ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
Municipal Drop-off Advisory Committee Meeting
ACSWMD Office
1223 Route 7 South
Middlebury, VT 05753
Feb. 1, 2018, 5:00 PM
MINUTES

Members Present: Bill Finger (BF); Cheryl Brinkman, Chair (CB); Susan Reit de Salas (SR); Richard Reed (RR). Staff: Don Maglienti, Program Manager (DM); Annina Seiler, Public Outreach Coordinator (AS); Teri Kuczynski, District Manager (TK).

1. **Call to Order** – The Chair called the meeting of the Municipal Drop-off Advisory Committee (MDAC) to order at 5:10 PM.

2. **Edits to Agenda if Needed, and Approve Agenda** –
   
   Motion #1: BF moved and SR seconded to amend the agenda by moving Item #V “Survey” to the next item on the agenda.
   
   VOTE: All in favor.

3. **Survey of Local Residents re: needs, preferences for drop-off services** – At the retreat, the BOS had suggested a new survey to poll residents regarding their satisfaction with the current system of town drop-offs and to ask whether they had a need or preference for a regional drop-off that accepted more materials and was open more hours and/or days of the week. DM and AS prepared the Draft Survey Design Notes for the MDAC’s review. It proposes key survey elements that the MDAC asked staff to include.

   - **Preface**: Refer to a full-service regional drop-off, not transfer station. The latter is a reference to the District Transfer Station but call it “regional” v. “full-service”, because it cannot accept bagged waste / recyclables, per the Host Community Agreement.

   - **Incentives**: Staff recommends offering some type of prizes as a reward for completing the survey, which would not be too costly. Some ideas: A gift card for Middlebury Co-op, Waybury Inn, Agway, Gardener Supply, etc.

   - **Controlling for Multiple Responses / Survey Submissions**: AS stated that Survey Monkey has a built-in control depending on cookies setting. If someone uses a computer in the library, it would lock out future entries if they weren’t able to clear cookies.

   - **Methods of Distribution**: DM does not recommend bulk mailing of the survey, as it cost $10,000 for a mandatory SWIP survey in 2016 using that method. We only accepted written responses at the time. Comments were allowed to be anonymous unless the persons wanted their names entered into prize drawings. BF suggested that BOS members pass out the survey at Town Meeting. The presentation and survey distribution could be at Town Meeting, with a request for folks to return their surveys on polling day. We could provide a box to collect the surveys at the polling stations. The MDAC will provide the BOS members a script and copies of the survey at the Feb. 15th BOS meeting so they could present the survey at Town Meeting. TK was asked to write the presentation, and AS/DM will revise the survey with the MDAC’s edits. The Survey Monkey survey should be in place prior to TMD. For those without computers, we could allow phone responses, or hand out the survey at the District Transfer Station scalehouse. We could include it in our next newsletter, but that would not be coming out until April/May. Front Porch Forum, Facebook will also be used.

   - **Turnaround time**: There should be a time limit for submitting surveys. Thirty days was suggested, although that would not allow enough time for inclusion in the spring newsletter. It depends on when the BOS needs the results.
3. Approve Minutes of October 5, 2017 – 
   Motion #2: BF moved and SR seconded to approve the minutes of October 5, 2017. 
   VOTE: All in favor.

4. Draft Regional Transfer Station Siting Criteria in SWIP: The Committee reviewed the third draft of 
   the new Transfer Station and MRF Site Selection Criteria. The MDAC decided to present the draft Siting 
   Criteria to the Executive Board for its consideration at its Feb. 7th meeting.

5. Scope of Service for Weston & Sampson Conceptual Design – Alternative Access Road: TK gave 
   an update. The BOS had mentioned this option last summer, after the BOS decided not to pursue purchase of 
   the U.S. Forest Service property adjacent to the Transfer Station. Modifying the existing site to improve traffic 
   flow might be an alternative to siting a second regional transfer station. TK and the Chair will meet with 
   Kathleen Ramsay, Middlebury Town Manager, to discuss the idea prior to considering a proposal from Weston 
   & Sampson for conceptual design of an alternative access road at the District Transfer Station.

   The Committee decided to skip the March 1st meeting.

   Motion #3: BF moved and SR seconded to adjourn the meeting at 6:25 p.m. 
   VOTE: All in favor.

I agree that this is an original of the Feb. 1, 2018 minutes that were considered and approved by 
the MDAC at its meeting of ____________.

Teresa A. Kuczynski, District Clerk