



DRAFT MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
1 November 2016

The 1 November meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM, Westfield Road and was called to order at 6:15 p.m. by Chair, Tom Simpson.

In attendance: Patricia Chisholm / Sandy Coffin / Peter Kierstead / Dale Kilpatrick / Roberta Lee / Kevin Robertson / Ed Ross / Tom Simpson / Jim Stubbs / Jane Tunney / Susan West

Regrets: Peter Furness

PRESENTATION OF THE AGENDA - Modifications & Additions

MOTION 1: Jim Stubbs / Peter Kierstead - That the agenda be accepted with additions (Trigger Parameters and Concentrations).

MOTION 1: CARRIED

MINUTES FROM LAST MEETING - Corrections & Additions to 4 October 2016 Minutes

MOTION 2: Roberta Lee / Patti Chisholm - That the minutes be accepted as presented.

MOTION 2: CARRIED

FUNDY REGIONAL SOLID WASTE (FRSW)

Tom Simpson reported that he had been in contact with Marc MacLeod of FRSW:

- There has been no problem with leachate levels due to dry conditions and regular pumping to keep the levels low; temporary tarps are not in use pending installation of gas piping;
- FRSW has a new machine to sew tarps together to prevent the problems caused by the tarps flapping in the wind;
- SCG Industries received a \$300,000 grant from ACOA to develop a new technology to improve landfill gas recovery and has partnered with the Fundy Regional Service Commission to develop and test the technology to optimize the collection of landfill gas onsite at the Crane Mountain Landfill;
- There was a record net \$27,000 in revenue from gas generation (after supplying electricity to landfill);
- Compost is now being collected and preprocessed at the landfill and finished by Envirem Organics (an Irving company) in Clarendon. Compost hall #1 will be rebuilt, halls 2 and 3 will be demolished. Compost will be bagged at Envirem and sold at the landfill.
- Mr. Simpson and Mr. MacLeod discussed the possibility of using a drone for the aerial photos this year instead of Wilson Studios. The drone of a third-party provider has the technology to map the whole site with elevations and different angles, with a cost unknown (CMEI will be invoiced \$350.00 + HST).

BUSINESS ARISING FROM THE MINUTES

1. *Report on progress of conceptual model development:* Tom Simpson reported he spoke with John Sims, exp. and learned that the field work to enhance existing knowledge has been completed by Malcolm McLeod. Fred Baechler will use the field data collected to develop geological models within the overall model. Mr. Sims confirms they are on schedule, and when Mr. Simpson

mentioned CMEI and FRSW will be submitting a joint application to the Environmental Trust Fund for the second phase of the project, Mr. Sims thought **exp.** could have preliminary information by late November to support the application.

2. *Details for DOE meeting:* Roberta Lee reported that CMEI members: Tom, Sue, Peter and she met on October 25 with Jason Gaudet, Assistant to MLA Rick Doucet, to discuss the meeting with DOE. Mr. Gaudet will attend the meeting on behalf of MLA Rick Doucet. Sheryl Johnstone, P.Eng. Industrial Processes Section in charge of Crane Mountain Landfill (Environment and Local Government) and Mark Glynn, Manager Industrial Processes Section, have indicated that they are available to meet with CMEI representatives on either November 28th or 29th. A decision was made to request a meeting on Tuesday morning, November 29th from 10-12. It was also decided that those who will be representing CMEI at the meeting should have a preparation meeting sometime during the week of November 14.

ACTION: Roberta Lee to contact Sheryl Johnstone to book a meeting for 10am on Tuesday, November 29, 2013. CMEI members: Peter, Kevin, Tom, Roberta, Sue, and Jim will meet on Tuesday, November 15th at 1 PM at the KBM to prepare for November 29 meeting.

3. *Letters to domestic well owners not on our list:* Tom Simpson has re-worked a letter from 2013 to forward to Gemtec along with self-addressed stamped envelopes. There are 19 outstanding properties identified that CMEI would like Gemtec to contact on CMEI's behalf for permission to contact.

ACTION: Tom print permission slips, e-mail letter to Patti to print in colour; Marlene to print self-addressed stamped envelopes.

4. *Meals options:* Tom Simpson reported that he and Sue West had been in contact with Grassroots Grill and Dave Calvin regarding providing the monthly meal for the CMEI. After deliberation, the board decided to Dave Calvin's business because of its proximity for a few months.

ACTION: Sue West to follow-up (Shepherd's Pie for December meeting).

CORRESPONDENCE

Tom Simpson reported that on behalf of the CMEI he completed and electronically submitted the Province of New Brunswick Companies Act Annual Return for 2016 and had been working with Roberta Lee on e-mail correspondence for the DOE meeting. On behalf of CMEI, Mr. Simpson also received mid-month the electronic invoice from City and District Web Development for website hosting (as it was due upon receipt, Mr. Simpson directed Jim Stubbs, Treasurer, to pay the invoice directly \$344.31 including HST); an invoice for domain renewal - \$24.95 + HST; and a reimbursement of \$130.00 (tax included) for the meeting meal from Sue West. Chair, Tom Simpson requested a motion to pay invoices and reimbursement.

MOTION 3: Peter Kierstead / Ed Ross – That Treasurer be authorized to pay for items.

MOTION 3: CARRIED

CHAIR'S REPORT

See Business Arising.

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the 1 November 2016 meeting covering the month of October. (copy on file) Opening balance: \$40,307.16; Total expenses: \$2,052.01; Closing balance: \$38,255.15.

MOTION 4: Patti Chisholm / Kevin Robertson - That Treasurer's Report be accepted as presented.

MOTION 4: CARRIED

COMMITTEE REPORTS

Monitoring

See Business Arising.

Special Projects

Tom Simpson reported all projects have been completed and paid for. \$1,210.06 has been allotted to Blueberry Hill on the B-List for training.

NEW BUSINESS

1. *Review of reports and photos for incident on June 8, 2016:* Tom Simpson reviewed the leachate incident report of June 8, 2016. While reviewing the quarterly report from January to March 2016, elevated levels indicating possible leachate presence was detected which led to the discovery of two leaks on the east side of Cell 5. One leak had run across a silted over drainage ditch and the other over the temporary cap and into the surface water ditch next to the leachate surge pond then into the sedimentation pond. Mr. Simpson reviewed the letter of July 5 from Saint John Laboratory with the results of 12 samples, as well as photos of the remediation. The incident report to the DOE indicated 1,324.91 tonnes of material was removed and contained in the landfill to be used for daily cover, and an equal amount of clean fill was trucked in to replace the removed material. (Documentation on file.) Discussion ensued and the main question for board members concerned the timeline from the incident in the first quarter to the lab results review and reporting on June 8 - whether there was a delay in receiving the lab results, or a delay in reading the results that delayed the discovery until June.

MOTION 5: Sue West / Jim Stubbs – That the CMEI write a letter to Marc MacLeod with a copy to DOE to express concern with the delay between March sampling and the detection and reporting of the leachate incident on June 8 and request a report from FRSW on processing time.

MOTION 5: CARRIED

ACTION: Tom Simpson to write letter to Marc MacLeod on behalf of CMEI.

2. *Report on 2016 domestic well testing:* Roberta Lee reported that she had been in contact with Jennifer Hachey of Gemtec. Ms. Hachey conducted the well testing on October 28 and 29; 55 well owners participated; four houses appeared to be unoccupied.

ACTION: Jim Stubbs and Peter Kierstead to review four outstanding addresses.

3. *Trigger Parameters and Concentrations:* Due to late hour, this business was tabled to the December meeting.

Before calling for a motion to adjourn, Tom Simpson requested permission to purchase ink cartridges for his printer and a case of paper.

MOTION 6: Jim Stubbs / Peter Kierstead – That Chair, Tom Simpson, have permission to purchase consumables for his printer used for CMEI business.

MOTION 6: CARRIED

MOTION 7: Sue West / Patti Chisholm – That the meeting be adjourned at 8:30pm.

MOTION 7: CARRIED

The next regular meeting of the CMEI is scheduled for 5:30 p.m. 6 December 2016 at the KBM.

Respectfully submitted,
Marlene Abbott, Recording Secretary