

Minutes for October 2018

White River Alliance Solid Waste Board October 10, 2018

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

Call to Order 7:03 pm

Question on status of solar project prior to meeting agenda

Solar panels are being delivered to the Transfer Station; Bethel and Royalton approved the project.

Minutes for September 12, 2018 Joshua moves to accept August minutes as written. Motion seconded by Grace. Minutes approved by vote.

Financial Reports Transfer Station paid off a lot of insurance costs. Numbers are looking good. The cost shown under "office equipment" is high because the office got a new computer. Costs under supplies are also high because the Transfer Station stocked up on paper, copier, and other office supplies, which will last through Christmas. John Deer Excavator actually splits in half with 906C cap; similar to what we had last month with trash/recycling.

Budget Review Due to a change in accounting, the Replacement Reserve account will be quarterly instead of monthly. Lawyers are doing a good job getting debt owed to the Transfer Station paid off. Brian has helped get debt paid off.

Chet reviewed the 19-20 budget, which the Station will go into in June. Expenditures must be compensated with revenues. Must come out even with this type of budgeting.

Alliance Surcharge Moe raised question on alliance surcharge, asking whether or not the Board should increase the surcharge since that was not done last year. One opinion that there is no reason to upcharge (raise taxpayer debt) if Station is covering costs with the same surcharge. The rate is \$11/yr/person when divided to per capita level. Station has not raised the surcharge for two, maybe three, years. Other towns are starting to raise surcharges. Replacement equipment will be needed soon. If it stays the same, taxes are not raised. Worth considering that the Station will no longer have a contract with Casala by the end of 2020. Some stations have started charging for recycling. This account has always represented in part hazardous waste and free recycling. Sandy moves to keep alliance surcharge the same for the next year. Motion seconded by Moe. Approved by vote. Issue will be re-visited next year.

Budget Review (Cont.) Social security expenditure is valid. Wages will not change much, if at all. Even if a bookkeeper position is added, wage numbers should stay similar to what they are.

Higher costs will be health insurance, dental insurance, and worker compensation. There is more difficulty in getting those numbers to be 100% accurate. Transfer Station is currently spending ~\$9,000 per person on insurance and compensation. Tip fees and Hauling will go up if more methane is put in gasoline.

In regards to asphalt shingles; State law says that for the state to require Station to do asphalt shingles, shingles must be 35 miles from center. Transfer Station missed that by about 10 miles. Makes sense for Station to get this program going. Chet will change the number shown; transportation will only be to Lebanon.

Plenty of options for lumber:

- Send to Lebanon
- Put it on the free table
- Stand it up in tip station and let people take it

Some recycling matters will be changing. There is still time to tweak the budget (have until November meeting). Board members should notify Chet of anything they disagree with in current budget report and Chet will look into it. Board to vote on budget at November meeting.

Facility Manager Search Board should start the search for a new facility manager. Chet expressed concerns over writing rules and procedures that someone else will need to comply with in the near future. The search should start early. At present 2021 is a realistic year to need a new facility manager.

Business Plan Chet is in communications with Two Rivers of Quechee. Talked to Peter Gregory, who wants to attend the November meeting and help with business plan. Chet will send him a copy of the budget, inter-local agreements, etc. Board approves of having Peter come to the next meeting. Peter may also help with feasibility study. Chet to look at costs.

Job Descriptions – Cashier Basically Doug's job with some exceptions. Doug took on responsibility of doing the billing, which shouldn't be in his job description moving forward. If Doug is replaced, then billing should be removed from the description for his job and put into the bookkeepers' job description.

Discussion on the dilemma of the dirty window. Can't get anyone to clean it; causing problems with visibility at the Station. Cleaning the window or making some adjustment to increase visibility is important for new job descriptions.

For Description:

- Insert "truck and electronic" into description to clarify what kind of logs.
- Add "environment" after fast paced in last line under general duties
- Capitalize Word and Excel
- Include credit check since it's someone who is dealing with money ("may be subject to background and credit check")
- Should include "other duties as assigned" on all descriptions
- Suggestion to add Must have reliable transportation/punctuality

Other Business Transfer Station was open on Saturday, even though it wasn't supposed to be. Did so because people got mad about closing on Labor Day, engaging in vandalism at the

Station. The sign was ripped off the gate. Staff was split to open on Saturday. Not many people who didn't come, did \$4,000 for the day. Concerns over setting a precedent to be open on holidays were expressed. Station will stay open same day next year.

Jenn Bartleman moved to adjourn. Grace seconded. Meeting adjourned at 8:08pm.