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, June 12, 2019, 3:00 PM

1. CALL TO ORDER – Call to Order- Tim Wickland (TW), Board of Supervisors (BOS) Vice Chair, called the meeting of the Executive Board (E.Bd) to order at 3:02 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Richard Reed (RR); and Steve Huffaker (SH). Cheryl Brinkman (CB), BOS Chair, took over chairing the meeting upon her arrival at 3:10 PM. Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Programs Manager (DM).

2. APPROVE THE AGENDA –
   Motion #1: BK moved to approve the agenda. SH seconded the motion.
   VOTE: Yes – 4 (BM, BK, SH, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF MAY 8, 2019 MEETING –
   Motion #2: BM moved to approve the minutes of May 8, 2019. SH seconded the motion.
   VOTE: Yes – 4 (BM, BK, SH, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel – Proposed revisions to the Personnel Policies will be discussed under New Business.
   b. Health and Safety – The Project Worksafe visit has been postponed until the Fall. Gary is ordering the add-on control for the stationary compactor in order to place manual controls in the Hopper Building office. After it has been installed, we will prepare a Hazard Analysis and train staff in the safe operation of the new equipment.

6. FINANCIAL REPORTS –
   a. April 2019 Financial Report – PJ presented April 2019 financials. Tonnage was up by almost 300 tons over the same period last year; a total of 2,015 tons for April 2019 v. 1,725 tons in April 2018. Transactions continue to climb: 5,453 total in April 2019 v. 5,329 in April 2018. Overall, the District finished the month with a bottom line gain of $4,432.
   b. April Single Stream Recycling Report – PJ presented the April Recycling totals. The District shipped out 191.26 tons of recyclables this month at $85/ton. Taking into account revenue at the gate and the cost of transport and disposal of recyclables, the District saw a year-to-date net loss of ($11,497), without consideration of overhead.
   c. Municipal Diversion Grant Applications – No new applications received.
   d. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
   a. Investor Policy, Draft #1 - TK introduced the new ACSWMD Investment Policy, intended to govern the manner in which any surplus funds can be invested by the District. BOS adoption of an investment policy was requested by our Auditors. The Chair stated that the word “policies” in the first sentence of paragraph #1 should be changed to “practices.”

   Motion #3: BM moved to recommend to the full BOS the new ACSWMD Investment Policy. TW seconded the motion.
   VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

b. Extension of ENPRO Hazardous Waste Transportation & Disposal Services Agreement for 7/1/2019 – 6/30/2020 – DM requested that the E.Bd approve extending the current ENPRO hazardous waste services contract for one year under the same terms, to expire on 6/30/2020. ENPRO provides excellent service, including assisting with the PaintCare program and offsite HHW events. Solid waste entities in VT are experiencing increased costs and difficulty finding other vendors willing to service their HHW needs. However, we will have to go out to bid for the service next year.

Motion #4: TW moved to recommend to the full BOS the extension of the ENPRO HHW Service Contract for a period of one year. RR seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

c. AAFM Pesticides Contract – July 2019 – July 2023 – TK explained that the VT Dep’t of AG Pesticide grant application has been replaced with a RFP for a four-year grant. With only a few weeks to apply, TK submitted a proposal covering the periods July 1, 2019 – June 30, 2023, with $10,000 per year requested, for a total grant value of $40,000. A contract from the AAFM has not been received yet. Because of AAFM’s short turnaround time to get the contract signed by July 1, TK asked the E.Bd for support in allowing the BOS Chair to review and sign the contract when it arrives if it is acceptable, so that we can submit it ASAP. If the contract arrives in time for the BOS meeting, the BOS could approve it. TK will include it on the June 20th agenda, with a backup plan to allow the Chair to sign the contract.

Motion #5: TW moved to allow BOS Chair Cheryl Brinkman to sign the VT AAFM Pesticide Contract because of time constraints required, prior to the BOS meeting. RR seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

d. Update on Weston & Sampson Sewer Expansion & Site/Stormwater Improvement – The Surveyor completed the boundary and contour map. A W&S engineer and a Rutland representative from the DEC examined test pits that Gary Hobbs dug out in the wooded area beyond the leachfields. (DigSafe was contacted first.) They determined that a mound sewer system and pump would be required. TK asked that they try to relocate the septic tank that sits w/in 10’ of the office as part of the new mound system. The system will be expanded to accommodate 20 persons, as the hopper building septic tank will be connected to the new system. That will free up the smaller leachfield next to the scalehouse to be used for 10 additional parking spaces. W&S will also look at options to relocate the electric pole. We also worked with Shane to prepare a site map with the new sewerage upgrade and the proposed asphalt shingle/drywall collection areas and fuel dispenser. A stormwater permit application will be prepared to include all impervious surfaces.

e. Update on Transfer Station Expansion – TK, DM and GH toured the USFS site with Chris Mattrick from USFS, Shane Mullen from W&S, and David Roy, the architect. The goal was to do a preliminary analysis of the feasibility and cost of using the site/buildings and of connecting the property with the Transfer Station property. Chris stated that the District would be able to purchase the property prior to auction, and would have to write a letter to the USFS expressing our interest. An appraisal would have to be completed.

f. Personnel Policies – Draft #3 – TK presented the E.Bd with a third draft of the amended Personnel Policies incorporating most of the recommendations of the VLCT and its model Policy. After reviewing the draft, the E.Bd asked staff to submit it to the District’s attorney for final review.

8. EXECUTIVE SESSION – None needed.


10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in May 2019 were reviewed and approved.
12. ADJOURN –
Motion #6: RR moved to adjourn the meeting at 5:14PM. BK seconded the motion.
VOTE: Yes – 5 (BK, SH, RR, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the June 12, 2019 minutes that were considered and approved by the E.Bd at its meeting of ______________.

_____________________________

Teresa A. Kuczynski, District Clerk