Addison County Solid Waste Management District

Minutes

Board of Supervisors Meeting No. 304

Thursday, May 16, 2019, 7:00 PM

Addison County Regional Planning Commission Office Conference Room

14 Seminary Street, Middlebury, VT 05753

1. OPEN MEETING – ROLL CALL. The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 7:00 PM on May 16, 2019, in the ACRPC Conference Room, 14 Seminary Street, Middlebury, VT. Present:

<table>
<thead>
<tr>
<th>Town</th>
<th>Vote</th>
<th>Supervisor/Alternate</th>
<th>Town</th>
<th>Vote</th>
<th>Supervisor/Alternate</th>
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</thead>
<tbody>
<tr>
<td>Addison</td>
<td>1</td>
<td>Bill Munoff</td>
<td>New Haven</td>
<td>1</td>
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<tr>
<td>Bridport</td>
<td>1</td>
<td>Andrew Manning</td>
<td>Orwell</td>
<td>1</td>
<td>Karl Thomsen</td>
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<tr>
<td>Bristol</td>
<td>2</td>
<td>Valerie Capels</td>
<td>Panton</td>
<td>1</td>
<td>Paul Sokal</td>
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<tr>
<td>Cornwall</td>
<td>1</td>
<td></td>
<td>Ripton</td>
<td>1</td>
<td>Steve Zwicky</td>
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<tr>
<td>Ferrisburgh</td>
<td>2</td>
<td>Steve Huffaker</td>
<td>Shoreham</td>
<td>1</td>
<td>Randy Orvis</td>
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<td>Goshen</td>
<td>1</td>
<td>Diane Mott</td>
<td>Starksboro</td>
<td>1</td>
<td>Susan Reit de Salas</td>
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<td>Leicester</td>
<td>1</td>
<td></td>
<td>Vergennes</td>
<td>2</td>
<td>Cheryl Brinkman</td>
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<tr>
<td>Lincoln</td>
<td>1</td>
<td></td>
<td>Waltham</td>
<td>1</td>
<td></td>
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<tr>
<td>Middlebury</td>
<td>4</td>
<td>Amy McAninch</td>
<td>Weybridge</td>
<td>1</td>
<td>Tim Wickland</td>
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<tr>
<td>Monkton</td>
<td>1</td>
<td>Deborah Gaynor</td>
<td>Whiting</td>
<td>1</td>
<td>Eric Zuesse</td>
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<td>Staff:</td>
<td></td>
<td>Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Mgr.; Patti Johnson (PJ), Business Mgr.</td>
<td>Guests:</td>
<td></td>
<td>Josh Gardner, RHR Smith &amp; Co.</td>
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2. APPROVE THE AGENDA – The Chair suggested that the BOS change the order of its agenda to move Agenda #7, New Business to the top of the agenda to accommodate our guest.

Motion #1: D.Gaynor moved to approve the amended agenda. R.Orvis seconded the motion.

VOTE on Motion #1: Yes – 21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen, Middlebury (4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

7. NEW BUSINESS –

a. 2018 Financial Audit – Presented by Josh Gardner, RHR Smith & Company – Josh reviewed the highlights of the CY2018 Financial Audit. One change he made was to reclassify and move the Capital Reserve Fund and Special Revenue Funds (i.e., the “designated” funds) out of the “unrestricted” General Fund. Overall, the District experienced a General Fund loss of ($95,000) for CY2018. TK added that the loss was after the District transferred $100,000 to the Capital Reserve Fund to cover the unanticipated stationary compactor replacement, and $25,000 to the School Diversion Grant Fund; it was also less than the budgeted loss that was intended to rely on year-end CY2017 surplus funds. Josh reported that the District finished 2018 with no long-term debt.

Draft MD&A: The Audit report includes an unaudited Manager’s Discussion and Analysis that highlights the financial activity of the District in CY2018 and predicts various financial impacts in CY2019.

Variance Reports: The Executive Board (E.Bd) supports the recommendations of staff to provide a Budget to Actual Variance Analysis report every six months. PJ reviewed the Variance Analysis for Year End 2018. Staff also proposed a threshold of $5,000 and 10% in order to require a written explanation of a particular budget line item on the variance analysis.

New Capitalization Policy: The E.Bd supports the auditor recommendation that...
the BOS adopt a capitalization policy of $5,000 v. the $750 we use currently. The Chair thanked Josh for his work on the audit and his presentation to the BOS.

Motion #2: T.Wickland moved to approve the 2018 Financial Audit. R.Orvis seconded the motion.

VOTE on Motion #2: Yes –21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen, Middlebury (4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

3. PUBLIC COMMENT PERIOD – The Chair opened the public comment period.

4. MEMBER COMMUNICATIONS – None.

5. APPROVAL OF MINUTES FROM MEETING NO. 303 –

Motion #3: R.Orvis moved to approve the minutes of Meeting No. 303. K.Thomsen seconded the motion.

VOTE on Motion #3: Yes –21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen, Middlebury (4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

6. FINANCIAL REPORTS –


b. March Single Stream Recycling Report – In March, we paid an $85/ton processing fee at the materials recovery facility (MRF) for single stream recyclables - $10/ton over budget. The year-to-date loss is ($8,647.13), without overhead costs. The markets will most likely continue to be unstable in the coming months, leading to lower market revenues and higher processing fees at the MRFs.

c. Municipal Diversion Grant Applications – None received.

d. School Diversion Grant Applications – None received.

8. DISTRICT MANAGER REPORT – Salisbury: TK will be meeting with the Salisbury Selectboard and a DEC representative on May 21 to discuss the next steps toward closure of Salisbury’s unlined landfill.

Sewerage Study: A surveyor has been here for a few days and completed its mapping of the boundary and topography. At the direction of the engineers, GH will dig test pits in the wooded area beyond the leachfields. DigSafe will be contacted first. Weston & Sampson is preparing a site map with the new elements for the sewerage upgrade and the proposed asphalt shingle/ drywall collection areas. Stationary Compactor: The compactor in the hopper building is being installed today and tomorrow. Staff will review new procedures to ensure the safety of staff and customers with the new auto-cycling of the compactor. Legislation: S.113, the bill banning single use plastic containers and plastic bags, is progressing, in part due to parties supporting a statewide ban v. a town-by-town system. The bill passed House and Senate committees, and the two versions are now in Conference Committee. It calls for the formation of a summer study committee, now expanded to include a discussion of EPR for packaging. H.560 - The House NR&E Committee did not have time to review H.560, the EPR bill for HHW due to a priority on amending Act 250; H.560 will return next year. S.160 would exempt from solid waste jurisdiction on-farm composting, and feeding food scraps to chickens for one year. The haulers also asked to add on an exemption to residential curbside collection of food scraps, using the language in ANR’s Biennial Report. Some haulers are also asking for the ability to charge for recyclables, and to allow for the temporary disposal of certain recyclables should markets disappear.

9. DISTRICT PROGRAMS REPORT – Green Up Day. Over 5,500 bags were distributed, and all towns except Hancock picked up bags. We also equipped town coordinators with gloves for volunteers and prizes (pencils, stickers and coloring books). Addison County Green Up Day volunteers collected 17.79 tons of roadside trash this year, as well as 395 tires. We will provide a more detailed breakdown soon. We advertised Green Up Day events in the Addison Independent and on our Facebook page. Thanks to Chantel, our
Administrative Assistant and County Green Up Day Coordinator, for most of this effort! **New Website:** Check out our new website, launched on April 17 - the same day we hosted a statewide Recycling Coordinators and HazWaste Coordinator Meeting. **Composting:** Staff has held three compost workshops, with 76 participants so far. With a grant from ANR, we've been able to offer SoilSavers to workshop participants for a discount price of $35/ea. Seven more compost workshops are scheduled for the next month: three at Middlebury Regional EMS, and one each at Starksboro Public Library, Lawrence Memorial Library, St. Peters Catholic Church and St. Ambrose Church. Elizabeth Cultrara, our AmeriCorps member, convened a new group of Compost Ambassadors to spread tips and positive messaging around composting. Business Outreach has led us to working with Addison County Field Days to offer pre-consumer food scrap and cooking oil diversion service to food vendors at the Fair. **HHW Events:** The next HHW Event will be in Starksboro on June 1. A few of the Enpro staff will assist our six staff members, and we will collect HHW in three trucks (our box truck and two U-Haul trucks).

10. OTHER BUSINESS – The Chair and TK have been drafting a letter to the Senators and Rep. Welch as instructed by the BOS. We have also been working on a piece to share with the reporters regarding the process for siting a regional drop-off.

11. EXECUTIVE SESSION – None.

12. ADJOURN –

   Motion #4: B.Munoff moved to adjourn at 8:20 PM. R.Orvis seconded the motion.

   VOTE on Motion #4: Yes –21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen, Middlebury (4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

   *I agree that this is an original of the May 16, 2019 minutes that were considered and approved by the BOS at its meeting of ____________.*

   Teresa A. Kuczynski, District Clerk