

# DMIAAB Task Force

February 16, 2011

Regular Meeting

Minutes

(Not approved at time of filing)

1. Call to order  
Anthony DeFilio called the meeting to order with the Pledge of Allegiance. Present are Anthony DeFilio, Jim Hempil, Frank Petrella, Tom Archer, Dom DelVecchio, Bruce Chaplin, Jon Brayshaw, Laura Francis and Tom MacNamara.
2. E-Waste  
Jon Brayshaw asked the board about e-waste. Dom DelVecchio reported they have an approved vendors list and will begin interviews next month and hope to begin by April. He explained the process they intend to follow noting the residents will not be charged.
3. Time line  
Laura Francis asked about a time line- Anthony DeFilio noted in the next couple of weeks they should complete the interlocal portion to get it to the selectmen. He noted to discuss still they have representation, types of waste, and the structure of the board.  
Dom DelVecchio noted they need to still review the bylaws.  
Laura Francis stated one of their charges was to look at alternate delivery plans and asked if they had collected that data. Anthony DeFilio explained they were looking at the Interlocal agreement first, then operations which would include that.
4. Agreement  
Anthony DeFilio noted the election of the board would stay the same but for the appointment of the chairman. There will be monthly reporting to the towns with feedback required from the towns.  
Representation was stated to currently be four from each town. And the board approves by majority rules.  
Some suggested that has been working well and they should continue. Board members considered handling this is the same way as D-13, based on costs, and discussed various possibilities. Board members discussed whether or not to divide it by costs, population, potential users, etc. It was noted that the towns ultimately vote on their budgets, which include the DMIAAB budget already.

Board members looked at the fixed costs as well as the operating costs, and other factors. Board members discussed ways to determine who is using the facility more. Board members discussed the various decisions the board must make and what the implications are if they change the representation. How funds can be or would be moved were discussed.

It was agreed to go with five from Durham and four from Middlefield, with majority passing, noting that all capital expenditures go through boards of finance. Jon Brayshaw noted that Middlefield has term limits.

5. Information

Anthony DeFilio provided a copy of the January statement for the board to review noting they will begin working on the operational issues. He provided a financial statement from Patty, a balance sheet, profit and loss, and all the monthly activity in the income/expense accounts. Anthony DeFilio has requested a copy of the general ledger and is hoping to get one next month.

Anthony DeFilio asked if there is an operations manual - Dom DelVecchio was not aware of any. Dom DelVecchio noted that there has to be a certified employee on site during the open hours. Anthony DeFilio stated someone has to create an operations manual.

Anthony DeFilio provided a document prepared by Tom and asked that the board members review it, make any notes. He stated he would provide this document by email for revising.

Anthony DeFilio provided a suggested amount of transfer station fees and asked members to review and revise if needed.

Anthony DeFilio stated at the next meeting the board should discuss if they want to continue have the DMIAAB board run the station or consider a management. Dom DelVecchio suggested they review the bylaws prior to having that discussion. Laura Francis did not think the by laws should address operational issues. Anthony DeFilio said they need to determine who is running the transfer station on a day-to-day basis, who signs the checks, makes decisions on payable and receivables, etc.

Anthony DeFilio stated they need to discuss what types of waste they are going to take, including commercial, and if so how will they charge for this. Anthony DeFilio noted they need to determine what is profit, what is a break-even and what is expense.

6. Job description - manager

Laura Francis asked her labor consultant to draft a job description for a manager for the board to review. She noted there are questions about whether or not this is a full time position and had what had been suggested was a public works director that would be in charge of Durham/Middlefield and the transfer station, and the labor consultant felt that based on road mileage, population, etc, that may be a reasonable position.

Dom DelVecchio noted that others he speaks to that are combined with public works do not have information specific to their transfer station.

Board members discussed the need for a manager, as well as having a director for both public works and debated the pros and cons. Most agreed they would have a hard time finding a good manager for the few hours needed to manage only the transfer station. Board members discussed making this a model, and perhaps sharing the position with other towns, or joining forces in other ways.

7.           Adjourn  
A motion was made to adjourn at 8:06 p.m.