

MINUTES OF THE BETHEL/ROYALTON SOLID WASTE MANAGEMENT BOARD

December 7, 2016 ~ 7:00 pm

Royalton Town Office

2460 Vermont Route 14

South Royalton, VT

1. **Call to Order:** Chair, Kristen Judkins called the meeting to order at 7:00 pm.
Members Present, Joshua Powers, Sandy Conrad, Moe Brigham, Jenn Bartlemann
Staff: Chet Brown
Regrets: Joshua Powers
2. **Minutes of Previous Meeting November 9, 2016:** There was discussion that the Royalton overpayment for Irene storm damage was left off the previous minutes. It was agreed that this would be amended. Motion by Bushrod and seconded by Moe Brigham to approve the minutes as amended.
3. **Review Financial Reports:**
 - a. FY 2016 Year to Date: There was discussion about hauler debt (open receivable accounts). Chet has brought in a collection agency for some of the older debt. Discussion to continue regarding other long term receivables.
 - b. Review Budget for 2017-2018: Chet presented an updated budget for 2017-2018 which includes purchase of new equipment. Sandy Conrad moved to approve the budget. Moe Brigham seconded, and it passed unanimously.
4. **Business at the Facility:** Business is as expected or slightly better. There was a discussion of instituting a free bag program as a thank you to individuals who help out at the facility. The board liked this idea. Details to be worked out by Brown and shared with Board at a future meeting.
5. **Review Terms of Audit Agreement:** There was discussion of the "Scope of Services" letter. The Board requested a breakdown or at least an estimate of the fees section.
6. **Review of June 0, 201 Draft Audit:** Brown presented the Audit Report for FY 2015. It was generally accepted as complete.
7. **New Equipment and 5 year loan:** Further review of equipment purchase details via Nortrax to be approved by both town selectboards. Once contract is signed equipment to be expected in 6 weeks.
8. **Other Business:** Discussed the new Facility bank account at Mascoma Savings Bank. The Board would like to know who the signatories are for that account. Also, when to expect that deposit of daily receipts from the Facility will begin to be deposited there. (see draft Bethel/Royalton

Transfer Station Cash Handling Procedure document for more details. Board questioned when these procedures would begin.

There being no other business the Board adjourned the meeting at 8:15 pm. Motion to adjourn moved by Jenn Bartlemann and seconded by Conrad;; motion passed unanimously.

Next meeting will take place on January 11, 2017, 7:00 pm, at the Royalton Town Office.