

DISTRICT BOARD OF REPRESENTATIVES MEETING MINUTES November 16, 2022

Representatives and Alternates Present: Marti Ferguson – Buckland; Valentine Reid – Charlemont; Michael Shuipis – Colrain; Lynn Rubinstein – Conway; MA Swedlund – Deerfield; Bryan Smith – Erving; Chris Boutwell – Montague; Amy Fagin – New Salem; Bob MacEwen – Northfield; Laurie DiDonato – Wendell; Larry Kuttner – Whately

Representatives Absent: Bob Root – Hawley; Hilma Sumner – Heath; Annette Herda – Leverett; Ed Billiel – Orange; Priscilla Curtis – Orange; Terry Narkewicz – Shelburne; Michael Mankowsky – Warwick

Others Present: Jan Ameen – Executive Director; Amy Donovan – Program Director; Stephanie Meehleder – Administrative Assistant

This was a virtual meeting via Zoom. The meeting was called to order at 6:09 p.m.

I. Election of Officers: By virtual ballot – a poll was launched via Zoom with the following nominated officers: Chris Boutwell, Chair; Terry Narkewicz, Vice Chair; M.A. Swedlund, Treasurer; Stephanie Meehleder, Clerk. Each officer was unanimously elected to their respective roles. A motion was made by Amy Fagin to accept the results and seconded by Larry Kuttner. Motion passed unanimously.

II. Personnel Committee Assignments: The following members were assigned to the Personnel Committee: M.A. Swedlund, Terry Narkewicz, and Chris Boutwell. A motion was made by Michael Shuipis to accept the assignment and seconded by Marti Ferguson. The motion passed unanimously.

III. Review and Accept Minutes: Minutes were reviewed and a grammatical error was corrected. A motion was made by Bryan Smith to approve the minutes of the May 18, 2022 meeting and seconded by Larry Kuttner. There were 2 abstentions and 9 in favor, none opposed. The motion passed by majority.

IV. FY22 Financial Audit – vote to approve: An independent, financial audit for fiscal year 2022 was conducted by Roselli Clark & Associates. The report was discussed. A hard copy will be sent to all town Selectboards and Finance Committees. A motion was made by Amy Fagin to accept the auditor’s financial report and seconded by Bryan Smith. The motion passed unanimously.

V. FY24 Proposed Budget – vote to approve: The FY24 budget proposal was presented and discussed. An amendment to the cost-of-living adjustments (COLA) for the District staff was proposed by Michael Shuipis and this was then discussed. A motion was made to increase the COLA to 5% by M.A. Swedlund and seconded by Amy Fagin. The motion to accept an amendment to the original motion for a 4 percent COLA accepted by a majority vote with one abstention. A motion to approve the proposed FY24 budget as amendment was made by Amy Fagin and seconded by Larry Kuttner. The motion passed by majority with one abstention and 10 in favor. Jan will send the proposed budget to all towns for review and comment. The FY24 budget will be presented for final adoption at the January 2023 board meeting.

VI. Special Municipal Employee – Discussion and Vote: A conflict-of-interest issue was brought to the District’s attention which required some follow up with legal counsel. The advice from legal counsel is to make all board members “special municipal employees.” This requires each member town to vote their representative and alternate positions as special municipal employees. A motion to send a letter to each member town to make the board members “special municipal employees” was made, however at this point in our meeting, there was no longer a quorum. Motion was withdrawn. Jan will move forward and work with legal counsel to develop the necessary guidelines and to present information and motions to the towns for votes. Every town has to vote for this change for it to become effective for the board.

VII. Executive Director’s Report: Jan shared the results of the DEP Recycling Dividend Program. Each town will receive a specific amount based on the number of points earned for participating in the program. The overall total raised was \$101,400 which will be disbursed accordingly in the near future. Jan also shared the Recycling Revenue and Expense report which revealed that, due to the decline in value in recycling markets, towns will now need to pay for processing their recyclables. More detailed information can be found in the Executive Director’s Report.

IV. Program Director’s Report: Amy’s report will show links of the multiple projects she’s been working on. She shared an article about the benefits of our event bins program. Amy has been researching and educating the public about the true nature of plastics recycling and how the media is not telling the full story on what happens to our household plastics. Amy has also been working with the Springfield MRF Advisory Board to create four new videos about recycling. They cover four specific topics on recycling and will be released in the near future. They will be available to be viewed on the MRF website: www.springfieldmrf.org. The District’s special event recycling stations program was very successful this year. We served 21 events. More detailed information can be found in the Program Director’s Report.

V. Other Business / Next Meeting: Next meeting Wednesday, January 18, 2023

M.A. Swedlund moved to adjourn the meeting and was seconded. Motion to adjourn the meeting passed unanimously. Meeting adjourned at 7:59 p.m.

The following written materials were used at the meeting:

- FY22 Financial Audit
- FY24 Proposed Budget
- AMV & Net Revenue Report