

Southern Windsor/Windham Counties Solid Waste Management District



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Board of Supervisors Annual Meeting, April 23, 2024, 1:00 p.m. (Held remotely via Zoom.)

Public Hearing on FY25 Budget and Work Plan

The public hearing opened at 1:03 p.m. Tom Kennedy, District Manager, noted that on the income side of the budget, the biggest difference was in the glass collection. The Executive Committee decided that because the District has a sizeable fund balance, the District would not charge towns for glass brought to the collection site.

The income of \$228,550 in FY25 is pretty much what was budgeted for in FY24. There is a decrease in costs for FY25. The cost of the audit is up a little bit. Very little change in expenses between FY24 and FY25 budgets. \$71,159.00 total expense for Household Hazardous Waste Depot.

Work Plan is essentially the same with only a change in the glass collection. Derek Suursoo suggested removing the item mentioning that the District would help towns with illegal dump sites. He also did not like the tableware loan program. T. Kennedy will make financials available to all supervisors on a monthly basis.

At 1:24 p.m., D. Suursoo made a motion to close the public hearing. Scott Pickup seconded the motion. All voted in favor.

Meeting Minutes

At 1:24 p.m., Jeff Mobus, Chair, called the meeting to order.

1. Additions to the Agenda

Brandon Gulnick, Vice-Chair, asked for additions to the agenda. D. Suursoo asked to have a discussion about having the Executive Committee minutes posted on the District website. It was decided that the topic could be discussed under “New Business.” D. Suursoo made a motion to set the agenda. Bruce McEnaney seconded the motion. All voted in favor.

2. Roll Call

Supervisors present via Zoom: Joe Fromberger, Andover; Bruce McEnaney, Cavendish; Derek Suursoo, Chester; Cynthia Gibbs, Grafton; Brendan McNamara, Ludlow; Scott Pickup Rockingham; Jeff Mobus Springfield; and Brandon Gulnick, Weathersfield and proxy for Reading; and Rika Henderson, Weathersfield alternate. Also present via Zoom: Tom Kennedy, District Manager and Mary T. O’Brien, District recycling coordinator. A quorum was established with nine towns represented and thirty-three votes.

3. Election of Executive Committee: Officers and Three (3) Executive Committee Representatives

T. Kennedy called for nominations for the office of Board Chair. B. Gulnick nominated J. Mobus as Chair. B. McNamara seconded the motion. There were no other nominations. T. Kennedy closed the nominations. All voted in favor of J. Mobus as Chair.

J. Mobus called for nominations for the office of Vice-Chair. B. McNamara nominated B. Gulnick as Vice-Chair. B. McEnaney seconded the motion. There were no other nominations. All voted in favor of B. Gulnick as Vice-Chair.

J. Mobus asked for nominations for three at-large Executive Committee members. B. McEnaney nominated B. McNamara, S. Pickup, and D. Suursoo. B. Gulnick seconded the motion. There were no other nominations. All voted in favor of B. McNamara, S. Pickup, and D. Suursoo as the three at-large Executive Committee members.

J. Mobus asked for a motion to appoint M. O'Brien as Clerk. D. Suursoo made that motion. B. McEnaney seconded the motion. All voted in favor. J. Mobus asked for a motion to appoint Kelly Murphy as Treasurer. D. Suursoo made that motion. B. Gulnick seconded the motion. All voted in favor.

4. Discussion and Approval of FY25 Budget and Work Plan

B. Gulnick made a motion to accept the FY25 budget of \$228,550 for income with an explanation of the \$4,000 of miscellaneous income at the next meeting, and \$214,009 in expenses with a net income of \$14,541. D. Suursoo seconded the motion. There was no discussion. All voted in favor.

B. McEnaney made a motion to accept the work plan with adjustments made during the public hearing (ex., striking the tableware program). D. Suursoo seconded the motion. All voted in favor.

5. Discussion and Approval of FY25 Contract with Mount Ascutney Regional Commission

J. Fromberger made a motion to approve the FY25 Contract with the Mount Ascutney Regional Commission. D. Suursoo seconded the motion. D. Suursoo suggested clarifying the identity of "Attachment A" as the Work Plan in the contract. D. Suursoo made a friendly amendment to amend the motion to include the amount of the contract, which was \$156,897. All voted in favor.

6. Approve Minutes of February 8, 2024

D. Suursoo made a motion to accept the minutes of the February 8, 2024 meeting. B. McEnaney seconded the motion. All voted in favor.

7. Acceptance of February 2024 Financial Report

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T. Kennedy explained that the interest income was larger than expected because \$100,000 was put into a Certificate of Deposit. Everything is pretty much on budget. B. Gulnick made a motion to accept the February 2024 Financial Report. D. Suursoo seconded the motion. S. Pickup asked if the auditors had authorized the amount of the fund balance, which is about \$250,000. D. Suursoo asked if the District had a fund balance policy. T. Kennedy replied, “No” but suggested that it could be a discussion at the Executive Committee meeting. D. Suursoo asked about the fixed assets line. T. Kennedy replied that that was at the request of the auditors; any lease that the District has is considered an asset by the auditors. All voted in favor.

8. Update on HHW Facility

T. Kennedy noted that May 2 is opening day for the 2024 season. A-frame signs are up in every town. Setting up an online appointment calendar on the District website is in process and should be ready soon.

9. Update on Glass Program

T. Kennedy stated that he is working through the permit process to move the glass collection from Springfield’s town property to the Alva Waste Transfer Station in Springfield. The move should be completed this summer.

10. Personnel – Ham Gillett’s Retirement

T. Kennedy noted that H. Gillett will retire at the end of 2024. An Eco-America volunteer may begin in the early fall and that volunteer will also work for another district. T. Kennedy asked for suggestions to mark H. Gillett’s retirement.

11. Old Business – none

12. New Business

D. Suursoo expressed his belief that the District is required to post the Executive Committee meeting minutes on the District website. T. Kennedy explained that because the haulers pay the District on a quarterly basis, the financials are most accurate on a quarterly basis. The District will provide financials for the Executive Committee meetings which are generally every other month. T. Kennedy stated that the Executive Committee minutes will be posted on the District website.

13. Adjourn

SWWCSWMD meeting minutes
April 23, 2024

At 2:02 p.m., B. Gulnick made a motion to adjourn the meeting. B. McNamara seconded the motion. All voted in favor.

Respectfully submitted,
Mary T. O'Brien
District Clerk