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
December 13, 2017, 3:00 PM

1. Call to Order – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:27 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP), and Paul Sokal (PS). Staff present: Teresa Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; and Gary Hobbs (GH), Transfer Station Supervisor.

2. Approve the Agenda – The E.Bd would like to discuss Agenda Item #7(b) in Executive Session, as it contains proprietary hauler information.

   Motion #1: BM moved to approve the Agenda as amended. EP seconded the motion.

3. Minutes of November 8, 2017 Meeting – TK pointed out a typo in Item No. 12 vote to adjourn: EM was listed twice, and CB should be added to the “yes” votes.

   Motion #2: PS moved to approve the minutes from November 8, 2017 as amended. BM seconded the motion.

4. Public Comment Period – The Chair opened the public comment period.

5. Manager Report
   a. Personnel – TK asked about the E.Bd’s decision to amend its Personnel Policies back in February to conform to the current Section 147 Retirement Plan. The retirement section had to be amended prior to hiring new staff, and we are about to hire a new Public Outreach Coordinator. The question is whether the E.Bd’s decision to match retirement contributions on regular time only, not overtime, would apply to all staff, or whether existing staff would be grandfathered in. The existing staff was grandfathered in the retirement contribution percentage of 5%.
   b. Health & Safety – DM provided in-house staff training for HAZCOM and Bloodborne Pathogens on Nov. 30. RCRA training will be provided on Dec. 14 for staff working in HazWaste Center.

6. Financial Reports
   a. October Financial Report – Oct. 2017 was a slow month, with a net loss of ($10,796). Total tonnage for the month was 1,862, compared to Oct. 2016 of 2,031. Overall, tonnage as of Nov. this year is down by about 600 tons. Transactions continue to climb, but customers are bringing in less MSW/C&D. The amount of C&D bypassing us to recycling facilities is a
large factor. However, we should finish 2017 with a net surplus, in part due to a higher beginning fund balance.

b. Recycling ACR for Nov. – Oct. ACR was down to $56.10/ton, and continues to fall due to China’s import restrictions. However, because of higher ACRs throughout half of 2017, the District will likely end the year without having to dip into its Recycling Contingency Fund to cover the ACR and the overhead.

c. District Fee Comparison Summary – TK reviewed a District Fee Comparison Summary prepared annually by the VT Solid Waste District Mgrs. Assoc. The purpose of the summary is to take a look at the “governmental” fees - per capita and per ton - collected by VSWDMA member districts and alliances. Per capita fees are converted into per ton in order to make a fair comparison. The ACSWMD Fee is not the highest in Vermont, and we do not assess a per capita fee. However, the Summary does not take into account the tip fees charged by the various districts, alliances and municipalities. The ACSWMD Transfer Station MSW/C&D tip fees are lower than most other facilities’ tip fees, even though ours includes the District Fee. It would be too difficult to prepare a summary comparing the many different tip fees and per-unit fees charged by hundreds of facilities throughout the state. The Chair pointed out that it is an accounting question, and other districts may not be following the same standards that we do. BM mentioned the potential of rail haul in the future as an alternate method of transferring MSW/C&D. It depends on the expansion of rail access in our area. TK agreed that the railroad is a possible competitor of some haulers.

d. Update on Yard Truck Purchase – GH reported that the yard truck is being painted now at House of Trucks in Chicago, and delivery should be in the last week of Dec. We paid approx. $350 for an independent inspection of the truck. They found and replaced a few minor items. The contract price included delivery of the truck. The old yard truck will be divested – it isn’t worth it to us to repair. Some offers have come in already.

e. Municipal Diversion Grant Applications – No new applications received.

f. School Diversion Grant Applications – No new applications received.

7. New Business

a. Police Service Contract with AC Sheriff’s Dep’t. CY2018 – TK presented the new draft contract with the Addison County Sheriff’s Dept. for enforcing the District’s Illegal Burning and Disposal Ordinance. Most of the contract will remain the same. The total amount is $11,000, although we do not anticipate spending all of that, even if Salisbury were to join the District mid-year. The hourly rate has increased from $38/hr. to $40/hr., but mileage reimbursement will remain the same at $0.56/mile. The Chair pointed out that the amount is within the adopted 2018 Annual Budget, and that the E.Bd may approve the contract, which is due to expire by 12/31/17, if the BOS is not going to meet until January or February 2018.

Motion #3: EP moved to approve the 2018 Police Service Contract due to lack of meeting of full BOS in December.


b. Update – Status of Food Scrap Collection in ACSWMD – To be discussed in Executive Session.

c. Update – VT Natural Ag Products Expansion – TK presented VNAP’s mid-grant report to Closed Loop Foundation. The project expansion continues to move forward in preparing to receive food scraps. For now, VNAP is composting the food scraps in windrows, separate from this project.

8. Executive Session – For the purpose of discussing proprietary hauler information, and draft negotiation of a contract for admission of Salisbury into the District.
Motion #4: BM moved to enter into Executive Session for purposes of discussing proprietary hauler information, and the discussion of a draft contract for admission of Salisbury into the District. EP seconded the motion.


The E.Bd entered Executive Session at 4:15 PM.

Motion #5: PS moved to leave Executive Session. BM seconded the motion.


The E.Bd came out of Executive Session at 5:05 PM.

Motion #6: BM moved to authorize TK to take the proposed Salisbury agreement to the District’s attorney for review. PS seconded the motion.


9. Agenda Items for December 21, 2017 Board of Supervisors Meeting –

Motion #7: PS moved to cancel the December 21st BOS meeting due to lack of business. EP seconded the motion.


10. Other Business – None.

11. Approval of Payments – Invoices paid in the month of November 2017 were reviewed/approved.

12. Adjourn –

Motion #8: BM moved to adjourn the meeting at 5:07 PM. PS seconded the motion.


I agree that this is an original of the December 13, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk