

DMIAAB Task Force
Regular meeting
March 2, 2011
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, Dom DelVecchio, Jim Hempil, Tom Archer, Frank Petrella, Howard Weissberg and Tom McNamara.

2. Interlocal agreement

Anthony DeFilio noted they had an updated draft of the agreement and they need to continue discussion on the role of the DMIAAB and day-to-day operations.

Dom DelVecchio said much of the operational components are in the bylaws and suggested discussing them first.

Anthony DeFilio questioned if the board should run the transfer station or should a manager do so.

It was noted a manager would bring long term stability as opposed to a board whose membership changes regularly. It was said the manager would report to the board.

Board members debated what they would want/need from the manager and how many hours a week would be required. Dom DelVecchio provided information on how the DMIAAB board currently delegates work. Board members discussed if this would be a member of the public works department. The need for an operational manual was discussed.

Board members supported the idea of a manager. Dom DelVecchio requested they report to the DMIAAB.

It was suggested that the powers of the advisory board be amended to monitor issues that the manager will take care of, a re-write of article six.

It was stated that the advisory board would have to be the manager's boss and that has to be explicit. It was agreed that could be addressed in the bylaws. It was suggested if this were a person who also worked for the towns in other capacities such as public works, they would have to create billable hours for time spent on the DMIAAB in order for it to be kept separate.

The board was in agreement that the site should be operated with a management position on a part time basis, controlled by DMIAAB board.

3. Regarding section 4

It was stated that section 4.3 had been discussed and agreed on. There was a discussion of how to build a capital reserve plan. It was explained that section 4.2 will state that the board each year shall prepare and itemized line item budget of estimated expenditures and income for the next fiscal year ... Surpluses in excess of 5% of prior year's budget shall be used to reduce the contributions the constituent municipalities, capital expenditures shall be in accordance with a capital expenditures plan reviewed and approved annually by each constituent municipality. Proposed expenditures not consistent with approved budget shall be approved by the Boards of selectmen and finance in both towns. The DMIAAB board will hold these funds. = Board members were in agreement with those comments.

Dom DelVecchio suggested there be a mechanism that would allow excess surplus to be retained for capital expenses with board approval. It was stated that when DMIAAB presents the new budget, they can include their capital expenditures at that time.

Anthony DeFilio suggested they add a date to indicate when the report has to be submitted, and suggest January 31 of each year. There were concerns that there may be town requires for activities such as that, and it was suggested to add a phrase to allow for town charter requirements to take precedence-“unless superseded by town charter”

Board members agreed: Section 4.2. The advisory board in each year shall prepare an itemized budget of estimated expenditures and income for the next fiscal year including estimated surpluses and capital reserves. This budget shall include the share for which each constituent municipality is responsible and which shall be submitted to the Boards of Selectmen on the date when all other municipal department budgets are due, by January 31 unless superseded by town charter. Surpluses in excess of 5% of prior year's approved budget shall be used to reduce the contributions of the constituent municipalities. Capital expenditures shall be in accordance with capital improvements plan reviewed and approved annually by constituent municipalities. Proposed expenditures not consistent with the approved budget shall be approved by the Boards of Selectmen and Finance in both towns. DMIAAB will hold the capital reserve fund, not Durham or Middlefield.

Board members agreed, with the understanding that some of the language may belong elsewhere.

4. Section 5

The phrase 'the electors' was discussed, and agreed that it was understood. It was noted that they agreed the selection of the chairman would be made by the board, but agreed to by both selectmen.

There was a discussion to change the number of the board members from 8 to nine, with 5 from Durham and 4 from Middlefield. It was suggested if they are going to base it on proportion, they need to do it based on finances, but then it is no longer a partnership because one town will dominate the other. It was stated

that the selectmen were in agreement with the 5/4 split. Board members debated this issue.

Board members reminded that what they are doing here is only recommendation to the selectmen.

It was stated that the selectmen agreed to 50/50 split for fixed costs.

It was agreed to table this issue and discuss it again when all members as well as the selectmen are present.

It was suggested to discuss including a mechanism to remove a board member for lack of attendance, and a chairman for being detrimental. It was suggested to require a supermajority to accomplish that.

It was agreed to go with "The advisory board has the right to vote someone off based on a minimum standard requirement to be determined by the bylaws"

5. Section 3

Anthony DeFilio suggested section 3.2- the phrase constituent municipality should be used in the event other municipalities participate. Board members noted they may let other towns use it, but not become a partner in the agreement, and if they do, this should be revisited.

6. Section 5.5

Board members discussed the meaning of "quality based selection process" it was suggested to add the phrase "per the definition defined xxxx" Dom DelVecchio volunteered to find this definition.

7. Section 5.8

Anthony DeFilio suggested a date prior to October 31 for the report. Dom DelVecchio explained there is a lot of time needed from the end of the fiscal year to compile all the information, review it and prepare a report. He noted the October 31 deadline is the same as the DEP. Dom DelVecchio asked if they would want the reported audited first-as that would be longer process. Anthony DeFilio recommended they change the request to say 'audited report' and he would be content with the October 31 date. It was suggested to include a narrative report as well such as "in addition will submit a summary report of operations etc.." It was agreed to further expand on this thought process.

8. Section 6.2

Anthony DeFilio suggested they add "within the approved budget constraints" Dom DelVecchio said everything they do has to be within budget constraints, such as in 4.3.

9. Section 4.3

Anthony DeFilio had an issue regarding the last sentence in that section. Dom DelVecchio felt it was important to retain that, and suggested they wait for Geoff Colegrove to be in attendance to discuss it.

Board members suggested attaching a dollar amount to this, or by category, or a change order system based on percentage.

10. Section 6.3

One member mentioned the last line of this section, and asked what mechanism was being used to impose fines, and if they have, how. Dom DelVecchio stated that they have asked haulers to leave the site for bringing in material from other towns, and they can impose fines, but have not. One member noted if someone has, for example, contaminated the recycles with MSW, there is now a cost incurred to correct this. Board members questioned how the system worked to recoup this. It was noted as they move to pay as you throw, they will need a hard enforcement component in order to be sure people comply.

11. Next meeting

Anthony DeFilio noted the next meeting is on the 8th in Middlefield. He asked Dom DelVecchio to advise this board if he is going to present at a board meeting in town.

12. Miscellaneous

One member stated that they need to discuss still the CRRA. Dom DelVecchio reported that he is meeting with Jon Brayshaw, Geoff Colegrove and Laura Francis to address this.

13. Contractor use

Anthony DeFilio noted they discussed keeping track of the contractors and what they are throwing away and what is being charged, and Tom Archer has put together a sheet that lists contractors.

Dom DelVecchio was not confident they could keep track by name. He explained the process they use now that shows who is throwing what, and a receipt is kept. Board members suggested adding the license plate to the record. Dom DelVecchio said it would be a tremendous amount of additional work. It was suggested they have the hauler fill out the form if they want to dump it out. Dom DelVecchio noted they spent a lot of time and money on the permit records to know who is using the facility. One member suggested they just ask the driver who they are with.

One board member asked for permission to go to the site and he will track his name and address-Dom DelVecchio questioned why they would want this.

The board member stated they want to just start somewhere trying to gather data to determine how they are losing so much on the bulky waste.

Dom DelVecchio said there is a crude mechanism in place, as they are estimating volume, not weight, to charge by.

Dom DelVecchio said it was fine if they want to go up there, and suggested they keep track of the permit number and then they can get the name from the records. Anthony DeFilio asked Dom DelVecchio to bring this idea to the DMIAAB to see if they have a better process. It was suggested to ask for a

name, what they brought in and what they charged- instead of just what they brought in and what was charged.

14. Budget information

Dom DelVecchio provided documents to the members regarding budget items and went over them. He explained that the total amount lost on MSW for that fiscal year 2009-10 was \$408,000- he noted the tipping fee was \$63 that year, its generally \$69. He noted it cost about 2.8 cents per pound to handle demo, and the tipping fee is about 3.9 cents per pound- He emphasized that a scale would allow them to zero right in on a price per pound. Board members stated they were not in disagreement on the scale.

Board members debated specific items on the list.

15. Adjourn

A motion was made to adjourn at 8:21 p.m