

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

Meeting Minutes

Thursday, July 18, 2024

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on Thursday, July 18, 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, and Caroline Conzatti.

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

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 Section 20 of Chapter 20 of the Acts of 2021, as amended by Section 3 of Chapter 107 of the Acts of 2022 Christine LeBlanc, a member of the District Committee, is participating remotely in this meeting. I want to remind the members that texting and private chats on Microsoft Teams or any other channel are not an acceptable method of remote participation. I also want to make sure that all members can be heard when they are speaking and if I or any member cannot hear another member, please let me or the Executive Director know. Finally, I want to state that if Christine’s remote connection is lost, she should attempt to log back in. If her remote connection is lost, we will note the time of disconnection and the time of reconnection.

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 (participated remotely)
Daniel Patten- Yes
Michael Gagne- Yes
Kelley Cabral-Mosher- yes
Caroline Conzatti - yes

4. Approval of Minutes

- a. Draft Minutes of June 13, 2024 meeting, regular session

MOTION to approve the minutes of the June 13, 2024 meeting, regular session made by Mr. Patten, seconded by Ms. Conzatti. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

- b. Draft Minutes of June 13, 2024 meeting, Executive Session

MOTION to approve the minutes of the June 13, 2024 meeting, executive session made by Mr. Patten, seconded by Ms. Conzatti. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

5. Warrant Report and Ratification

- a. Warrants 23-24 and 24-24 approval

MOTION to ratify Warrants 23-24 dated June 6, 2024 and Warrant 24-24 dated June 24, 2024 made by Mr. Patten, seconded by Ms. LeBlanc. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

6. 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. MOTION made by Ms. LeBlanc. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

Mr. Beauregard confirmed with Ms. LeBlanc that she was the only one in her room and available to hear the meeting. The Committee entered into executive session at 8:03 a.m. The Committee exited executive session and returned to open session at 8:32 a.m.

7. Old Business

- a. Discuss contracts for engineering services – future landfill cell permitting

MOTION to discuss contracts for engineering services for future landfill cell permitting made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli explained that there are limited funds still available on the existing contract with Geosyntec to prepare conceptual drawings of a new landfill cell. He suggested the Committee authorize some additional funds to ensure that there are no delays in service. Proposals for additional engineering work will be reviewed at the next meeting.

MOTION to authorize an amendment for up to an additional \$5,000 for engineering services to Geosyntec made by Ms. LeBlanc, seconded by Ms. Conzatti. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

b. Discuss Existing Sick Leave Policies

MOTION to discuss the existing sick leave policies made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli continued this discussion from the previous meeting, relating to scenarios where an employee requires sick leave beyond their available sick time. There is not a clear policy in the handbook currently, and he presented draft language that could be added. The language would expand on the supplemental insurances policy and recommend that employees purchase short-term disability insurance to cover a situation like this.

Chairperson Beauregard asked if long-term disability insurance was offered with the other available policies. It is not currently offered. Chairperson Beauregard suggested that it be added to the available options.

Mr. Gagne suggested that insurance providers visit with the staff and talk about the available policies. He suggested contacting Boston Mutual, who works with a lot of municipalities and comparing their policies with the existing offerings.

Mr. Novelli mentioned that when a new person is hired, they are given the contact information for the District's current insurance agent with AFLAC. The employee would have to contact the agent to sign up for a policy. He also mentioned that the annual open enrollment is around April.

The group discussed the existing sick leave bank and policies from other entities. Chairperson Beauregard mentioned that the District does not have enough employees to make it worthwhile. Mr. Novelli mentioned that the bank is optional for employees, and only 3 of the 14 full-time employees are eligible to participate (given the bank's requirements) and have shown interest.

The Committee agreed that the bank is not working as intended and that it should be removed from the Handbook. The proposed language about supplemental insurance will be revised to include long-term disability insurance as an option, and these changes to the Employee Handbook will be voted together at a future meeting.

8. New Business

a. Discuss District-Owned Residential Properties

MOTION to discuss the District-owned residential properties made by Ms. LeBlanc, seconded by Mr. Patten.

Chairperson Beauregard mentioned that the point of this agenda item was to have a discussion about potential next steps, and not to necessarily decide on all aspects at this meeting.

Mr. Novelli explained that the District owns 3 residential properties near the landfill, in addition to some other vacant land. One residential property is currently occupied by a long-term tenant and does not need attention at this time.

One property was formerly rented about 3-4 years ago but needs a new heating system and other improvements before being rented again. District staff could complete some of the renovations, but not all. It has been sitting vacant and the District pays heating and electrical bills to keep it in decent shape, but it is likely to get worse if left vacant long-term. Updated costs for renovations at this property will be obtained to determine if it is worthwhile to renovate this property or not.

The group agreed that the District should engage in a master planning effort for all of its properties. Mr. Gagne suggested that Mr. Novelli reach out to the Southeastern Regional Planning and Economic

Development District (SRPEDD), who focuses on municipalities. He had good experience working with in the past on similar efforts. Mr. Novelli agreed to engage them about this project. Attorney Thomas noted that they are exempt from Ch. 30B procurement.

b. Chief Procurement Officer Designation

MOTION to discuss the District's Chief Procurement Officer designation made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Novelli explained that Mr. Alfonse is still the District's CPO, and he is mostly retired and only working limited hours. After review, the District's CPO is not required to have a full MCPPO designation unless District policies require this. Mr. Novelli has completed the MCPPO classes and earned an Associate MCPPO designation. Mr. Gagne suggested that Mr. Novelli's past experiences may qualify him for the full designation.

MOTION to appoint Anthony Novelli as the District's Chief Procurement Officer made by Mr. Gagne, seconded by Ms. LeBlanc. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

c. Staff Report

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

Mr. Novelli mentioned that the District was able to reduce incoming waste tonnages and still have a successful year financially.

He mentioned that a food waste drop-off program was started in Dartmouth at the Transfer Station and that it was well-received by residents so far and participation was increasing. BPI certified compostable bags are available at nearby stores, including Shaw's, Stop & Shop, and Target as well as online. Mr. Gagne suggested making the compost starter kits available to residents at the transfer station for easy distribution. The transfer station is a busy place on Saturdays and he also suggested that the District seek grant funding to help Dartmouth monitor the transfer station on Saturdays to ensure that banned materials are not entering the MSW container. He would be interested to see if Dartmouth's tonnages would decrease if this was more closely monitored.

MOTION to accept the staff report and place on file made by Mr. Gagne, seconded by Ms. LeBlanc. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

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

There were none.

10. Set Meeting Schedule

The next meeting was scheduled for August 22, and the following meeting for September 26.

11. Adjourn

MOTION to adjourn made by Ms. LeBlanc, seconded by Ms. Conzatti. Roll call vote: Chairperson John Beauregard- yes, Christine LeBlanc- yes, Daniel Patten- yes, Michael Gagne- yes, Kelley Cabral-Mosher- yes, Caroline Conzatti- yes. Motion carried 6-0.

The meeting adjourned at 9:31 a.m.

MEMOS

- 7A. Discuss contracts for engineering services – future landfill cell permitting
- 7B. Discuss Existing Sick Leave Policies
Attachment- proposed additional language to Employee Handbook
- 8A. Discuss District-Owned Residential Properties
- 8B. Chief Procurement Officer Designation
- 8C. Staff Report
Attachment- tonnage graph as of 7/12/2024
Attachment- income statement as of 7/12/2024
Attachment- photos of compost outreach materials

Approved by vote of the District Committee on September 26, 2024.



Anthony Novelli, Executive Director