



Greater Upper Valley Solid Waste Management District

Bridgewater • Hartland • Norwich • Pomfret • Sharon • Strafford • Thetford • Vershire • West Fairlee • Woodstock

PO Box 320, Ascutney, VT 05030 • (802) 674-4474 • www.guvswd.org

[Final]

BOARD OF SUPERVISORS MEETING

Wednesday, November 14, 2018

4:30 PM

Norwich Town Hall

Norwich, VT

Board members present: Steve Willbanks (Strafford), Lynn Bertram (Bridgewater), Mary Gavin (Sharon), Bob Stacy (Hartland), Neil Fulton (Norwich), Vern Clifford (Pomfret)

Staff present: Tom Kennedy and Ham Gillett

1. Changes to the Agenda

Neil Fulton asked if there were any additions to the agenda. Mary Gavin made a motion to accept the agenda as printed. Motion was approved.

2. Approval of Minutes of September 19, 2018

Steve Willbanks made a motion to approve the minutes; Mary Gavin seconded the motion. Motion was approved.

3. Receive the September 30, 2018 Treasurer's Report

Tom Kennedy reported that the District is 25% through the fiscal year with total income at 53% and total expenses at 17%. He noted that income is high due to all revenues for the bond payment having been received, and expenses are low because the first bond payment has not been made. Mr. Kennedy said that the budget currently looks good. He reviewed the balance sheet with the Supervisors, pointing out that the District's cash position is high due to the bond payment that hasn't been made. The cash position of the District is usually around \$285,000.00. Mr. Kennedy noted that receivables are a little high because we are at the end of the quarter, but he added that there is nothing unusual about the balance sheet.

Mary Gavin made a motion to receive the Treasurer's Report; Bob Stacey seconded the motion. Motion was approved.

4. Receive FY18 Audit

Tom Kennedy reviewed the management letter with the Board, stating that the letter contains no deficiencies. The only issues raised in the audit were two misstatements: 1) one account receivable was not booked and. 2) a sale of Hartford Transfer Station coupons was not booked. Both issues were considered immaterial by the auditor. Mr. Kennedy reviewed the financial highlights with the Board and stated that overall it was a clean audit.

Vern Clifford made a motion to receive the audit. The motion was seconded by Bob Stacy. The motion carried.

5. Discussion of Developing an Organics Transfer Station

Tom Kennedy discussed the two spreadsheets that were included in the agenda packet. One of the spreadsheets showed the cost of operating the transfer station and the other showed revenue generation. Mr. Kennedy focused on the revenue side, stating that the projected total revenue generated by the compost facility and the transfer station would total \$42,500.00 in FY 20; \$73,752.00 in FY 21 and \$86,872.00 in FY 22. On the expense side, fuel, wages, and equipment would average around \$11,000.00/month at full build out. The expenses will be the responsibility of the operator and not the District

Mr. Kennedy said the Organic Transfer Station is potentially a positive activity for the District. It fits into the District's Plan for a sustainability park at the site, addresses Vermont's need for improved infrastructure for organics collection and processing, and also provides a reasonable source of revenue to the District which can be used to offset some of its long term debt. Mr. Kennedy also distributed a cost proposal for the construction of the transfer station. The cost proposal was developed by MSK Engineering and Design of Bennington, VT. The proposed cost of the transfer station is \$ 390,000.00. This cost also includes drilling a well and the installation of septic and stormwater systems. As discussed at last month's meeting, the District applied for grant funding, through the Department of Environmental Conservation, to construct the transfer station. The grant program would pay for 40% of the cost of the facility, which would be approximately \$156,000.00. The District would fund the balance of approximately \$234,000.00. Tom Kennedy proposed that the District use \$100,000.00 of its own funds and finance the balance. Neil Fulton said that he spoke with Paul Giuliani, an attorney specializing in municipal bonding. Mr. Giuliani stated the District may borrow through a current expense note for one year and at the end of the term convert it into a longer term note. Neil Fulton suggested that the longer term note could be for five years. He distributed an amortization schedule that illustrated the costs, revenues, and debt service associated with the project.

Mary Gavin made a motion to authorize the Administrative Committee, with assistance from the District Manager, to continue to work on the cost estimates for the project and to bring to the District Supervisors a draft lease agreement with Grow Compost and Agri-Cycle. Bob Stacey seconded the motion. Motion was approved.

Mary Gavin made a motion to allow the Chair to sign the grant agreement with the Department of Environmental Conservation if the District is successful in receiving a grant award. Bob Stacey

seconded the motion. Motion was approved.

6. Discussion of Draft FY20 Budget

Mr. Kennedy discussed the draft FY20 budget, stating that there are still a number of revenues and expenses not in the budget because there has not been a decision on the transfer facility. He said the budget should be closer to finalization at the December meeting and that, overall, there are not many changes. The revenue from the waste management fees and state grant, i.e., Solid Waste Implementation Program (SWIP) and Waste Auditor are stable. Expenditures for FY 2020 are flat with the exception of Management Services Contract with the Regional Planning Commission and the line item for Household Hazardous Waste Collections. The increase in the management fee reflects the added responsibilities of managing the compost facility and the proposed organics transfer station. The other increase is due to the state requirement that the District hold four annual HHW collections beginning in 2019, up from three in previous years.

7. Recycling Coordinator's Report

Ham Gillett distributed his report to the Board members and summarized the contents. (See attached.)

8. Old Business

None

Meeting adjourned at 6:00 PM

Respectfully submitted,

Tom Kennedy



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Recycling Coordinator's Report

November 14, 2018

Special Collections

Our final 2018 collection event was held at the Thetford Town Garage on October 13. 140 households participated, some returning several times. Non-Thetford residents included Norwich (6), Strafford (15), Vershire (15), W. Fairlee (4) plus Fairlee (2) and W. Topsham (1). The latter saw "neighboring (GUV) towns encouraged to attend."

Weather was rainy and cold. Thanks to Thetford Selectboard and town crew members who are always in abundance. 3.7 tons of trash; 3.07 tons of tires; full box truck of electronics (Good Point is now separating covered/non-covered items with the intent to charge for non-covered.)

Other Outreach

- Placed battery recycling A-frames and pails at Bridgewater Town Garage and ABLE Waste Woodstock Fast Trash. ABLE Waste has offered to monitor bucket and bring to Woodstock when full. Posted on Bridgewater and Woodstock list serves.
- Battery bucket to Pomfret town offices with list serve notification
- Ongoing battery collection, sorting, taping, and shipping
- List serve notice about battery combustion
- NERC sponsored training at Hartland Damon Hall for transfer station operators re. HHW (bulbs, batteries, paint, e-waste) Lots of questions. Only opportunity that people in the trenches can communicate directly with ANR staff
- Quarterly Recycordinator's Mtg. hosted by Rutland County SWD. Forrest Hammond presentation about compost/bears
- Transported HHW dropped off by Norwich resident to Gleason Rd. Interesting to see permanent facility where I send people who are moving and can't wait for collection event.
- S/T laptop battery - \$75 disposal
- Updated GUV annual report for each town and sent to town clerks

- Beginning calls to all schools re. hazardous waste in science classes and cleaning products. Environmental Assistance Office staff will back up and perform requested clean outs. HG will participate in one or two.
- Draft VN “When in Doubt” letter about recontamination
- Researched GUV food scrap/composting options prompted by UVCC closure (Woodstock resident concern)

Professional Development

- Read Resource Recycling and Municipal Solid Waste magazines
- Phone call-in to quarterly school outreach phone meeting. Good ideas from districts with budget/staff focused just on outreach. Possible assistance with food scrap monitoring in one school
- Phone call-in for Universal Recycling Law stakeholders meeting
- Gathered more info about hosting a GUV “Repair Café” from Central VT SWD. Possible assistance with café in Montpelier/Barre

Other

- Working on 2019 collection schedule
- 4 required hhw collections. Clean Ventures no longer servicing VT. Researching other vendors and finishing up RFP
- Truck in for rotation and alignment