

Minutes for December 2018

White River Alliance Solid Waste Board December 12, 2018

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

Absent Grace Adams

Call to Order 7:02 pm

Minutes for November 14, 2018 Moe moves to accept November minutes as written. Motion seconded by Joshua. Minutes approved by vote.

Financial Report Overall, the Station is in a good place. The \$24,390 money problem with Casella was corrected. The station is now getting regular payments from Goodwin Trucking on outstanding debt, which was not being paid for over a year. Payments on debt are being made. Transfer Station recently made payments on debt for excavator and bucket loader. Debt service and debt service interest have been paid – will be \$57,000 out of \$92,000 surplus. The Station is getting \$1,300 for bobcat. Plow will be a big cost. Chet mentions the possibility of getting a compactor from the same person that is selling the plow.

Transfer Station got about eight checks in that were accidentally processed five times; already eliminated duplicates and are working on addressing the cause of the problem.

February and March are traditionally two harder months, and the Station is in a better position than usual with these months coming up. If the Station is still at \$50,000 surplus by the end of March, the rest of the year will go very well.

Someone is coming to pick up tires. Randolph is charging more for tires, so more people are dropping their tires off here.

Manager Report A question about employees was raised. Might not need to replace Brian immediately, but eventually. The Station is only short on labor on Thursdays. Roger is leaving on 31st, but the transition should not be big deal. The Station can fill the time slot; the challenge will be keeping things organized.

An incident at the Station was reported to the Royalton police, and Chet would like to thank the cops. They've been great. Sat outside the Station for hours to handle the problem. Cars were trying to sneak in the wrong way in order to dump without paying. They drove across the scale on the way out, rather than coming in the correct way. Chief Loretta was helping for 2 hours on the Saturday, which made a big difference. There was another incident with an escaped dog, which Wayne took care of.

Budget Review Was not meant to be included in agenda. Already been approved and sent to Bethel.

Other Business Peter Gregory from Two Rivers in Quechee wants a contract before helping the Station write a business plan. There was a suggestion that it might be better to get a couple of students who are majoring in business from Norwich to help. Agreement on recruiting students was made. The Station could also contact:

Green Mountain Economic Development Corporation
Bob Haynes, Executive Director
35 Railroad St, Ste. 101
White River Junction
802-295-3710

Job Descriptions – Bookkeeper Need an advanced bookkeeper who can process 3 months' worth of information to fill out necessary forms. All individual line items on state reports. Suggestion to add "Reconciling" in first line of duties. Concern over the position being a 20-hr job was raised because people need to make a full living, not half a living. Station needs someone who is ready to take over more responsibilities if the Station becomes independent. Do not want to hire someone who will have to be replaced with potential future changes. The individual should be willing to transition to more administrative roles and work for the future of the Station, like working on SWIP; filling in as cashier; and helping Chet run the floor. Should act as administrative assistant as well as accountant.

Agreement on changing position title to: Administrative Assistant/Bookkeeper

Suggestion to use zip recruiter, in addition to more traditional means.

Suggestion to add "including SWIP (solid waste implementation plan)" after "state quarterly reports" under #5 of duties.

Suggestion to add "willing to learn Nemric" as a qualification.

Other, Jobs-Related Concerns about finding a processor to Chet were raised.

Chet met with the State – SWIP is due July 1, 2020, with a 6-month write-in period leading up to that. Somehow have to be compliant with material management plan before writing SWIP. Material management plan is documenting what you're doing and how you're doing it; making sure you have enough money in reserve to close; etc. The Station will need about 8 months to put this together, and will probably start next November-October.

Job Descriptions – Equipment Operator Can be a part-time position, because equipment operation does not have to be done every day, or even every week. Need to have an idea on pay. Need to do something about Wayne's pay scale.

Suggestion to add "compensation with experience" to job postings.

Suggestion to add "potential for full time employment."

Other Question on what the Station is doing for Roger's retirement was raised. Agreement on a \$150 gift card. Money approved by vote.

Joshua moved to adjourn. Moe seconded. Meeting adjourned at 8:09pm.