for the renewal include a provision for contract prices to be adjusted by the Consumer Price Index (CPI). They have performed services favorably for several years and are very responsive.

MOTION to approve and authorize the Executive Director to amend the Agreement with Best Security Services to exercise a one-year option to extend the agreement (July 1, 2024 to June 30, 2025) in accordance with the terms of the Agreement made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion passed 4-0.

- Mr. Novelli noted that there are various materials purchased for the landfill operations. The terms and conditions for the renewal include a provision for contract prices to be adjusted by the Consumer Price Index (CPI) as of July. The most recent CPI is a 2% increase. These are purchased on an as-needed basis. Although there is a contract for daily cover, the District hasn't purchased it recently because of reused materials that the District accepts and receives revenue for.
- Ms. LeBlanc asked what the asphalt pavement, brick and concrete rubble was used for. Mr. Novelli noted that it was used to fix landfill roads.

MOTION to approve and authorize the Executive Director to amend the agreements with G. Lopes, L.B. Corp dba Tiverton Materials, K.R. Rezendes, and Ondrick to exercise a one-year option to extend the agreements (July 1, 2024 to June 30, 2025) in accordance with the terms of the Agreements. Motion made by Mr. Patten, seconded by Mr. Gagne. All voted in favor. Motion carried 4-0.

Residential lease:

- Mr. Novelli noted that there are multiple options to renew (5 more options). They are great tenants and plan to stay at the property for a long time.

MOTION to approve and authorize the Executive Director to amend the residential lease agreement at 612 Quanapoag Road to exercise a one-year option to renew the agreement (July 1, 2024 to June

30, 2025) in accordance with the terms of the Agreement. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4-0.

6d. FY 2025 Waste Disposal Agreements

Attorney Thomas left the meeting room at 8:13 a.m. because he works for the City of Fall River, and the City of Fall River filed a bid with the District for waste disposal.

MOTION to discuss the fiscal year 2025 Waste Disposal Agreements made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli noted that the District solicited proposals from commercial haulers and nearby municipalities for waste tonnage in Fiscal Year 2025. He reviewed the memo showing the summary of proposals received and compared them to previous years. The goal was to take in 30,000 tons. The City of Fall River bid on the highest tonnage amount, which helped reach that goal. Lawrence Waste and WIN Waste are existing customers who bid on less tonnage than previous years. West Point Waste and DelPrete Disposal are smaller haulers and bid on the lowest tonnage.

Mr. Beauregard asked why WIN Waste bid significantly lower tonnage than previous years. Mr. Novelli replied that WIN owns a transfer station in Taunton that they utilize to haul waste to facilities in other states and this is likely their tonnage from the New Bedford area. In order to get to 30,000 tons, the District would need to offer WIN less tonnage than they bid on.

Mr. Patten asked about Fall River's multiple bid options submitted. Mr. Novelli explained that they were separate bid options and were not cumulative tonnage amounts. The options with lower tip fees would save the City money.

Mr. Patten suggested that the District accept the highest bid prices and recommended cutting out the lowest bidders. Mr. Alfonse expressed that it is important to diversify the District's customer base and to balance the need to preserve capacity with maximizing revenue. Mr. Novelli mentioned that serving smaller municipalities such as Lakeville is beneficial for the District and that their tonnage is minimal. The District provides valuable disposal capacity for multiple municipalities in southeastern MA.

Mr. Gagne pointed out that the District lost significant commercial tonnage between EL Harvey backing out and now WIN lowering their tonnages, and that Fall River's tonnage is valuable to the District's operations. Mr. Beauregard reminded the Committee that the District was burned in the past by private haulers.

The Committee discussed the potential to execute a multi-year agreement. This solicitation was for one year and the agreements will be for one year. The District could contact the haulers to see if they were interested in contracting for additional years.

Ms. LeBlanc expressed preference for Option B in the memo. Mr. Gagne agreed.

MOTION to authorize the Executive Director to execute Waste Disposal Agreements with West Point Waste, the City of Fall River, Lawrence Waste, WIN Waste, DelPrete Disposal, and the Town of Lakeville at the tipping fees as described in Option B (*West Point Waste, 700 tons*

at \$125 per ton; City of Fall River, 20,000 tons at \$116 per ton; Lawrence Waste, 2,500 tons at \$111.11 per ton; WIN Waste, 4,500 tons at \$110 per ton; DelPrete Disposal, 400 tons at \$110 per ton; Lakeville, 400 tons at \$110 per ton). Motion made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4 – 0.

Mr. Novelli suggested adding language about negotiating future contracts.

Mr. Gagne made a motion to authorize the Executive Director to contact each of the respondents to see if they would be interested in entering into two (2) or three (3) year contracts with a 5% increase per year for years two and three for the same volumes. Motion made by Mr. Gagne, seconded by Ms. Leblanc. All voted in favor. Motion carried 4 – 0.

Attorney Thomas returned to the meeting room at 8:53 a.m.

6e. Staff Report

MOTION to discuss the staff report made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Novelli acknowledged that the District's Scale Operator has been putting in extra effort to make herself more valuable and has gone above and beyond her assigned job responsibilities. She has received her hoisting license and has been training on equipment operation. He noted the operational benefits of having operations employees cross-trained on different equipment, noting that she could fill in for an operator if they were sick or if someone was injured and wanted to work the scale for a few days. He suggested that Scale Operator receive an additional pay step increase beginning July 1, 2024 for her efforts for going above and beyond the job description, noting that he wants to encourage employees to seek advancement and be rewarded for doing so.

Mr. Patten asked what the pay grade difference between the Scale Operator and Equipment Operator. Mr. Novelli noted that the Scale Operator is at grade 3, and the Equipment Operator is at grade 4. He noted the hourly rates for both positions.

Ms. LeBlanc suggested encouraging the Scale Operator to operate the equipment at least once a month. Mr. Novelli noted that the Scale Operator has the proper licenses, has been working in the equipment occasionally, and will continue to do so.

Mr. Patten suggested creating a new position for Scale Operator / Equipment Operator and that it be paid at grade 4. The original Scale Operator position can be kept separate for new hires that do not operate equipment.

Mr. Novelli noted that this employee takes the Scale Operator's position very seriously, is diligent in her work, and he described the important tasks performed by the Scale Operator.

MOTION to create a new position, Scale Operator/Equipment Operator, in grade 4 made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion carried 4-0.

MOTION to move the position of the current Scale Operator position to the new position just created, and place employee at the next step up that provides a rate increase effective July 1, 2024, made by Mr. Patten. Seconded by Ms. LeBlanc. All voted in favor. Motion carried 4-0.

Mr. Novelli noted that the USDA began increased seagull control at the landfill.

Mr. Novelli noted that there weren't any odor complaints past month and praised the operations team for their good work.

Mr. Novelli noted that all staff were receiving First Aid & CPR training. LeBlanc asked who was teaching the First Aid & CPR training. Mr. Novelli said that it was a certified trainer which was funded through a grant from the Department of Industrial Accidents.

Mr. Novelli discussed the waste reduction update. He said that Marissa and Meg visited Quin Elementary School to understand why they're generating more waste than other schools. There's a lot of food being thrown in trash and a lot of contamination in classroom recycling bins. Leadership from within the schools is needed to implement changes- it is difficult for District staff to show up once, give a presentation, and expect changes.

The Dartmouth Middle School plans to start using reusable meal trays at as soon as they can hire staff to run the dishwashing machines.

MOTION to recommend the Committee receive and place on file the Staff Report made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion carried 4-0.

7. Executive Session

MOTION that the District Committee go into Executive Session pursuant to General Law Chapter 30A, Section 21(a)(7) and General Law chapter 4, Section 7, Clause Twenty-Sixth(d) to discuss inter-agency or intra-agency memoranda or letters relating to policy positions being developed by the District and then reconvene in Open Session. The minutes of this Executive Session will become public once the policy positions being developed by the District have been fully developed.

Roll call vote-

Chairperson Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- Yes, Michael Gagne- yes, Kelley Cabral-Mosher- absent. All voted in favor.

The committee entered into Executive Session at 9:05 a.m.

The Committee returned to open session at 9:36 a.m.

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

Mr. Beauregard mentioned that discussions around a sick leave buyback policy would be continued resumed at the next meeting.

9. Set Meeting Schedule

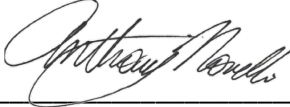
The next meeting is currently scheduled for May 16, 2024. The following meeting was scheduled for June 13, 2024.

10. Adjourn

MOTION to adjourn the meeting made by Mr. Patten, seconded by Ms. Cabral-Mosher.

The meeting was adjourned at 9:39 a.m.

Approved by vote of District Committee on May 16, 2024.



Anthony Novelli, Executive Director

MEMOS

- 6A. Proposed revision to Procurement and Contract Execution Policy dated 4/11/2024
Attachment- Procurement and Contract Execution Policy Draft Revisions
- 6B. Memo- Substantial Completion- Window Replacement dated 4/11/2024
Attachment- Substantial Completion Form
- 6C. Memo- FY25 Contract Amendments dated 4/11/2024
- 6D. Memo- FY25 Waste Disposal Agreements dated 4/11/2024
- 6E. Memo- Staff Report dated 4/11/2024
Attachment- Commercial and Municipal Tonnage- January 2023- February 2024
Attachment- Income Statement- for the 12 months ending June 30, 2024 as of April 4, 2024
Attachment- Marketing- March 2024 Water Bill Insert