

Lamoille Regional Solid Waste Management District
29 Sunset Drive, Suite 5
Morrisville, VT 05661

BOARD OF SUPERVISORS' BUSINESS MEETING
TUESDAY, JANUARY 10, 2023
CONDUCTED BY ZOOM

SUPERVISORS

Cathy Mander-Adams	Belvidere	Absent	Cambridge
Penelope Doherty	Craftsbury	Absent	Eden
Jane Oliphant	Elmore	Vacant	Hyde Park
Howard Romero	Johnson	Charles Cooley	Morristown
Willie Noyes	Stowe	Lucas Tilton	Waterville
Phillip Wilson	Wolcott	Carl Witke	Worcester

STAFF

Susan Alexander	District Manager	Donna Griffiths	Clerk
Teresa Kajenski	Fothergill Segale & Valley		

Chair Willie Noyes called the meeting to order at 6:31 pm.

1. PUBLIC COMMENT

No members of the public were present.

2. APPROVE MINUTES OF NOVEMBER 8, 2022 MEETING

Cathy moved and Lucas seconded to approve the minutes of November 8, 2022. The motion was passed unanimously.

3. AUDITORS REPORT

Teresa Kajenski of Fothergill Segale & Valley said the audit went well. There was no difficulty getting any information. There is a qualification on the audit report because the solid waste district leases office space and there is a new requirement starting this year to report the asset and offsetting liability for the present value of the lease. She talked with management and it really isn't that useful to report it that way, so it is a qualification on the audit report. If LRSWMD wants to implement this in the future we will need help figuring out the value of the lease.

There was a decrease in the fund balance. C&D income was down. Income was more than budgeted due to additional grants received. Both revenue and expenditures for redemption were less than budgeted, mainly due to staff shortages and closures. Disposal and hauling was less than budgeted due to site closures and separation of cardboard. Equipment maintenance was higher than budgeted because more equipment repairs were needed. Healthcare expenditure was less than budgeted because some employees moved to Medicare and HRA expenditures were less than expected. The

overall fund balance 6 months ago was strong – about \$588K, with about \$47K assigned for capital assets. LRSWMD is a good financial position. Accounting staff are doing a good job.

Teresa said there would be some cost to implement the new requirement for reporting the value of the lease. The audit fee may go up because whoever is doing the audit will have to do more work in the first year to implement that. This is the last year her firm will be doing our auditing.

Charles said although our money in the bank went down our assets went up. It looks to him like everything is fine.

Teresa said they only did 2 adjustments. She suggested the district might want to start thinking about succession after Joyce. Her firm is getting out of governmental auditing because they have lost staff and they have a lot of business clients they are trying to help. Susan said since the auditors were here Joyce has retained a person who does payroll for local organizations as a backup in case she needs to step back for any reason or go on vacation. She is really happy with the person. Susan said this week we sent out an RFP to get bids for the next audit.

Cathy moved and Lucas seconded to accept the audit report as presented. The motion was passed unanimously.

Teresa left. Jane joined the meeting at 6:46.

4. FINANCIALS

a. *Approve November 2022 Financial Reports*

Susan said this set of financials includes all the carryover money we budgeted for. She thinks we will run over a little on payroll because the cost of living adjustment was significant this year. Jon is over budget on some items.

Jane said she thinks it is great that the employees got a cost of living increase. Susan said we always take the January CPI and compare it to the previous January and we give that increase to all employees. For many years it has been around 1.5% but it was higher this year. If employees are meeting expectations they can get step increases and there is also an opportunity for a merit-based or one-time bonus.

Susan noted that our budget for fuel this year did not anticipate the big spike in fuel costs this past summer. Charles said the big ticket items are labor and Household Hazardous Waste.

Charles moved and Cathy seconded to approve the November 2022 financial reports. The motion was passed unanimously.

- b. *Ratification of Check Register*
Penelope moved and Carl seconded to ratify the check register. The motion was passed unanimously.
- c. *Pre-payment Authorizations for Large Checks*
Cathy moved to authorize pending payments in the amount of \$18,585.00. The motion was seconded and passed unanimously.

5. UPDATES

a. *Straw Poll on Future Meeting Format and Location*

Susan said the waiver of Open Meeting Law that allows fully remote meetings will soon end unless the legislature chooses to preserve it. VLCT is recommending preserving it and Susan's guess is that that will happen. She has been hearing that board members prefer meeting by Zoom or maybe meeting in person once or twice a year. She assumes we will be able to continue meeting by Zoom but if not she wants to have a plan.

Cathy said the board's Tuesday meetings sometimes fall on the same day as elections. She is wondering if another day could be considered. The annual meeting on Wednesday is also a conflict for her.

Susan said the annual meeting is the first Wednesday of April because that is in our charter. We would have to do a charter change to change it. The day of the month we meet is decided at the annual meeting.

Charles said he likes using Zoom, especially when there is inclement weather. By April we may have decent weather. Maybe the April meeting can be in person but other than that he is not sure we need to meet in person. Penelope agreed. She said she has a feeling that with a group this large any change will conflict with another obligation of someone. But should we consider another meeting day just in the months when we know there is a conflict with a major election or town meeting? She likes the idea of using Zoom most of the time but would like to meet in person once or twice a year. Willie said when he was on the Stowe selectboard that board met on Tuesdays if there was a Monday holiday on their regular meeting night. That only happened about twice a year. We can decide on the meeting day at the next annual meeting. Susan said the waiver of Open Meeting Law expires January 15 so we will know soon if we can continue meeting this way. If not, she will look into using the Tegu Building. Jane noted that meeting in person fewer times a year keeps people safer from COVID. But she is flexible.

b. *Facilities Update*

Susan said Jon has been considering if there are opportunities to divert other materials from the mixed recycling stream. The price of cardboard has dropped so low that diverting cardboard is currently pretty much a wash. We are still saving money by diverting glass. Jon is considering diverting mixed paper. He sent some mixed paper with our last cardboard shipment. He was working with Shred-Ex, a company that shreds and sells paper. They picked up 10 gaylords of paper we had customers sort at Stowe. She thinks what could have cost us \$600 for disposal

cost about \$350 so it won't be a big money saver unless paper becomes more valuable. Another possibility is diverting aluminum cans out of redemption. That is a little complicated.

We had decided to use some state grant money to repair the roof and lower the ceiling at Lamoille Soil. But the roof didn't leak last year so we are backing off from that. The high ceiling was a heating issue but Jon put the old scale house from Stowe inside the Lamoille Soil garage for employees to use as an office. It is a smaller area that doesn't cost much to heat. We are planning to divert the grant money to the Stowe Electric building. We still need to work on handicap accessibility for the bathrooms there.

c. *Infrastructure Grants*

Susan said we have two more grant opportunities available to us. One is 100% grant with no match and a minimum of half a million dollars but that will be very competitive. The other is another state infrastructure grant specifically for organics. Currently we get sawdust for our composting facility from a woodworking business in North Hyde Park. We pay them a very reasonable fee but the sawdust must be hand shoveled, which is labor intensive, and the dust is a concern. We are working on an alternative way of collecting sawdust. The business is willing to work with us, even if it means taking down their building and putting something else there. We are thinking of putting some grant money into this project.

d. *Facilities Update (continued)*

We needed a better way to let people know a facility is closed so Sarah researched how to implement a hotline and we now have one. People can call 24/7 and find out which facilities are open or closed. That takes a burden off the employees. We are trying to listen to what employees say and take small measures that make their world better.

The recent big storm had a significant impact on the Stowe facility. Jon decided to close early one day and open late the next day. Our staff was phenomenal. We got through that pretty successfully

e. *Annual Report*

The LRSWMD Annual Report was in the board packet. Also in the packet was an infographic that Susan thinks is very helpful in giving a quick bird's eye view of materials kept out of the landfill. We are required to put out an annual report every year. Towns can use the infographic in their town reports. She thinks we will try to get it in the newspaper. Penelope asked if board members can get copies to bring to town meeting. Susan said anyone who wants extra copies should let her know. Carl said he thinks it would be a great thing to hand out at town meeting. If it is being reformatted for the newspaper we should think about formatting it for an 8 ½ by 11 inch handout.

f. Other

Charles asked if we saw an increase in cardboard collected during the holidays. Susan said there was a short increase.

Susan listed the board members who are up for re-election or reappointment. She hopes all will consider asking to be re-elected or reappointed

Howard asked about the status of the wall at Stowe. Charles said it is standing well now. Willie agreed. There is not much pressure on it now. Susan said we have taken every precaution advised by the contractor. We are keeping people out of the area. We excavated behind the wall, improved drainage underneath and reinforced it with steel beams. Everyone who has looked at it has said that if it fails it won't be a catastrophic failure. She suggested Howard could look at it with Jon sometime.

Howard noted that corrugated cardboard was not included in the infographic on diverted materials. He imagines the amount diverted is large. Susan said she thinks we have diverted about 110 tons. Maybe when we reformat the infographic for the paper we can include that number.

Howard asked what the hotline number is. Susan said it is 802-441-6639. Cathy asked if this has been posted on Front Porch Forum. If not, can board members post it? Susan said she believes it has. Penelope said she reposted the information in Craftsbury. Cathy said she would want to know what verbiage to use if she were to post about it. Penelope said she can send what she used when she posted.

Charles moved to adjourn. The motion was seconded and passed unanimously.

Chair Willie Noyes adjourned the meeting at 7:36 PM.

Respectfully submitted,

Donna Griffiths, District Clerk

Date

Willie Noyes, Chair

Date