

**GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT
DISTRICT MEETING – February 13, 2020**

Minutes

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Thursday, February 13, 2020, at 8:00 AM** at the Dartmouth Town Hall, Room 305, 400 Slocum Road, Dartmouth, MA.

District Committee Members in attendance: Chairperson, John Beauregard; Christine LeBlanc, Daniel Patten, Ken Blanchard. Kathleen Towers arrived at 8:05 a.m.

Also present: Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel.

1. Call to order by Chairperson Beauregard; roll call of members

Chairperson Beauregard called the meeting to order at 8:02 AM.

2. Salute to the Flag

All in attendance stood to salute the flag.

3. Legal Notices

Mr. Beauregard read the notice advising the Board that the meeting may be recorded by audio and/or video, and noted that the legal notices of the meeting were posted more than 48 hours prior to the meeting.

4. Warrant Report and Ratification

Chairperson Beauregard asked for a motion to ratify the warrants dated January 14, 2020 and February 4, 2020. Motion made by Mr. Patten, seconded by Mr. Blanchard. Vote 4-0.

5. Approval of Minutes

Chairperson Beauregard asked for a motion to approve the January 16, 2020 minutes. Motion made by Mr. Patten, seconded by Mr. Blanchard.

Attorney Thomas requested edits to item 6(a) Trust Funds Update; insert “that would prevent long term planning for solid waste management” at the end of the first sentence in the paragraph after the vote to adopt the various trusts, and insert “to mitigate the cost of solid

waste management for the town and the city” into the last sentence of the same paragraph after the word “used” and before the word “after”. Mr. Alfonse also requested one edit to item 6(a); on the “motion to transfer the funds” change the word “unrestrictive” to “unrestricted”.

Motion to approve changes and accept the edited minutes made by Mr. Patten, seconded by Ms. LeBlanc. Vote 4-0.

Kathleen Towers arrived at 8:05 am.

6. Old Business

a. Trust Funds Update

Chairperson Beauregard asked for a motion to execute the Future Municipal Solid Waste Management Trust Fund. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Attorney Thomas noted page 3, paragraphs 6 and 8, of the trust fund. He noted that should a dissolution occur, the funds held by the District would be returned to member communities according to the percentage in the most recent assessment. The District Agreement has a provision that allows for member communities to withdraw, but not for dissolution. Because of the District Agreement, currently both member communities are prohibited from handling their solid waste independently. Withdrawing communities would have to pay in long term capital costs to the District for its post closure reserves.

Mr. Blanchard questioned if the same language should be applied to the other trust funds. Attorney Thomas noted that the other trusts have specific purposes. There wasn't a need for the same language to be applied.

Mr. Beauregard questioned if the District Agreement should have a dissolution clause. Attorney Thomas noted that any changes to the District Agreement would require Town Meeting and City Council approval. He advised against it.

Mr. Blanchard questioned if the language “in accordance with MassDEP regulations” should be inserted in paragraph 6. Attorney Thomas noted that it was assumed.

Ms. LeBlanc noted that because paragraph 6 refers to emerging technologies and practices, she requested the word “disposal” be deleted. Attorney Thomas will correct.

Motion to adopt and execute the Future Solid Waste Management Trust Fund. Motion made by Ms. Towers, seconded by Mr. Patten. Vote 5-0.

Motion to ratify the vote of the committee at the last meeting approving the other trusts. Motion made by Ms. LeBlanc, seconded by Mr. Patten. Vote 5-0.

7. New Business

a. Request for Proposals for Financial Audit Services

Chairperson Beauregard asked for a motion to discuss the Request for Proposals for Financial Audit Services. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.

Mr. Alfonse said that at the March 6, 2019 meeting, the District Committee discussed soliciting proposals for audit services in FY 21. Mr. Alfonse believed the intent was to solicit services for FY 20. The fiscal year ends June 30th and the District would engage an auditor to perform audit services after June 30th of FY 20 financial statements. The board agreed.

Mr. Alfonse referred to the memo and discussed parameters for soliciting audit services for FY 20.

It was noted that the current auditing firm (Hague & Sahady) has been auditing the District for a number of years. Mr. Patten and Mr. Blanchard noted that due to the long-established relationship and a certain degree of comfort level, this may lead to some overlooked areas, whereas a new auditing firm would focus in other areas that the previous firm may have overlooked. Mr. Patten noted that the Department of Revenue recommends requesting proposals every 6 years.

Mr. Blanchard questioned if this was an RFQ or RFP. Mr. Alfonse noted it would be an RFP, because the District is looking for both qualifications and price. The RFP would have a one-year term with option to extend. The board discussed the possibility of issuing the RFP with the option to extend longer than one year. The District would be looking for the most qualified firm that offers the best price.

The board discussed its satisfaction with Hague & Sahady's performance. The issue seems to be pricing which increases yearly, and the District does not have any pricing data to compare it to. The District has not recently requested bids audit services, so it's unclear whether the services provided are reasonable. The current yearly cost is \$18,500. It was also noted that if a new auditing firm were selected; the District could be spending additional funds to get them up to date. There was discussion regarding using MGL c.30B procurement process which is the law that governs procurement of goods and services; however there's an exemption in the law for audit services. Once a procurement is submitted under MGL c. 30B, the procurement must be conducted consistent with MGL c. 30B.

After further discussion it was agreed that the District should contact Hague & Sahady to inform them that the District is requesting proposals for audit services. Inform them that the District has been satisfied with their services, but it is looking to obtain backup information as to the number of hours worked, salaries, etc.

Board tabled item until more information is obtained from Mary at Hauge & Sahady..

b. Director's Report

Chairperson Beauregard asked for a motion to receive the Director’s Report. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse referred to the memo and referred to the “Dartmouth Update” section. Mr. Beauregard noted that the town assumed the landfill would be at capacity in 10 years, but it will likely last longer than that.

Mr. Alfonse noted that the city contract with ABC requires trucks to be labelled “City of New Bedford” and functioning RFID reader. Mr. Blanchard noted that ABC hasn’t replaced RFID readers as they began to fail. The city now owns the RFID reader software which provides information to confirm which trucks are collecting in New Bedford. Mr. Alfonse will be sending a letter to Mark Champagne noting that there is general concern amongst the board that the District needs to have a measure in place that ensures those ABC trucks that are delivering solid waste to the landfill on behalf of the city, are in fact collecting solid waste in the city.

Mr. Alfonse noted that a request for quotations for Actuarial Services was submitted and one response was received from Odyssey. Cost for analysis for FY 19 and FY 20 is \$5,350. No vote is required.

c. Long Range Planning Discussion

Chairperson Beauregard asked for a motion to discuss long range solid waste management planning. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse referred to the memo “Long Range Planning Discussion” and discussed the four topics in the memo.

He discussed what authority the District has for developing solid waste disposal capacity for Dartmouth & New Bedford and referred to the highlighted section on the District Agreement

He then referred to the areal map showing the landfill site assigned area and noted that Brown and Caldwell recently reviewed topography of Phase 1 (the oldest area of the landfill) and noted it has settled approximately 14 feet. There may be room for additional capacity at that settled area. There was discussion about the District looking at taking in bypass waste (waste that cannot be incinerated / hard to manage waste). Ms. LeBlanc questioned if there was room to move a facility that manages the hard to manage waste to the site assigned area. Mr. Alfonse noted that the site assigned area has been maximized.

Mr. Beauregard noted that a new Dartmouth board member has been appointed and will be joining the District Committee. Further discussions should take place when the new member attends the meetings.

The board will be discussing small segments of the “Long Range Planning Discussion” at meetings. There was discussion about creating a scope of work, outlined for next meeting’s

discussion, which could also include a solar study. Attorney Thomas noted that if a document is produced it could become part of the Master Plan for both communities.

There was question whether the board should be obtaining input from the city and the town.. Attorney Thomas noted that the District Committee is the entity that develops and decides on policy. There are 3 members from each community. Ms. LeBlanc noted that the younger generation should be involved in the process also.

d. Items which could not have been reasonably anticipated 48 hours in advance.

8. Set date for next meeting.

Next Board meeting is scheduled for Friday, March 20, 2020 at 8:00 a.m.

9. Adjourn

Chairperson asked for a motion to adjourn. Motion made Mr. Patten, seconded by LeBlanc. Vote 5-0.

Meeting adjourned at 9:19 a.m.

MEMOS

7a. RFP for Financial Audit dated 2/7/2020

7b. Director's Report dated 2/7/2020

7c. Long Range Planning Discussion dated 2/7/2020