NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next regular meeting.

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

EXECUTIVE BOARD MEETING MINUTES

ACSWMD CONFERENCE ROOM
1223 Rt. 7 South, Middlebury, VT 05753

Wednesday, April 3, 2019, 3:00 PM

1. CALL TO ORDER – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:07 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Eric Murray (EM); and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Gary Hobbs (GH), Transfer Station Supervisor; Donald Maglienti (DM), Programs Manager. Guests: Auditor Joshua Quinn, RHR Smith.

2. APPROVE THE AGENDA –
   Motion #1: TW moved to amend the agenda to move Agenda Item #6, Review of the 2018 Draft Audit, to third place on the Agenda. EM seconded the motion.
   VOTE: Yes – 4 (BM, EM, CB, TW). No – 0. Abstain – 0.

5. MANAGER REPORT –
   a. Personnel – The District has received approval for a new AmeriCorps member to serve at the District for 2019-2020. TK reported that, for the upcoming April 11th BOS Organizational Meeting, she has received just one new nomination to serve on the E.Bd – Steve Huffaker – in addition to BM, BK, PS, and RR.. Nominated for Chair – CB. Nominated for Vice Chair – TW (EM serves on the E.Bd, per the Middlebury Host Agreement). We are still waiting for half of the District Towns’ appointment forms for BOS members.

3. APPROVE MINUTES OF MARCH 13, 2019 MEETING –
   Motion #2: EM moved to approve the minutes of March 13, 2019. TW seconded the motion.
   VOTE: Yes – 5 (BM, BK, EM, CB, TW). No – 0. Abstain – 0.

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

6. Introduction of Auditor, Joshua Quinn of RHR Smith, and Review of 2018 Draft Audit – Joshua Quinn presented the Draft Audit to the E.Bd. This 2018 Year End Audit represents the first year of a three-year contract with RHR Smith of Maine. They made several changes to the Special Fund area of the District’s financials, moving all of the Capital Reserve Account out of the Proprietary Fund and into the Governmental Fund. Overall, the District ended the year with a General Fund balance of $340,885. No deficiencies in the District Accounting Practices were noted in the Auditor’s Report. Upon completion of the MD&A, authored by the District Manager and included as a non-audited document in the Audit Report, the final Audit will be presented to the E.Bd at its May 8th meeting.

7. FINANCIAL REPORTS –
   a. February 2019 Financial Report – PJ presented the February 2019 Financials showing a net loss of ($60) for the month. February is typically a slower month at the Transfer Station due to inclement weather; tonnage came in at 1,395 tons, approx. 140 tons lower than the same period last year.
   b. Recycling Fee Updates – Casella raised the rate on recycling tonnage in Feb., holding steady at an $85/ton processing fee.
   c. Municipal Diversion Grant Applications – No new applications received.
   d. School Diversion Grant Applications – No new applications received.

8. NEW BUSINESS –

a. BOS Recommendation to follow up with Ferrisburgh Re: Land Purchase – After the Chair, TK and Steve Huffaker expressed interest to the Selectboard in meeting with them to learn more about their rejection of the District’s offer to purchase real estate for a regional drop-off, Duncan Harris, the Town’s broker, sent an email on 3/27/19 clarifying that the Town does not have any interest in making a counter to the District’s original offer, and “as far as the Town is concerned there is no deal.” The Chair mentioned the recommendation of the BOS to look at possible drop-off sites as well as the potential for expanding the existing District Transfer Station. The BOS had asked the Chair and TK to begin the siting process with an article in the local paper explaining the background on why we are looking for another site. The BOS can regroup in May to discuss the siting effort further.

b. BOS Recommendation for Letter to USFS to inquire about sale of Forest Station abutting existing District Transfer Station – The BOS instructed TK to write a letter to the U.S. Forest Service, and VT Congressmen expressing interest in the property, and asking if they would consider donating the site to the District as a public service, to create a nonprofit education facility, a regional HHW Center and a trash/recycling bag drop-off for residents. EM reported that the USFS is planning to have the property appraised by a USFS appraiser.

9. EXECUTIVE SESSION – None needed.

10. AGENDA ITEMS FOR April 11 – Board of Supervisors Annual Organizational Meeting: Elections of E.Bd and Officers; appointments of Clerk and Treasurer; welcome to new BOS members; and review of role of BOS and conflicts of interest. Also: a follow-up on Ferrisburgh; and draft State MMP (State Solid Waste Materials Management Plan), April 26th deadline for comments to ANR.

11. OTHER BUSINESS – None.

12. APPROVAL OF PAYMENTS – Invoices paid in March 2019 were reviewed and approved.

13. ADJOURN –

   Motion #3: EM moved to adjourn the meeting at 4:25 PM. BM seconded the motion.

   VOTE: Yes – 5 (BM, BK, EM, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the April 3, 2019 minutes that were considered and approved by the E.Bd at its meeting of ______________.

_____________________________

Teresa A. Kuczynski, District Clerk