

[Draft]

BOARD OF SUPERVISORS MEETING

Wednesday, November 15, 2017

4:30 PM

Norwich Town Hall

Norwich, VT

Board members present at the Norwich Town Hall

Neil Fulton (Norwich)	Steve Willbanks (Strafford)
Ben Bradley (Thetford)	Lynne Bertram (Bridgewater)
Bob Stacey (Hartland)	Kevin Gish (Sharon)
Jim Masland (Thetford)	Vern Clifford (Pomfret)
Tom Baccei (West Fairlee)	Gene Craft (Vershire)

Staff present: Tom Kennedy (GUV District Manager)

Meeting was called to order at 4:35 PM

1. Approve Minutes of September 28, 2017

Vern Clifford made a motion to approve the minutes; Steve Willbanks seconded the motion. Motion carried.

2. Receive the October 2017 Treasurer's Report

Tom Kennedy said that the District was 33% through the fiscal year with total income at 56% and total expenses at 33%. He noted that on the expense side, the compost bin expense was higher than anticipated but outside of that line item, the profit and loss looked good. On the balance sheet, Tom Kennedy noted that the Mascoma Savings Checking Account showed a marked increase due to assessment payments from the towns and the sale of the house. Tom Kennedy said the finances looked good at this time.

Vern Clifford made a motion to receive the Treasurer's Report; Steve Willbanks seconded the motion. Motion carried.

3. Discussion of draft FY 19 Budget

Tom Kennedy reviewed the draft budget with the Administrative Committee prior to the Board. He said the budget represents an increase on the revenue side of \$2,115.00; with an increase in expenditures of \$5,806.00. The major changes to the budget include a decrease in Waste Management Fees of \$9,500.00; a decrease in Permit sales of \$1,000.00; and a decrease in income from the USDA Grant. The grant was closed out on September 30, 2017. Increases in revenues include: \$15,000.00 in payments from Grow Compost; an increase in the state grant of \$5,500.

On the expense side: There were increases in coupon sales of \$4,466.00; SWCRPC Management contract of \$3,155.00, Special Collections of \$1,000.00; Compost bins \$4,690.00. Reductions in expenses included: Insurances \$3,000.00; Real Estate Taxes \$5,000.00; Legal and Engineering \$2,000.00.

He asked the Board about the Assessment Fee to the towns for the bonds and suggested that they leave the per capita amount at \$11.00 for this year. The consensus of the board was to leave it at \$11.00. Tom said he will send a memo to all the towns with the \$11.00 amount. He said that there will be a formal public hearing on the draft budget on January 10, 2018 at the Norwich Town Hall at 4:30.

4. Update on the Land Lease with Grow Compost

Tom Kennedy told the Board that the Lease has been finalized and all the parties agree with the language. Tom thanked Neil Fulton for all his work in developing and negotiating the terms of the lease. Neil Fulton discussed the changes to the lease and asked the Board if they had any questions. There were only minor questions. Neil Fulton asked for a motion to ratify the Lease Agreement as presented. Gene Craft made a motion to ratify the Land Lease Agreement. Steve Willbanks seconded the motion. Neil asked for a roll call vote:

Neil Fulton (Norwich) yes	Steve Willbanks (Strafford) yes
Lyn Bertram (Bridgewater) yes	Kevin Gish (Sharon) yes
Bob Stacey (Hartland) yes	Vern Clifford (Pomfret) yes
Gene Craft (Vershire) yes	
Jim Masland (Thetford) yes	
Tom Baccei (West Fairlee) yes	

Motion carried.

5. Discussion of HHW Facilities Report

Tom Kennedy discussed a report that was funded by the Upper Valley Lake Sunapee Regional Planning Commission (UVLSPC) through a USDA grant. The purpose of the report was to assess the viability of using the existing HHW facility located at the Hartford Transfer station as a permanent, regional center for HHW collections.

The report focused on the following areas: regulatory issues, catchment area, and the existing structure. The regulatory issues appear to be easily addressed compared to other issues associated with the facility. There were numerous issues identified in the report related to the building such as outdated safety features, leaking roof, and electrical issues.

The report also reviewed the size of the catchment area needed to make the facility cost effective. The catchment area included all GUV District towns, Hartford, and most of the towns in the UVLSRPC region. There was no estimate of the cost to bring the building up to code in the report.

6. Old Business

None

7. New Business

None

Meeting adjourned at 5:38 PM

Respectfully submitted,

Tom Kennedy