

## Minutes for September 2018

### White River Alliance Solid Waste Board September 12, 2018

**Those in attendance** Moe Brigham, Robert Young, Chet Brown, Jenn Bartleman, Grace Adams, Sandy Conrad, Joshua Powers

**Call to Order** 7:03 pm

**Minutes for July 11, 2018** Moe moves to accept August minutes as written. Motion seconded by Joshua. Minutes approved by vote.

**Financial Reports** A mistake in billing shows that the Transfer Station has already spent 67% of recycling money. Number is inaccurate; caused by an error that moved tip fee money into recycling. About 80% of cost shown under recycling will be moved to tip fees. Currently in the budget status report the total of all funds for solid waste is up by \$68,000. Transfer Station is 17% through the budget year. Savings is looking good.

**Manager Report** Transfer Station is having very busy days still, especially Saturdays. Hit a new record of \$6,000 in a day. Projected to stay busy until Christmas. People still coming from Randolph, more coming from Tunbridge. About 30% of checks are out-of-district checks. More convenient hours than surrounding towns. Still a market for recyclables, despite changes in regulations.

Transfer Station needs new concrete pad Tip Station. Will need new pins, for it to be re-barred, and new concrete poured for 8x8 pad. It will cost \$2,900; labor is the highest cost of total. Future plans to bring entire concrete floor up so that walls come out past edge of pillars, but for now it's better to repair worn spot than put in new floor. Question about using the replacement reserve to cover the cost. Money can come from replacement reserve or from facility maintenance. Moe moves to approve cost. Seconded by Joshua. Cost approved by vote. Chet to schedule project with VT Concrete Cuttings & Solutions out of Barre.

Bucket loader and Excavator will be paid off in 2021.  
SWIP Report was passed.

First well that was tested for PFAOs came back extremely high initially, requiring \$1,800 in re-testing. Secondary testing came back very low, so Transfer Station is in the clear. One well left to be tested (Ellie's house), but all the surrounding waters are good. VT sets a much lower standard than EPA (EPA allows higher ppm).

Facebook activity way up this month: 241 hits (page views); 25 people engaged (comments); 44 likes.

**Job Descriptions** Board reviewed Wayne and Bryan's positions first. Slight edits made to description, some grammatical. "And" in second line of Wayne's description should be changed to "or." The word "supervise" to be changed to "oversee" for Wayne. Less chance of people dumping their garbage without paying now because of oversight of receipts.

Bryan's primary responsibilities are dump truck and compactor. Wayne does packaging, sorting, recycling, and organic waste; cleans up wall space; sometimes operates compactor.

Job descriptions should be general – not specific to the person currently doing the job – so that they can be used for anyone. They should reflect all the training that is required to be good in position. Could create a required experience/must be willing to learn section. A request was made to add trainings into job descriptions. A question was raised about required drug testing for "no substance abuse" qualification. Chet will ask town of Bethel to do basic background checks on potential employees. Must have valid ID; cannot have a DUI on record. Clean driving is most important with high risk of equipment use. Sandy requests to change last requirement to High School diploma *or GDE*.

Request for description to be formatted so that it can be sent to potential new employees immediately. Transfer Station already has personal protection equipment documents that are signed.

Job descriptions to be voted on collectively, once all are written. Board generally approves of first example, but will approve all by vote at the same time. Chet to send next description to Board.

**Business Plan** Transfer Station will need new dump truck in 2-3 years. Will also need a new compactor, which range \$20-24k. The \$24k option would be less expensive in total because new concrete would not need to be poured. Compactor is good for now, though, and has been turned back up to handle more tonnage (about 7 tons/day; compactor was accidentally turned down during maintenance.) Cash office needs to be redone. Already got new computer.

Chet would like to put future plans into a timeline of 10 years. Payments on equipment will be paid off on January 1, 2021. Equipment should all have minimum lives of 10 years, so the Transfer Station should have plenty in account to buy new equipment when necessary. A suggestion was made to use left over money to redo driveways/pavement.

Business Plan is still a work in progress. The needs of the facility must be identified so that the Board knows what it's budgeting into. Next meeting will have the annual budget. Chet could use help with business plan and feasibility study.

Not sure what kind of business the Transfer Station will be. Independent? Separated from both towns? VT City & Towns wants Transfer Station to spell out entire business plan and feasibility of it. Suggestion for Two Rivers in WRJ to help. Board approves of getting independent help, Chet to get estimated cost.

**Feasibility Study** Need to budget for costs discovered in 10-year plan. Two Rivers to help. Loan funds could potentially be used.

**Interlocal Contract** Two interlocal contracts/agreements were sent out. It is too early to have an opinion on; need to complete feasibility study first.

**Other Business** Moe moves to go into executive session to evaluate personnel. Jenn seconded. Approved by vote. Megan and Chet leave the room.

**Executive Session** Motion made by Moe to come out of executive session at 8:35pm. Jenn seconded. All in favor. Motion made by Moe to give Chet a 3% raise effective July 1, 2018. Jenn Seconded. Motion approved by vote.

Meeting adjourned at 8:37pm.