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, April 05, 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 3:00 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP) (3:08), Richard Reed (RR), Paul Sokal (PS) and Cheryl Brinkman (CB) (3:05). Staff present: Teresa Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Jaclyn Hochreiter (JH), Public Outreach Coordinator; Patti Johnson (PJ), Business Manager; Gary Hobbs (GH), Transfer Station Supervisor.

2. APPROVE THE AGENDA – The Agenda was approved with no changes.
   Motion #1: BM moved to approve the agenda. RR seconded the motion.
   VOTE: Yes – 4 (TW, BM, RR, PS). No – 0. Abstain – 0.

3. APPROVE MINUTES of March 8, 2017 Meeting –
   Motion #2: RR moved to approve the minutes of March 8, 2017. BM seconded the motion.
   VOTE: Yes – 3 (TW, BM, RR). No – 0. Abstain – 1 (PS).

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

5. MANAGER REPORT –
   a. Personnel – TK has been out of the office for two weeks and has nothing to report; however, she would like the E.Bd to hear a report from JH on our progress in organics diversion.
   b. Health & Safety – PJ and Admin. Assistant Chantel Stearns recently attended Vermont’s Annual Worksite Wellness Conference. The Conference stressed the importance of businesses encouraging employees to participate in a healthy lifestyle and presented seminars and speakers instructing on how employers can make wellness an everyday part of the workday. In addition, PJ attended a VLCT round table discussion this morning with members of several other municipalities, to discuss various HR issues affecting towns around the state, including workers’ comp insurance rates.
   c. Composting – JH announced that the District will be holding a series of composting classes at the Transfer Station on the first Saturday of each month from April – October of this year. Interest has been high: the April class is already full, and the May class is half full. Classes will be taught by JH, DM or our AmeriCorps member Carlie Wright. JH is also reaching out to other Master Composters in the State who would be welcome to teach the class as well. JH mentioned that composters and Green Cones will be made available via a voucher to the participants to purchase these items at half the scalehouse price. On the subject of composting, CB reported that several state buildings have begun to compost. TK also mentioned that the issue of packaged food diversion is being discussed. This involves de-packaging food from cans and other packaging and composting the food waste. The Windham SWD has applied for a grant to create a de-packaging facility available to all districts and alliances. Although the technology is expensive, it would process a large volume of food waste that would otherwise go to the landfill.

6. FINANCIAL REPORTS
   a. February 2017 Financial Report – February was a slow month, and tonnage was down 139 tons from the Feb. 2015 tonnage. The District lost ($25,000) for the month.
      - Update on Audit – The Annual Financial Audit is near completion and will be presented at the next E.Bd meeting on May 10, 2017.
   b. Municipal Diversion Grant Applications – No new applications received.
   c. School Diversion Grant Applications – TK presented Middlebury Union Middle School’s
application for a grant for the construction of a Composting, Recycling and Trash Station in their cafeteria. The total amount of the grant requested is $1,350. The District would contribute $1,000, or 75%, toward the project. The Chair praised the quality of the application, which was prepared by the school’s Compost Club.

Motion #3: CB moved to approve the School Grant request from MUMS. BM seconded the motion.

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

7. NEW BUSINESS –
a. Prepare nominations to present to the BOS at Organizational Meeting on April 13, 2017 – TK reported that town selectboards have been submitting their signed forms for the appointments of their Supervisors and Alternates to represent their town on the District’s BOS. Most of the existing BOS members are returning for next year, and those members may vote in the upcoming election. We are still missing a few towns, some of which will not be appointing reps until after April 13. The Nominating Committee reported that they had not received any nominations for officers. PS expressed an interest in continuing on the E.Bd. The Chair explained that out of 7 members of the E.Bd, only 4 are up for election. That makes all of the existing E.Bd members candidates for the election. The BOS Chair and Vice Chair, as well as the Middlebury Supervisor, are automatically members of the E.Bd. The Chair and CB, Vice Chair are willing to serve another year in their respective offices. Nominations may also be received on the floor of the April 13th meeting, in which case ballots are an option.

8. EXECUTIVE SESSION – None.

9. Agenda Items for April 13, 2017 BOS Annual Organizational Meeting – Election of Officers, Appointments of Clerk and Treasurer, Board Roles & Conduct, Legal Counsel, Meeting Schedule/ Location, Financials.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in the month of March were reviewed/ approved by the E.Bd.

12. ADJOURN –

Motion #4: BM moved to adjourn the meeting at 4:00 p.m. RR seconded the motion.

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

I agree that this is an original of the April 5, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk