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 Office
1223 Route 7 South Middlebury, VT 05753
July 10, 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 3:02 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Richard Reed (RR); Steve Huffaker (SH); and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Programs Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.

2. APPROVE THE AGENDA –
   Motion #1: RR moved to approve the agenda. BM seconded the motion.
   VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF JUNE 12, 2019 MEETING –
   Motion #2: RR moved to approve the minutes of June 12, 2019. TW seconded the motion.
   VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT -
   a. Personnel –
      - Salary Review RFP with the CSWD – TK informed the E.Bd that we are going to be participating in a salary review of the current Job Classification Scale to prepare for the 2020 CY Budget. TK and Sarah Reeves, the CSWD Manager, are preparing an RFP together for a consultant to perform the Salary Review. Other districts have expressed an interest in coordinating with the review. TW wanted to ensure that participants share in the cost as well.
   b. Health & Safety – Nothing to report.

6. FINANCIAL REPORTS –
   a. May 2019 Financial Report – PJ reported that May was an extremely busy month, taking in 2,216 tons, for a total of 8,735 tons through May, more than 600 tons over the same period last year. The District realized a net gain in the General Fund of $41,427 for the month of May.
      - Financial Report Balance Column – TK stated that at the last BOS meeting, the “Balance per Line Item” column on the monthly financial reports was confusing, as some surplus revenues in the column showed a negative sign. If we were to remove the negative sign, the other items would then have negative signs in front of them. PJ explained that the column represents a calculation between the 2019 Budget lines and the YTD totals for Revenues and Expenses. Some columns that have gone over budget already for the year will show negative balances. Would the E.Bd like to remove the column altogether? TW stated that he likes the column so that he doesn’t have to add up the numbers in each row, and recalled that the issue was the negative sign. A solution would be to remove the negative sign, and show the number in red or with parentheses around it. PJ will reformat the financial report to reflect that.

- **VLCT PACIF Grant Award** – VLCT awarded the District a $5,000 grant toward the cost of a new lift gate on the District box truck, which is used to transport books, paint and now HHW from collection events. The new lift gate design is safer for using a pallet jack to load drums, pallets, gaylords, etc. The new lift gate is also aluminum and therefore lighter. This is a competitive grant that VLCT PACIF awards twice per year to its member municipalities to help offset costs of equipment that can improve the safety of their operations.

- **Transfer Station Scales Inspection** – The State of Vermont performed its annual (unannounced) inspection on all District scales on June 24. They discovered that the lower platform scale was 300 lbs. off. Since Fairbanks had just calibrated the scale the week before, they were called in to inspect and found that one of the scale cells was damaged. It was repaired that day under warranty, and Fairbanks handled the paperwork with the State.

- **Scrap Metal Revenues** – Earth Waste has informed the District that because of the downturn in steel market prices, they would like to meet with the District to renegotiate the current hauling/reimbursement contract we now have with them that will expire in May 2020. We will have more information at the next E.Bd meeting.

b. **May Single Stream Recycling Report** – PJ reported that the MRF processing fee increased by $10/ton to $95/ton in May. As recycling markets continue to falter, our processing fee is going up on a monthly basis.

- **YTD Loss and Discussion of Rate Increase** – As of May 2019, without consideration of overhead, we have lost ($13,466) in recycling hauling and processing. Although the BOS has discussed a possible increase in the gate fee or tapping into our Recycling Reserve Fund, the E.Bd suggests waiting until the 2020 budget discussion to consider our options.

c. **Municipal Diversion Grant Applications** – None received.

d. **School Diversion Grant Applications - Hannaford Career Center** – The Patricia A. Hannaford Career Center in Middlebury is requesting a grant for 75% of the total project cost of $2,400 to install two water bottle filling stations: one in the hallway and one in the culinary program area. The goal is to encourage the use of reusable water bottles and to cut down on the plastic bottles going into the recycle/waste stream. The District portion would be $1,800.

Motion #3: RR moved to approve the $1,800 grant to the Hannaford Career Center. BK seconded the motion.

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

7. **NEW BUSINESS**

a. **2019 Solid Waste Implementation Report** – District staff just completed and submitted all mandatory sections of the 2019 SWIP Report, using CY2018 data, by the 7/1/19 deadline. ANR has granted an additional one month to solid waste entities to submit the diversion calculations. The District calculated a MSW disposal rate of 2.07 lbs per capita per day, which is the same as last year. ANR considers the disposal rate of 2.70 lbs/per capita/day as the cutoff for achieving 50% diversion. The District has achieved this goal since 2007. The State Plan has only required a diversion rate every other year. The new MMP proposed for 2020 removes the requirement altogether. Our District performed the diversion studies, and will continue to do so every other year. Although it entails months of data gathering, the diversion study is the most important tool we have to stay in touch with our businesses and residents, and to measure how well the District is educating and assisting them.
b. Update on Weston & Sampson Sewer Expansion & Site/Stormwater Improvement
   - Moving forward with smoke test – Due to infiltration of water into the effluent tank
during the last storm, we decided to move forward with the smoke test to ensure that
the pipes are intact.
   - Drywall collection – The proposed MMP no longer mandates that we provide
drywall collection as long as we inform the public where to take their clean drywall
for recycling. We will meet with Weston & Sampson next Tuesday and will discuss
whether to proceed with the drywall collection area. It may make sense to just prepare
a concrete pad for a roll-off now, although we have the $8,000 in this year’s budget to
purchase the closed-top roll-off container. Next year is going to be an expensive year
in Capital Acquisitions & Development due to the equipment replacement schedule.

c. Update on Transfer Station Expansion –
   - Architect’s Report – We are waiting to receive the Architect’s Report and to discuss
it with W&S on Tuesday. A major factor is the feasibility of a road connecting our site
with the USFS property. An analysis of existing buildings will be included in the
report.

8. EXECUTIVE SESSION – None needed.

9. AGENDA ITEMS FOR THE JULY 18TH BOS MEETING – The E.Bd
discussed cancelling the July 18, 2019 BOS meeting due to a lack of business.
   Motion #4: RR moved to cancel the July 18th BOS meeting due to a lack of
   business. TW seconded the motion.
   VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

10. OTHER BUSINESS – PJ told the E.Bd about the changes to the WasteWORKS scalehouse
    software program, with its advanced credit card functions, including auto loading of amounts
    rather than manual entry, swipe pay and electronic signatures. Also to be upgraded are invoice and
    statement processing including e-mailing statements rather than printing and mailing them.

11. APPROVAL OF PAYMENTS – Invoices paid in June 2019 were reviewed and approved.

12. ADJOURN –
    Motion #5: TW moved to adjourn the meeting at 4:23 p.m. RR seconded the
    motion.
    VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the July 10, 2019 minutes that were considered and
approved by the E.Bd at its meeting of ______________.

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Teresa A. Kuczynski, District Clerk