

Minutes approved November 12, 2025

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

Meeting Minutes

Wednesday, October 8, 2025

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on Wednesday, October 8, 2025, 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, Ed Iacaponi, and Caroline Conzatti, Kelley Cabral-Mosher. Michael Gagne was absent.

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

1. Call to order / Salute the flag

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

Daniel Patten: yes

Caroline Conzatti: yes

Kelley Cabral-Mosher: yes
Ed Iacaponi: yes
Michael Gagne: absent

4. Approval of Minutes

- a. Draft Minutes of July 29, 2025 Meeting, Executive Session

Chairperson Beauregard requested a MOTION to approve the Draft Minutes of the July 29, 2025 meeting, Executive Session. MOTION made by Mr. Patten, seconded by Ms. Conzatti. All voted in favor. Motion passed 5–0.

- b. Draft Minutes of September 10, 2025 meeting, Regular Session

Chairperson Beauregard requested a MOTION to approve the Draft Minutes of the September 10, 2025 meeting, Regular Session. MOTION made by Mr. Patten, seconded by Ms. Conzatti. All voted in favor. Mr. Iacaponi abstained from the vote because he was not present for that meeting. Motion passed 4–0.

- c. Draft Minutes of September 10, 2025 meeting, Executive Session

Chairperson Beauregard requested a MOTION to approve the Draft Minutes of the September 10, 2025 meeting, Executive Session. MOTION made by Mr. Patten, seconded by Ms. Conzatti. All voted in favor. Mr. Iacaponi abstained from the vote because he was not present for that meeting. Motion passed 4–0.

5. Warrant Report and Ratification

- a. Warrant ratification

Chairperson Beauregard requested a MOTION to ratify Warrant 5-26 dated September 4, 2025 and Warrant 6-26 dated September 25, 2025. MOTION made by Mr. Patten, seconded by Mr. Gagne. All voted in favor. Motion passed 5–0.

6. New Business

- a. Discuss District Staffing

Chairperson Beauregard requested a motion to discuss the District's staffing. Motion made by Mr. Iacaponi, seconded by Mr. Patten.

Mr. Novelli informed the Committee that there is an employee who will need to take time off beyond available PTO to care for their partner over the next few months. The situation does not qualify for the District's Parental and Family Leave policy, and the District is exempt from the state's Paid Family Medical Leave (PFML) program. The employee is planning to work whenever possible over this period, but will be less than 40 hours per week. He does not have a lot of sick time available.

The Committee discussed the sick leave bank, which was removed from District policy due to lack of participation from the employees. Mr. Novelli said that the donation of sick time from one employee to another on a voluntary basis has been allowed in the past but is not an official policy.

The Committee asked what will happen once this employee's available PTO runs out. Mr. Novelli responded that he believes the District could grant an unpaid leave period if needed that continues health benefits, consistent with FMLA language, or allow work at less than 40 hours per week. The employee would need to maintain at least 20 hours per week to maintain health benefits. He is planning to work part-time and could likely achieve at least 20 hours per week between working and supplementing PTO/donated sick time when needed.

The Committee suggested that Mr. Novelli revisit the sick leave bank with the employees, noting that the benefits of such a policy may not be well-understood until a situation like this arises. Perhaps the structure/rules of the sick bank could be modified to encourage more participation and to be more effective.

The Committee discussed revisiting the existing policies and benefits when the Personnel Subcommittee meets next given the circumstances that have arisen. Ms. Conzatti asked when the Employee Handbook had been reviewed most recently. Mr. Novelli replied that the Personnel Subcommittee and legal counsel did a thorough review within the last two years. Ms. Conzatti suggested that the Handbook be reviewed by an outside HR expert.

Ms. Cabral-Mosher added that the District does not have an HR department, and new employees may not fully understand the provisions of the Employee Handbook and the long-term benefit of some of the policies. Mr. Novelli added that all employees are given a copy of the handbook and must acknowledge receipt and understanding, but he does not usually do a thorough review of the entire handbook with each person.

The Committee discussed allowing the voluntary donation of sick time from one employee to another in the interim until a more comprehensive policy is adopted.

MOTION made by Mr. Patten that given the exigent circumstances of this situation, the District Committee is allowing the individual donation of sick days from employee to another employee. If the District reimplements a sick bank, the days that have been donated will be credited to the sick bank. MOTION seconded by Mr. Iacaponi. All voted in favor. Motion passed 5–0.

Mr. Novelli continued the discussion by explaining that this person's part-time schedule will create some operational challenges regarding mechanic and landfill gas duties. The District previously hired a landfill gas technician that did not work out, and there are a lot of duties currently falling on the lead mechanic, especially with this employee working less hours. He intends to hire another mechanic/landfill gas technician, and clarified that this is not solely due to the temporary situation. The person would ideally have diesel experience and would have duties in the maintenance garage and in the landfill gas wellfield. He highlighted the importance of these positions in the District's operations to keep things running smoothly and in compliance, and that it can be difficult to find qualified people. The District has an established position for a Mechanic and one for a Landfill Gas Technician, and he drafted a job description that combined these into a Mechanic/ Landfill Gas Technician to be clear to applicants about expected duties.

He mentioned that this position was not initially budgeted and may require an amendment to the budget. He does not believe the amendment needs to happen immediately, and plans to confirm with the auditors on the proper way to do this. In the past, the Committee has voted to reduce the budgeted deposit to

reserves to increase a different expense line, such as the salaries and wages. He anticipates an additional \$50-70K will be needed in the current fiscal year to fund this position and associated benefits. He believes it is well worth the investment.

He reviewed the District's policy that the Executive Director has the authority to hire an employee at the starting step in the respective grade, but starting at a higher step in the pay scale requires Committee approval. He hopes to hire someone ahead of the next meeting and requested permission to potentially hire someone highly qualified at a higher step. He reviewed the existing pay scale for the position.

Mr. Iacaponi noted that other municipalities also have difficulties filling these types of positions and commented that the pay increase between steps did not seem very high. Mr. Novelli replied that each step increase is equal to 2.5%.

Mr. Patten made a MOTION that Mr. Novelli be able to offer the Mechanic/Landfill Gas Technician up to a step 6, and that Chairperson Beauregard would be authorized to approve a higher step if warranted. MOTION seconded by Mr. Iacaponi. All voted in favor. Motion passed 5-0.

Mr. Novelli suggested that the Committee also vote to adopt the updated Mechanic/Landfill Gas Technician job description as drafted.

MOTION to create the position of "Mechanic/ Landfill Gas System Technician" at a Grade 5 of the District's pay scale and approve the job description for the position. MOTION made by Mr. Iacaponi, seconded by Mr. Patten. All voted in favor. Motion passed 5-0.

b. Staff Report

Chairperson Beauregard requested a MOTION to receive the Staff Report. Motion made by Mr. Patten, seconded by Ms. Conzatti.

Mr. Novelli highlighted that there were no odor complaints received since the last meeting and complimented the operations team for this continued accomplishment.

Landfill tours were recently given to the Dartmouth Town Administrator and a couple of Select Board members, who spoke highly of the District and of the landfill tour publicly at their next meeting. Mr. Iacaponi commented that he had watched the meeting and appreciated the positive feedback from the Select Board. They highlighted the fact that the waste is fully covered at the end of each day to prevent odors and animal attraction, which is important for the public to understand.

Mr. Novelli plans to reach out to New Bedford city councilors and staff as well. Seeing the landfill in person usually changes people's negative perceptions about the operation, and every tour he has given so far has been well-received. Chairperson Beauregard believes that the District is doing a great job regarding public relations, especially ahead of the construction of the next landfill cell.

Mr. Novelli informed the Committee that the District has needed to purchase some daily cover material recently. The team tries to rely on alternative cover materials for which the District receives revenue, such as street sweepings, but the supply and delivery can be hard to rely on, and materials are needed daily. He hopes that deliveries will pick up soon and that they will not need to continually purchase daily cover material.

He highlighted continued improvement in the gas collection system, which has been slowly and steadily increasing in production. A lot of horizontal gas collection piping has been installed over the past few

months, which he cited as the primary reason for the increase. Chairperson Beauregard noted that there is a lot more science and engineering involved in the landfill operation than most people realize. People can see some pipes sticking out of the landfill, but do not fully understand all the infrastructure within the landfill to effectively capture the gas. Mr. Novelli agreed that landfill infrastructure is not well-understood and that there is a ton of work that goes on behind the scenes to keep things running smoothly. He appreciates the staff dedicated to this work and complimented their efforts.

Regarding Cell 7 permitting, an application has been submitted to the Dartmouth Conservation Commission and is tentatively scheduled to be on the October 28 meeting agenda. The Commission hired an outside consultant to review the District's application. He confirmed that the District has submitted all the required information and documents for the application. The District will be represented by Alan Kirschner of Brown and Caldwell, who is the engineer of record for the project. Mr. Novelli said that Mr. Kirschner has been great to work with and has a long history of successfully working with the District. The project involves relocating stormwater infrastructure, and the District is planning to re-plant a similar amount of any trees and vegetation that will be removed during the process.

Mr. Novelli highlighted another recent landfill tour which was advertised to the neighbors and to the public. He had 20 attendees and noted that the neighbors appreciated the information and transparency. Public comments were being solicited and will be communicated with MassDEP as part of the permitting process.

He moved on to an update on solar- the team has been working on drafting a Request for Qualifications for a solar consultant to work with to assist in the procurement and implementation of a larger system. Attorney Thomas asked if the District should consider skipping the consultant procurement and go straight to soliciting developers. He believes that there is enough experience on the District team and Committee that could facilitate the process by going straight to development proposals. He was weary of consultants adding additional time to projects and mindful that the District wants to complete this as soon as possible. He suggested that the District could propose conceptual sites in the solicitation and choose a developer based on qualifications, skipping the time and expense of having a consultant in between. Mr. Iacaponi agreed and noted that the developers have a lot of engineers and staff that can facilitate the process for the District. Mr. Patten suggested that a consultant would be more beneficial to review proposals once received.

The Committee members agreed with this streamlined approach, and suggested that the team morph the current RFQ for consulting services into an RFQ for solar development. Attorney Thomas recommended sticking with an RFQ over a RFP because it is not price-based and allows the District to interview developers with demonstrated success on similar municipal projects. The District could give a broad overview of the project in the procurement, and the specifics of the project could be negotiated with the selected developer.

Mr. Novelli reviewed recent waste reduction efforts and outreach, and Ms. Conzatti mentioned that she has been in contact with the team about additional ways to advertise and promote the available programs.

Mr. Iacaponi has noticed a few new companies that deal in junk removal and hauling lately and asked where that material is going. Mr. Novelli replied that the District is not permitted to accept construction & demolition debris, and does not deal much with junk haulers. He said that material is likely being transported to disposal facilities in other states. Mr. Iacaponi asked if metals or other materials were sorted out of the waste stream. Mr. Novelli replied that C&D processing facilities in MA are required to recover materials, but he is not sure about facilities in other states.

Motion to accept and place the staff report on file made by Mr. Patten, seconded by Ms. Conzatti. All voted in favor. Motion passed 5 – 0.

7. Executive Session

Chairperson Beauregard requested a MOTION that the Committee enter Executive Session pursuant to M.G.L. c. 30A, §21(a)(7) and M.G.L. c. 4, §7, cl. 26(d), to discuss interagency memoranda and policy positions being developed by the District, and to reconvene in open session. The minutes of the Executive Session will become public once the policy positions are fully developed. MOTION made by Mr. Conzatti, seconded by Ms. Cabral-Mosher. All voted in favor. Motion passed 5–0.

The Committee entered into Executive Session at 9:00 a.m.

The Committee returned to Open Session at 9:28 a.m.

8. Items that could not be reasonably anticipated 48 hours in advance

There were none.

9. Set Meeting Schedule

The next meeting is scheduled for November 12. The following meeting was scheduled for December 17, 2025.

10. Adjourn

Chairperson Beauregard requested a MOTION to adjourn. Motion made by Mr. Patten, seconded by Ms. Conzatti. All voted in favor. Motion passed 5- 0.

The meeting was adjourned at 9:30 a.m.

MEMOS

6A. Discuss District Staffing

Attachment: Draft Job Description- Mechanic/ Landfill Gas Technician

6B. Staff Report

Attachment: Graph of Tonnage received as of October 2025.

Attachment: Income statement as of October 3, 2025

Attachment: Reuse, Repair and Shed Day Flyer

Attachment: September 27, 2025 HHW Day Flyer in English and Spanish

Approved by vote of the District Committee on November 12, 2025.



Anthony Novelli, Executive Director