Minutes

NWSWD Board of Supervisors Meeting

October 2, 2024

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on October 2, 2024, via zoom and at the St. Albans Town Hall at 6:30 PM.

Supervisors Present:
Buermann, Bob – So. Hero
Doremus, Mark – Bakersfield – zoom
Getty, Jennifer – Fletcher
Kade, Barry – Montgomery
Lambert, Paul – Georgia - zoom
Micheli, Carlo – Swanton – zoom
Richards, Jim - No. Hero – zoom
Shepard, Kristin – Richford - zoom
St. Francis, April – Highgate
Sylvester, Mary – Berkshire - zoom
Tibbits, Jaime – Fairfield

Supervisors Absent:
Sturtevant, Brooks – Franklin
Duchaine, Russel – Alburgh
Voegele, Al - St. Albans Town

Others Present:
John Leddy, Executive Director
Pam Bolster, Finance

Full Board Meeting

Chair Jaime Tibbits called the meeting to order at 6:35 PM. .

1) **Agenda Review-Additions/Deletions: None**

2) **Welcome, Introductions, Opening Remarks – Chair:** Jaime Tibbits welcomed the board.

3) **Public Hearing & Public Comments:** No Attendees / No Public Comments

4) **Approval of Minutes for August 7, 2024**. Jaime Tibbits asked for a motion to approve the minutes. Jennifer Getty made a motion to approve the August 7, 2024 minutes as written. Jim Richards seconded. All were in favor and the motion passed. Abstention from Bob Buermann.

5) **Staff Reports:**
   1) **Directors Report:**

   John Leddy recapped the most recent District Activities.
   - Bakersfield Drop Off Site is in the process of recertification. Mark Doremus was thanked for his assistance in this. Barry Kade questioned the date of the landfill certification. John Leddy stated 2025 and noted this would be brought before the board at that time.

- Drop Off Sites are showing the seasonal swing with volumes high but are beginning to see declines. Discussion of recycling seasonal trends.
- The district has hired Mikhala Kaseweter as the Districts Outreach and Education Coordinator. She has taken over the social media posts and is starting to outreach district schools. She as well has run a table at the Enosburg Farmers Market and is planning more events.

1. **Finance Report:**
   Pam Bolster noted the following:

- The building project requires Builders Risk Insurance which has been acquired, with the assistance of VLCT, through Acadia Marine. The estimated cost of this insurance annually is appx. 16K, but does give the option to cancel once the project is completed and the premium will be pro-rated.
- The bond bank has been notified of the intent of the district to apply for the additional funds approved by the voters (500K) and Eli Emerson the district attorney has been notified as a new bond opinion was necessary. He has already provided it to the bond bank.
- The district had two CD's come to maturity over the last month, one with New England Federal Credit Union (a 5 Year CD) and one with Union Bank (13mo CD). Both were rolled over to short term CD's. Discussion of timing and cash flow.
- Pam Bolster suggests that the board open a line of credit for 500K at the guaranteed rate by Peoples Trust of 2%, fixed rate, interest to be paid on the balance utilized only and with no additional fees. Discussion. Utilization of the funds will be determined as needed dependent on the terms of the building project contract. It will be considered a bond anticipation note as the bond will not pay out until March of 2025. This will be a bridge until the bond pays out. Discussion. The line of credit will be for 6 months with a 6 mo. extension at that rate if necessary. The board directed Pam Bolster to set this up and bring information to the next meeting for a vote and resolution.
- The State contacted John Leddy about the Materials Management Grant which has requested an audit/discussion. All is up to date with the grant and thoroughly documented.
- The budget process has begun for FY26. Healthcare is an area that will be looked at closely as there was a 20% increase for the current plan with BCBS. All options are being explored including a broker who worked with BCBS to offer lower cost plans. The administration committee will be asked to be involved.
- The first reimbursement request has been against the Million Dollar bond for appx. 76K which will just about pay for the bond payments due in November.
- Audit from FY23 resulted in a surplus of 116K. The made two suggestions, one to clean up old uncashed checks which has been done for the FY24 audit and one policy that is being researched.
- The FY24 audit pre-planning phase has started with some minimal base information being requested which has been supplied. The FY24 final draft was presented after audit entries had been entered. It resulted in a deficiency. PTO liability was discussed. Price increases were discussed. A drop off site comparison of User Data and Trash Income.
- Noted was Bakersfield which needs analysis as the income is down. It will be compared with tonnage.

- FY25 to date is on target with no concerns.

6) **Committee Reports:**

1. **Finance Committee –** None

2. **Building Project – Georgia Expansion Update**
The project is tentatively scheduled to start on October 28, 2024. Act 250 Permits were discussed and the frustration involved in the process. There is a historical preservation easement involved. A work around was found and it is believed we are on firm footing now. Paul Lambert offered his assistance if needed.
Work on the project pricing has begun and many cost saving options have been identified and adjusted. The contract will contain items adjusted as of today but there will be potential cost saving open items that could potentially be adjusted further along in the project. The board will need to have a special meeting once the contract is received to ratify the contract. Discussion of authority and power to sign contracts. John Leddy looked up the statute and in brief, The chair, with the authorization of the board, can sign contracts on its behalf.

3. **Operations Committee – Alburgh Transfer Station Negotiations:**
A number of conversations have occurred since the last meeting. Part of the terms requested by Alburgh was the development of an equipment fund to pay for maintenance and replacement of utilized equipment. John Leddy offered two options, a. leasing the equipment with them taking care of maintenance and/or replacement, or b. a capital maintenance fund which was extremely complicated.
The town preferred the lease agreement. The agreement is being drafted. The lease fee offered was 5K a year, they countered with 15K. John Leddy has agreed to the 15K in his current proposal for this annual lease but plans to present it with a 45K cap. He is also going to counter with 10-12K annually. Discussion. Pam Bolster noted the financial questions she had were answered. December 1 is the target date.

4. **Administration Committee – None**
Future action could occur in relation to the FY26 budget as personnel issues could arise. Pam Bolster will invite the admin committee to any budget meeting that occurs.

5. **Executive Committee: None**

7) **Other Business: None**

8) Board Adjourned at 7:40PM