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

Addison County Solid Waste Management District

Minutes

Board of Supervisors Meeting No. 298

Board of Supervisors Annual Retreat, Meeting No. 298

Thursday, September 20, 2018, 4:00 PM

Strong House Inn, 94 West Main St., Vergennes, VT 05491

At 4:21PM, C. Brinkman, Board Chair elected to begin discussion of Agenda items that did not require action while waiting for a quorum to officially begin the meeting.

4. MEMBER COMMUNICATIONS – None.

6. DISTRICT MANAGER REPORT – (a) The Chittenden SWD and Casella Waste Mgmt. (CWM)’s Rutland MRF have begun a coordinated campaign to re-educate the public on proper recycling practices to help reduce contamination in the single stream recyclables. Markets are limited and have established more stringent quality standards for recyclables. AS added that we will customize the outreach materials for the District. (b) ACSWMD has received a draft 2019 Hauling and Recycling Disposal contract from CWM, which the Executive Board (E.Bd) will consider at its next meeting. The contract will be discussed further during the budget portion of this meeting. Discussion: S. Reit de Salas asked about leaving caps on bottles. DM stated that this is a recent change and that you can now leave caps on. RO inquired about 5-gallon pails. DM stated they are recyclable if very clean and the metal handle is removed.

7. PROGRAMS REPORT – DM Report: Call2Recycle has begun advertising a new campaign to promote alkaline battery collection. The campaign centers on a competition between districts as to who can collect the most batteries. The campaign was rolled out without districts’ approval, and Call2Recycle has acknowledged the error in communication. The District HazWaste Center will be serving as a temporary collection location for “legacy” Type B aqueous film forming foam (AFFF), which the VT DEC has determined to pose a public health and environmental threat. The AFFF is used in firefighting activity, and will be received from area fire stations until October 8, after which the DEC will assume the costs for proper transportation and disposal.

AS Report: AS gave an update on several outreach efforts and other news including: The District’s participation in “WildSCiDe”, a Middlebury Union Middle School summer science program that focused on waste audits and promoted waste reduction strategies; one-week participation at Addison County Fair and Field Days; hosting of August Chamber of Commerce Mixer at the Transfer Station; and presentations at Camp Kookamunga, Project Independence, and Bristol Co-Housing. Staff is drafting the Annual Report and Fall District Newsletter, which will both be going out in October. We received several responses to an RFP for a comprehensive website redesign and have selected two vendors for final presentations next week. Work will begin in October, and the project should be completed in the late winter/early spring of 2019. We are moving forward with the truck wrap project to add recycling, composting, hazardous waste, and special recycling symbols along with our logo to the 25-ft box truck. A grant from ANR will cover 75% of the cost. Work will be completed by the end of October. AS welcomed Elizabeth Cultrara, our new AmeriCorps member. She will serve with the District for the next 11 months, assisting in public outreach, with a special focus on organics diversion. AS announced that she will be leaving the District in the coming weeks. She thanked everyone for the opportunity and their support and remarked on the incredible passion and dedication of staff and the BOS. TK thanked AS for her quality work and contributions to the community on behalf of the District this past year.

1. OPEN MEETING – ROLL CALL – The Board of Supervisors (BOS) Annual Retreat meeting was called to order by C. Brinkman, Chair at 4:35PM on September 20, 2018, at the Strong House Inn, 94 West
2. APPROVE THE AGENDA –  
Motion #1: R.Orvis moved to approve the agenda with omission of items that were already discussed prior to opening of meeting (Items #4, #6 and #7). J.Bouvier seconded the motion.  
VOTE on Motion #1: Yes – 14 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0. 

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

5. APPROVAL OF MINUTES FROM MEETING NO. 297 – T.Wickland noted corrections to names for North Branch School on p.3, and Strong House on p.4.  
Motion #2: R.Orvis moved to approve the minutes of meeting #297, with stated corrections. T.Wickland seconded the motion.  
VOTE on Motion #2: Yes – 10 (Addison, Bridport, Cornwall, Ferrisburgh (2), New Haven, Shoreham, Vergennes (2), Weybridge). No – 0. Abstain – 4. (Bristol (2), Monkton, Starksboro). 

8. FINANCIAL REPORTS –  
a. July 2018 Financial Report – TK gave a brief synopsis of bottom line for the last three months of Financials since the BOS’s June meeting. In July 2018, the District lost ($6,399). Total tonnage through July is 11,917 v. 12,237 in 2017, down by 320 tons, mostly due to C&D tonnage diverted to C&D recycling facilities. The YTD General Fund balance is $463,240 a $2,072 increase over the BFB.  
b. Municipal Diversion Grant Applications – None received.  
c. School Diversion Grant Applications – None received. 

9. NEW BUSINESS –  
a. Approve Emergency Purchase of Used Scrap Metal Trailer – GH presented the BOS with a handout detailing research on available used transfer trailers for purchase and discussed reasons for needing to purchase a used scrap metal trailer. Three of our current trailers have deteriorated to the point where they are no longer roadworthy or inspectable and are too expensive to repair. These three will be sold to Earth Waste for scrap value. Two trailers are required for scrap metal collection. We are taking back one of our
trailers, currently leased to CWM, for scrap metal collection. We recommend purchasing a used scrap metal trailer as soon as possible from LMI – Tennessee for $24,550.

Motion #3: T.Wickland moved that the BOS approve the purchase of the used scrap metal trailer.

R.Orvis seconded the motion.

VOTE on Motion #3: Yes –14 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0.

b. Update on Ferrisburgh Site for Regional Drop-Off – The Chair presented updates on the recent work of the Municipal Drop-Off Advisory Committee (MDAC) which had been authorized by BOS at the May 17, 2018 meeting to continue to move forward with two tracks of investigation: (1) research options to add capacity for accepting bagged waste and recyclables from residents at the District Transfer Station; and (2) investigate a second District regional drop-off for the collection of a variety of materials at one location. The timing of the investigations was accelerated by the potential closure of the Vergennes Drop-off currently serving five towns, including the Town of Ferrisburgh, in December 2018. The District mailed all member towns regarding interest in hosting a regional drop-off. The Town of Ferrisburgh expressed interest and identified a prospective site, owned by the town, at the intersection of Route 22A and Route 7, near the Park & Ride. TK, DM and the Chair visited the site this week with the realtor. BOS discussed possible financing solutions, concerns about impacting hauler business, the imminent closure of the Vergennes Drop-off, and exploring alternative and more centralized sites. T.Wickland and J.Bouvier suggested starting with parked trucks for collection of trash, recycling and organics before investments in permanent facilities are made. E.Payne expressed concerns about the price of purchasing the parcel and urged negotiations with the town for a $1/year lease. The Chair noted that it is too early in the process to have information on details of pricing, timing, permitting, etc. More exploration is needed before the BOS would be asked to vote on any such details. D.Gaynor requested additional information including the Regional Planning Commission traffic study, Vergennes truck route traffic study, and a copy of the easement before talking about purchasing the land. She expressed an interest in considering the larger vision of the MDAC to address residential disposal needs across the District rather than just looking at the regional drop-off proposal in isolation.

Motion#4: S.Huffaker moved that the BOS authorize TK to begin negotiations with the Town of Ferrisburgh, including, but not limited to: Act 250; Timing; Regional Planning Commission Transportation Plan; Vergennes Truck Route Transportation Planning; Terms of Easement; Financing and all other associated costs. W.Kernan seconded the Motion.

TK mentioned the MDAC survey results showing a need for more convenient hours and one site that could accept residential trash & recycling in addition to other items. A question was raised re: the role of the District and whether the Town of Ferrisburgh should provide its own town drop-off. The Chair reminded the BOS that this was a proposed regional drop-off that was open to any member town residents to use.

Motion#5: P.Palmer moved to call the question. S.Huffaker seconded the Motion.

VOTE on Motion #5: Yes –14 (Addison, Bridport, Bristol (2) Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0.

VOTE on Motion #4: Yes – 10 (Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 4 (Addison, Bridport, Bristol (2)). Abstain – 0.

c. Approve Bid Award to RHR Smith & Company for Financial Audits CY 2018-2020 – PJ presented the RFP soliciting bids to perform the District’s Annual Financial Audit for CY 2018, 2019, 2020. Despite advertising efforts, the District only received one bid from RHR Smith of Maine. RHR provided a package consisting of a detailed outline of the services provided and a list of references from many local municipalities that have utilized their services. The District felt confident they would be a good fit. Their bid was also well within the District’s anticipated budget amount for the Audit.

Motion #6: J.Bouvier moved that the BOS approve the bid for RHR Smith to perform the District’s Financial Audit for FY 2018-2020. P.Palmer seconded the motion.
**VOTE on Motion #6:** Yes – 14 (Addison, Bridport, Bristol (2) Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0.

d. **EPR for Packaging Bill, EPR for HHW Disposal** – DM provided a brief overview of the efforts of the VT Product Stewardship Council (VTPSC) to further explore two pieces of potential new Extended Producer Responsibility (EPR) legislation. The VTPSC is continuing its work on EPR for household hazardous waste (HHW), and will be coordinating with the VT DEC as they issue an RFP for research on the implementation of an EPR HHW law in VT. The VTPSC will also begin evaluating the possibility of an EPR law for packaging in VT. This type of law may be especially relevant this year as VT faces dismal recycling markets and potential Bottle Bill expansion efforts that threaten to pull the more valuable recyclables away from area MRFs.

e. **Draft #1, 2019 Annual Budget** – TK presented the BOS with the first Draft 2019 District Budget to go out to the member towns in the Annual Report in Oct. This draft includes the E.Bd’s recommended transfer of $100,000 from the General Fund into the Capital Reserve Fund for Acquisitions and $25,000 to the School Diversion Grant Fund. This would leave a projected 2018 YE balance of $291,513. We estimated Revenues to increase 2.37% to $3,355, 407 and Expenses to increase 7.69% to $3,223,095. Much of the increase in expenses is driven by the collapse of recycling market prices due to the loss of markets in China. The August ACR was $31.99/ton. With 220.46 tons through the Transfer Station, the District paid CWM $9,481.98 for recycling in Aug. The average cost for hauling & recycling is now $59.66/ton, and the District charges $50/ton. YTD losses are ($16,286.56). The E.Bd recommends holding off until the end of 2018 before transferring funds from the Recycling Reserve Fund to cover any YE losses. CWM declined our request to extend the hauling & recycling contract for CY2019. CWM presented us with a new contract for 2019 in which a flat processing fee will be set by the Rutland MRF based on market conditions and commodity pricing. CWM’s fee per ton in August 2018 was $75/ton, which will be adjusted based on the prior month’s per-ton processing fee. Hauling costs would be $293.68/haul ($17/ton), subject to a fuel/oil recovery fee. The E.Bd recommends a recycling rate increase at the Transfer Station to $92/ton for commercial haulers, and a new rate for self-hauled recyclables from businesses: $5 min. fee for < 1 cu.yd and $92/ton for > 1 cu.yd. The E.Bd also recommends a rate increase for MSW/C&D at the Transfer Station from $123/ton to $126/ton, and a minimum fee from $6.00 to $7.00, the District’s first MSW/C&D tip fee increase since 2013. Rising fuel costs, personnel costs and an increase in needed repairs and replacement of equipment have necessitated the increase. Other nominal fees include: $1 per visit to the Reuse It or Lose It sheds; $1 per load for residential books; $5 per load for business books; and minor price increases for fluorescent lamps, maple tubing, and oil filters.

Motion #7: J.Bouvier moved that the BOS approve the Draft 2019 Budget as presented.

W.Kernan seconded the motion.

**VOTE on Motion #7:** Yes – 14 (Addison, Bridport, Bristol (2) Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0.

10. **OTHER BUSINESS** – None.

11. **EXECUTIVE SESSION** – None.

12. **ADJOURN** –

MOTION #8: J.Bouvier moved to adjourn at 8:07PM. W.Kernan seconded the motion.

**VOTE on Motion #8:** Yes – 14 (Addison, Bridport, Bristol (2) Cornwall, Ferrisburgh (2), Monkton, New Haven, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0. Abstain – 0.

_I agree that this is an original of the September 20, 2018 minutes that were considered and approved by the BOS at its meeting of ___________________._

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Teresa A. Kuczynski, District Clerk