

Lamoille Regional Solid Waste Management District  
29 Sunset Drive, Suite 5  
Morrisville, VT 05661

BOARD OF SUPERVISORS' BUSINESS MEETING  
TUESDAY, JANUARY 11, 2022  
CONDUCTED BY ZOOM

SUPERVISORS

Cathy Mander-Adams	Belvidere	Dana Sweet	Cambridge
Penelope Doherty	Craftsbury	David Whitcomb	Eden
Jane Oliphant	Elmore	Marilyn Zophar	Hyde Park
Howard Romero	Johnson	Charles Cooley	Morristown
Willie Noyes	Stowe	Lucas Tilton	Waterville
Phillip Wilson	Wolcott	Carl Witke	Worcester

STAFF

Susan Alexander	District Manager	Donna Griffiths	Clerk
Teresa Kajenski	Fothergill Segale & Valley		

Chair Willie Noyes called the meeting to order at 6:30 pm.

1. PUBLIC COMMENT

There was none.

2. DISCUSS FOR ACTION FY2021 AUDIT

Teresa Kajenski of Fothergill Segale & Valley reviewed the audit report. The auditors had no significant difficulty dealing with management and doing the audit. They were able to go onsite this year. LRSWMD staff was helpful, as usual. The auditors proposed 5 adjustments to the financial statements. None caused concerns. There were no disagreements with management.

The unassigned fund balance at the end of FY2021 was about \$500K. That is a very healthy fund balance. LRSWMD is in a very good position right now. Teresa reviewed variances from budget.

Susan asked if Teresa sees a concern with carrying the level of unrestricted fund balance we have. Teresa said a rule of thumb is to have enough to cover 2-3 months of expenditures. We might want to reinvest some of the money into sites that need work or give raises to keep staff.

**David moved to accept the FY2021 audit report and the motion was seconded and passed unanimously.**

3. APPROVE MINUTES OF OCTOBER 12, 2021

**Charles moved and Lucas seconded to approve the minutes of October 12, 2021. The motion was passed unanimously with Cathy abstaining as she was not there.**

4. FY2022 FINANCIALS

a. *Approve November 2021 Financial Reports*

**Cathy moved and David seconded to approve the November 2021 financial reports.**

Dana asked if we got any money from the cardboard we baled and sold. Susan said yes. We sold one load at \$180/ton in December and a second load was picked up today.

Susan said one reason for the net income of \$51K was that we moved \$41K from our capital account to our operating budget to pay for a piece of equipment we are buying. Net income will not be quite as positive next month. Part of the cost of the equipment purchase will be reimbursed from a grant.

We are seeing some decrease in trash and C&D disposal income. Susan is not too concerned about it. It is lower than it has been but not by a significant amount. In 2022 we will see a decrease in our workers' comp insurance cost.

**The motion was passed unanimously.**

Willie noted that some of our account balances are getting high. Should we transfer some money? Susan said she will see if Joyce has plans to transfer any funds to the sweep account.

b. *Ratification of Check Register*

**Lucas moved to ratify the check register. The motion was seconded and passed unanimously.**

5. DISCUSS FOR ACTION POLICY MANUAL CHANGE: PROPOSED NEW LANGUAGE REGARDING HEALTH INSURANCE

Susan said there was not a quorum at the November meeting but the consensus among those there seemed favorable regarding this change. The current version of the policy manual requires new employees to wait 90 days to be on our insurance. When we hired Sarah Lillibridge to replace Ellie, Susan made the decision not to make her wait for health insurance. She checked around with other solid waste districts and private companies and it seemed like our waiting period was much longer than any other organization would ask for. The main reason Joyce gave for the waiting period was to prevent us from having to do health insurance paperwork if a new employee didn't pass their probationary period. Susan proposes a change to be more in line with normal practice. Employees would start coverage the first day of the month following their hire. This will help us attract and retain good employees.

Penelope said she thinks this is a great idea, considering how difficult it is to be competitive in hiring at the moment and given the challenges of COVID. She thinks it is right not to make a new employee go without coverage that long.

**Penelope moved and Marilyn seconded to approve the change recommended by Susan to the policy manual to no longer require a 90-day waiting period for health insurance as presented tonight. The motion was passed unanimously.**

6. OTHER BUSINESS

Susan showed tonnage of baled cardboard for August-December 2021 and forecast tonnage for 2022. Charles said from August to December we did 45.2 tons of OCC (old corrugated cardboard and 3.6 tons of clear film. That is basically 20.5% of the recyclables that came in during that period. The baling operation had a good impact in reducing the amount of tonnage going to the processing facility in Chittenden County. Film goes to the Northwest recycling center. We have savings from dropping it off baled compared to dropping it off loose. Total revenue for baled recyclables was \$26,850. Expenses were less than projected. We made about \$7800 net profit from running the baler. We had projected we would lose money in the first year. Commodity pricing is high now and in our original numbers we didn't include the tip fee we would have had to pay for materials we are separating out. In August we did about 4.5 tons and by December we were doing about 11 tons. But we can't base future projections on December figures because of Christmas packaging. We don't think \$180/ton is a sustainable price so projections use \$120. Even if commodity values went to zero we would still have a net profit of \$1700 because we save on any recycling we don't take to Chittenden County.

Lucas asked if it would be worth looking into balling all cardboard, not just corrugated cardboard. Charles said the plan was to increase the amount of baling we did in the future. James and Susan have discussed asking WestRock if we can bring them our old newsprint unbaled. If they would take compactor loads of old newsprint that would be an easy second stage. In the future there is potential for getting into boxboard. Nate has been the only person working on baling but James has started training a couple of people to help him.

Susan said for the first time we are able to compare to the estimates Sujata and Charles came up with when we were first considering this project. We had a much lower estimate for the commodity value of cardboard but what really impressed Susan was the percentage of material we took out of the mixed stream. We had estimated we would get 25% of all available cardboard at Stowe but she is sure we are getting closer to 50% or more. We had talked about expanding to Johnson next. The only problem with that is we will incur cost to send material back to Stowe for baling.

Susan said we shipped our second load of cardboard today. It was 43K lbs and we have another 10 bales (almost 12K lbs) that we couldn't fit on the truck. Nate said we have baled just over 100K lbs since August.

Howard asked where this cardboard is coming from. Susan explained that at Stowe last year we started asking people to take out their glass and put it in a separate container. Then we started having people separate out cardboard. It has been amazing how easy it is for people to make changes in their behavior. There has been very little outreach or training. It is only possible to do this at Stowe now because we took over the Stowe Electric Department building where we have the baler.

Howard said there is a transfer station he has used in Maine where they have big boxes with sliding doors on the sides. People there have to separate out newspapers and cardboard. It is very well received and works great. He thinks Johnson has room for one of those boxes. Willie said the problem is hauling the material from Johnson to Stowe to bale it. The cost of hauling from Johnson to Stowe is very expensive.

Charles asked Dana the cost of one haul from Johnson to Stowe. Dana said probably \$150. Dana said taking cardboard to Stowe should be much cheaper than taking it to Casella. Charles said he thinks we need to start looking at what the cost would be and doing the math for all our facilities.

Willie asked how much cardboard is being collected in Wolcott. Dana said a dump container every other week. Howard asked, they are pulling cardboard out of the stream in Wolcott? Dana said yes. Howard asked if Dana is bringing it to Stowe. Dana said no, LRSWMD doesn't want it at Stowe.

Charles said he thinks next we need to do an analysis and get a priority list of where to go next.

Susan said she thinks we originally allocated rent for the baling operation based on its budget rather than on the space being used. She thinks about 60% of the rent is being allocated to the baling enterprise. We might want to change it to 50% because the baling operation is taking up 50% of the usable space.

Susan said Sarah Lillibridge has joined us as Elly's replacement. She has done a lot to get up to speed. She has taken over social media. She has been doing email blasts and working with James on communicating with the public when centers close or can only take certain things. To continue building her experience and understanding she and Susan have been talking about her doing outreach in each of the 12 towns during a 12-month period. She asked board members to consider what outreach would be helpful for their towns.

The board will meet in February but not in March. Half of the board will be reappointed or reelected in March. Joyce will send notices to town clerks about the positions that are up for reappointment or reelection. The reorganization meeting is in April. We will meet on Zoom in February and as April draws closer we can decide if we still want to meet remotely.

The Lamoille Area Cancer Network proposed putting a box for bottle donations at the Johnson facility. They built an amazing box and so far are being very successful in collecting. They would like more of these. We will let them continue a few more months at Johnson before we extend an offer to collect at other facilities. Our redemption center is not open much anymore because of staffing difficulties.

Howard said he asked Downtown Pizzeria in Johnson to use deli paper in their boxes to keep grease off the boxes so they can be recycled. He suggested that others ask pizza places they visit to do the same thing. Susan said Sarah called the MRF and they said a little bit of grease is not a problem. Sarah will call Howard to talk more about it. The MRF also suggested people can tear off the top of the box and recycle it and only throw away the bottom. Sarah will also talk to Howard about how reusable silverware can be used at Tuesday Night Live.

Cathy asked, the reorganization meeting will be the first Wednesday in April? Susan said yes. That date is specified in our charter. The board can decide whether that meeting should be in person or on Zoom.

**It was moved and seconded to adjourn and the motion passed unanimously.**

Chair Willie Noyes adjourned the meeting at 7:53 PM.

Respectfully submitted,

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Donna Griffiths, District Clerk

Date

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Willie Noyes, Chair

Date