



# Greater Upper Valley Solid Waste Management District

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PO Box 320, Ascutney, VT 05030 • (802) 674-4474 • [www.guvswd.org](http://www.guvswd.org)

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[Final]

## BOARD OF SUPERVISORS MEETING

August 28, 2019

4:30 PM

Norwich Town Hall

Norwich, VT

Board members present: Steve Willbanks (Strafford), Mary Gavin (Sharon), Bob Stacey (Hartland), Neil Fulton (Norwich), Ken Vandenburg (Woodstock), Vern Clifford (Pomfret), Lynne Bertram (Bridgewater), and Gene Craft (Vershire)

Staff present: Tom Kennedy

Guest: Chris Rivet-Dubois and King

Neil Fulton called the meeting to order at 4:40PM.

### **1. Changes to the Agenda**

Neil Fulton asked if there were any additions to the agenda. No changes.

### **2. Approval of Minutes of June 19, 2019**

Vern Clifford made a motion to approve the minutes; Lynne Bertram seconded the motion. *Motion approved.*

### **3. Receive the May 2019 Treasurer's Report**

Tom Kennedy reviewed the year end un-audited financials with the Board. He said the revenues for FY 19 were \$580,742.00 with the budgeted amount being \$591,171.00. The differential being that the revenue from the compost facility was below the budgeted amount. He said all the other revenues were close to the budgeted amount. On the expense side, the FY 19 expenditures were \$568,579.00 with a budgeted amount at \$591,171.00. The differential was due to lower property taxes; coupons and permits for the Hartford Transfer Station, and interest payments on the bond. The contract with the Regional Planning Commission was \$7,555.00 higher due to the additional tasks associated with the Organic Transfer Station. The District, overall, had expenditures exceeding Expenses by \$19,398.00 due to the expenses associated with the development of the Organic Transfer Station. The fees included: legal, permitting, engineering and consultant fees. Tom Kennedy said that the District will recoup 40% of those expenditures through the grant with the State of Vermont. On the balance sheet, Tom Kennedy said the District's cash position remained with cash at \$209,328.62. He said receivables and payables were high because it was the end of the

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quarter. Overall, Mr. Kennedy said the District finances look strong. He told the Board that the District's audit will begin on September 5, 2019.

Mary Gavin made a motion to receive the Treasurer's Report; Jim Masland seconded the motion. *Motion carried.*

**4. Resolution to add the Organic Transfer Station to the Solid Waste Implementation Plan (SWIP).**

Tom Kennedy said that according to the Charter, the District needed to warn for three consecutive weeks the addition of the Organic Transfer Station to the District's SWIP and to hold a Public Hearing to receive comment on the proposed addition of the Transfer Station. The Public Hearing was held on August 22, 2019. There were no members of the public in attendance at the hearing. The following resolution was made by Mary Gavin and seconded by Steve Wilbanks:

*On August 28, 2019, The Greater Upper Valley Solid Waste Management District voted to add the proposed Organic Transfer Station to its Solid Waste Implementation Plan. The 60' X 60' transfer station will be located off Quarry Road in North Hartland, VT. The transfer station will be a consolidation point for the collection of packaged and non-packaged organics from commercial and institutional facilities. The materials collected will be transferred from the site in North Hartland, VT to Exeter, Maine, where it will be de-packaged, and used as feedstock for anaerobic digestion. Furthermore, if needed, authorize the Chair to sign the resolution.*

**5. Discussion of Additional Funding for the Organic Transfer Station**

Mr. Kennedy said the District received three (3) bids for the construction of the Organic Transfer Station. The lowest bid was from Crown Point Excavation at \$540,790.00. The other two bids were \$596,790.00 from Willey Earthmoving and \$804,111.00 from Upland Construction. The Administrative Committee met on August 22, 2019 to discuss the bids and to decide whether to move forward with the project. The Administrative Committee is recommending that the District move forward with the project. Mr. Fulton distributed a revised cost- benefit analysis and it shows that the project will provide positive cash flow to the District at the higher cost. The revised cost benefit analysis has the District borrowing up to \$300,000.00 from Mascoma Bank; receiving \$240,800.00 in grant funds from DEC and \$100,000.00 in cash from the District. Mr. Fulton asked each member of the Board for her/his opinion regarding the project; all the board members wanted to move forward. Mr. Vandenburg abstained since this was his first meeting. No motion was taken at this time; the Chair wanted to get a sense of the board and there was consensus to move forward.

**6. Authorize the Chair to sign the Revised Grant Agreement**

Mr. Kennedy said he discussed the cost increase with the Department of Environmental Conservation, the granting authority, and they assured Mr. Kennedy that they would provide a 40% match for the project at the higher cost.

Mary Gavin made a motion to authorize the Chair to sign the revised grant agreement. The motion was seconded by Steve Willbanks. *Motion carried.*

**7. Authorize the Chair or a member of the Administrative Committee and the Treasurer to sign the revised Loan Agreement with Mascoma Bank for an amount not to exceed \$300,000.00.**

Vern Clifford made a motion to authorize the Chair or a member of the Administrative Committee and Treasurer to sign the revised loan agreement with Mascoma Bank for an amount not to exceed \$300,000.00. The motion was seconded Bob Stacey. *Motion carried.*

**8. Authorize the Chair or a member of the Administrative Committee, with approval of the Administrative Committee, to sign the Construction Contract.**

Mary Gavin made a motion to authorize the Chair or a member of the Administrative Committee, with approval of the Administrative Committee, to sign the Construction Contract. The motion was seconded by Jim Masland. *Motion carried.*

**9. Authorize the Chair or a member of the Administrative Committee, with approval of the Administrative Committee, to sign the Project Supervision Contract.**

Jim Masland made a motion to authorize the Chair or a member of the Administrative Committee, with approval of the Administrative Committee, to sign the Construction Supervision Contract. The motion was seconded by Vern Clifford. *Motion carried.*

**10. Discussion of Developing a Permanent HHW Facility**

Tom Kennedy told the Board that the Department of Environmental Conservation (DEC) will be soliciting bids for the development of permanent HHW facilities in Vermont. The DEC is concerned about the increasing costs of single day collections. The DEC will provide match up to 60% for entities interested in developing facilities. Tom Kennedy told the Board that the District is too busy with the Organic Transfer Project and suggested that the District not respond to the RFP at this time. The Board, by consensus, agreed with Tom Kennedy to not apply for funding at this time.

**11. Amend the FY 19 Contract with the Southern Windsor County Regional Planning Commission.**

As stated in the financial report, Tom Kennedy said that the RPC exceeded its contract amount by \$7,555.00 due to all the activity related to the Organic Transfer Station. Tom Kennedy asked the Board to authorize the Chair to sign the amended contract that was in the agenda packet.

Gene Craft made a motion to authorize the Chair to sign the amended contract for an additional \$7,555.00 bringing the contract amount to \$168,460.00. Mary Gavin seconded the motion. *Motion carried.*

**12. Approval of the FY 20 Contract with the Southern Windsor County Regional Planning Commission**

Tom Kennedy told the Board that during the audit of the RPC, it was found that there was no signed contract with the RPC for FY 20. Mr. Kennedy said it was discussed with the Board during the discussion of the FY 20 budget and work program in November 2018.

Gene Craft made a motion to authorize the Chair to sign the FY 20 contract with the Southern Windsor County Regional Planning Commission. The contract amount is \$165,100.00

Mary Gavin seconded the motion. *Motion carried.*

Meeting adjourned at 5:40 PM

Respectfully submitted,

Tom Kennedy