

HRMC Annual Meeting Minutes  
July 15, 2019 - 6:30 p.m.  
Williamsburg Town Offices - Haydenville, MA

1. The meeting was called to order at 6:35 p.m. by Joe Kearns, Chair  
Board Attendees:

- Chesterfield - John Chandler and Hank Badner
- Cummington - Jim Wettereau
- Goshen - Mike Kurland and Laura Barrus
- Huntington - Tom Hart and Louis Purinton
- Middlefield - Joe Kearns
- Plainfield - Jack Nelson
- Williamsburg - Rusty Luce and Paul Wetzal
- Worthington - Paul Dunlevy
- HRMC Administrator - Kathleen Casey

Member Towns Not Represented: Ashfield and Westhampton

Guest Attendees:

- Marty Nicolas, Huntington Transfer Station
- Nick Chiusano, Town of Chester Board of Health
- Ann Daley, Town of Chester

Introduction of Town guests from Chester

2. The minutes of the May 20, 2019 meeting were reviewed. A motion was made by Louis Purinton to approve the minutes as presented; seconded by Paul Wetzal and approved (one abstaining member- Paul Dunlevy - not at May 20<sup>th</sup> meeting).
3. Finance
  - a. FY19 Year-End Closing Status - Kathleen is still awaiting the 4<sup>th</sup> quarter financial statements from BMAG. It is anticipated that with receipt of two outstanding revenue checks, the FY19 year-end financials will be on target with budget.
  - b. FY20 Assessments were mailed out today and are due Sept. 1<sup>st</sup> Budget figures for board approved Option 1 was used as the basis for the assessments. This was the amount presented to all member-Towns as their annual Town meetings.
  - c. Paul Wetzal, treasurer and Kathleen Casey, reviewed the HRMC Accounting Services and Banking Transitioning Plan.

- i. A contract with Sara Hart of Mass Munifin for accounting/treasury services has been executed. No consultation fees were charged by Sara for FY19. Sara's bond documents are due prior to August 1<sup>st</sup>.
- ii. A checking account has been established at Florence Savings Bank. Initially deposit of \$ 28,000 has been made. As soon as the FY19 financials are reconciled and closed, the balance of the funds remaining in the United Bank account will be transferred to the new FSB account. A minimum of \$5,000 was required to keep the United Bank account open through the closing.
- iii. Vote required adopting certifications and resolutions noted in the FSB Online Cash Management Services Agreement and the FSB Remote Deposit Capture Service Agreement. Copies of both the on-line Cash Manage Services and the Remote Deposit Capture Service were distributed for board review and discussion.

A motion was made by Tom Hart for the HRMC board to approve Paul Wetzel and Joe Kearns to certify the resolutions and conditions of both the FSB Remote Deposit Capture Service and the Online Cash Management Services AND that the Board adopt the resolutions specified in both the FSB Remote Deposit Capture Service and the Online Cash Management Services. The motion was seconded by Jim Wettreau. All approved.

Additionally, a motion was made by Tom Hart to provide authority for Paul Wetzel to enter into both the FSB Remote Deposit Capture Service Agreement and the FSB Cash Management Services Agreement. The motion was seconded by John Chandler. Unanimously approved.

Both agreements will be delivered to FSB on Tuesday, July 16, 2019. The scanner is anticipated to be installed and operable by August 1, 2019.

- iv. In discussion, the Board understands that both Sara Hunter and the HRMC Administrator will have viewing capabilities of the HRMC account(s) and agreements and that Sara Hunter will be having possession of the HRMC scanner at her office in Hardwick, MA

4. DEP Grant Applications for FY20 – Grant verification/audit inquiries were addressed in June. Kathleen distributed a listing of the MADEP RDP grants that are pending. It is anticipated that notifications will go out in September. Kathleen was asked to bring copies of the grant worksheets to the September meeting so that Board members could address any questions on the grant point values by their Towns.
5. Program Summer Collections: Universal Waste Collections took place last Tuesday and Thursday (July 9 and 11). Invoices will be mailed this week. The Freon Evacuation for those Towns not currently using Gold Circuit services, will take place on Monday, July 22; and the Tire Collection will be taking place on Wednesday, July 24. Chesterfield and Middlefield have book collections scheduled for this Thursday, July 18<sup>th</sup>.

Hank Badner relayed that the Veolia technician, when at Chesterfield, indicated that button batteries did not need to be taped. Kathleen indicated that all should continue with our current protocol of placing clear tape on all button batteries and that she would notify the board of any changes after consulting with Veolia.

6. HRMC Informal Inspections have begun. Kathleen will be scheduling the inspections for the upcoming weeks. A sign up sheet was passed around.
7. Old Business
  - a. MRF bids have been received. The bid scheduled calls for an announcement in September. Kathleen will keep you posted.
  - b. Town of Chester Status: the Town of Chester was unable to meet the conditions of the MOU as witnessed at a site visit held on Tuesday, June 25<sup>th</sup>. The Town is working on addressing those outstanding conditions AND is also working on applying for an operating permit (application due to DEP in October 2019).

Nick Chiusano, Chester BOH spoke to the improvements that are underway at the Chester transfer station. An email with photos provided by the Chester Board of Health was received by HRMC on Friday, July 12 and copies were available at the meeting.

Per the draft MOU, the Town has been notified that if they have met the conditions in the draft MOU and are still interested in joining the HRMC, they must notify HRMC by December 2019 for FY21 consideration.

- c. FY20 Hauling transitions: all running smoothly – no issues to date.
- d. MIIA request for OSHA Fire Extinguisher Weekly Check list: Kathleen prepared and distributed a standard “check list “ that can be used for your Town’s monthly inspection purposes.

Rusty Luce was asked to speak with regard to a fire that took place at the Williamsburg Transfer Station on June 8<sup>th</sup>.

Kathleen reviewed the standard transfer station operating protocols of safety and fire prevention and the reporting of fires to MADEP. All Towns transfer stations must have a fire extinguisher placed in their attendants shed and where applicable, adjacent to their Waste Paint and Oil Collection areas. Fire extinguishers need to be fully charged and ready for use at all times. A qualified service company must perform fire extinguisher inspections annually. The monthly checklist that Kathleen provided is to meet MIIA requests and is not part of the MADEP 3<sup>rd</sup> party inspection.

Kathleen will be working on getting the Standard Operating Protocols out to each board member in the upcoming month so that the communities can start customizing the protocols to their particular transfer station layout/operation. Kathleen will be customizing each of the templates with each Town’s DEP information prior to distributing.

Unrelated to DEP compliance, Kathleen provided additional background information with regard to the Dept. of Labor Standards situations that may arise in a workplace with regard to fire extinguishers. This information was intended as a Town resource for determining which situation applies to each individual community and then to see what requirements apply.

#### 8. New Business:

- a. Gold Circuit E-Cycling has indicated that they will need to implement a \$ 150 site fee for transportation of recyclables. Kathleen reported that this is similar to hauling transport fees. Those who are leasing pods are paying \$1,375 per haul with weights of up to 6,000 pounds, however, if a Town doesn’t request 3 hauls per year, they would be paying up to \$1,500 to lease the container. Westhampton, Huntington, and Williamsburg are interested in continuing to work with Gold Circuit. Kathleen will

investigate further options and noted that RDP funds can be used to cover the full expense of the Gold Circuit program.

Next Meeting date: Monday, September 16, 2019 6:30 at Williamsburg Town Offices in Haydenville.

9. Meeting adjourned at 7:50 p.m.