ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
ACSWMD CONFERENCE ROOM
1223 Rt. 7 South, Middlebury, VT 05753
Wednesday, August 9, 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 3:08 PM. Other E.Bd members present: Bill Munoff (BM), Richard Reed (RR), Paul Sokal (PS), and Cheryl Brinkman (CB) (3:11pm). Staff present: Teresa Kuczynski (TK), District Mgr.; and Patti Johnson (PJ), Business Mgr.

2. APPROVE THE AGENDA –
   Motion #1: BM moved to accept the Agenda. RR seconded the motion.
   VOTE: Yes – 4 (TW, BM, RR, PS). No – 0. Abstain – 0.

3. MINUTES OF JULY 12, 2017 MEETING –
   Motion #2: PS moved to approve the minutes from July 12, 2017. BM seconded the motion.

4. PUBLIC COMMENT PERIOD – The Chair opened the Public Comment Period.

5. MANAGER REPORT –
   b. Health & Safety – Nothing to report.

6. FINANCIAL REPORTS –
   a. June 2017 Financial Report – PJ reported that June was a good month after a slow start to the year. Tonnage was up 400 tons over June 2016, and YTD tonnage is now even with last year. The District netted $47,697. The Single Stream Recycling ACR continues to rise - $81.03/ton in June, and $90/ton in July. The District receives a share of revenues for amounts higher than $75/ton, per contract with Casella.
   b. Municipal Diversion Grant Applications – No new applications received.
   c. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
   a. Recommendation of Staff re: Amount of funds to transfer from Operating Fund to CDARs; Corporate Resolution – Renewed Collateralization Agreement with National Bank of Middlebury – PJ presented a spreadsheet from NBM showing the additional interest to be earned if the District accepted staff’s recommendation to move $400k of designated funds from the Operating Fund to individual CDAR accounts ($200K for 6 months, $100k for 12 months, and $100k for 24 months). For some time now, the District has been holding these funds in the General Checking account earning as little as .0137 % interest on deposit. PJ worked with Jo Holm Hansen of NBM to determine a ladder transfer of these funds that would earn the District an additional $4k+ of interest each year with the least amount of risk while also maintaining the ability to withdraw the funds, if needed, with minimal financial impact. TK explained that a renewed Collateralization Agreement with NBM is required, and she reviewed the Corporate Resolution language (attached to these minutes) with the E.Bd.

   Motion #3: CB moved to take staff’s recommendation to move General Funds to CDARs as stipulated in the NBM Corporate Resolution. RR seconded the motion.
   VOTE: Yes – 5 (TW, BM, CB, RR, PS). No – 0. Abstain – 0.

   b. Payroll Services Request for Proposal – Award Contract – PJ informed the E.Bd that it had been

NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next regular meeting.
several years since the District had gone out to bid for payroll services. An RFP was posted in the local paper and online and sent to three payroll providers, including the District’s current provider, Paychex. PJ recommended switching to them as they are a local, established company that can provide all of the same features to the District at a substantial savings from the current fees we are paying. 

Motion #4: PS moved to recommend to the full BOS to accept the RFP Bid from Paydata. BM seconded the motion. 

VOTE: Yes – 5 (TW, BM, PS, RR, CB). No – 0. Abstain – 0.

c. Staff report on tour of Green Mountain Forest Station – TK and PJ reported on a recent tour of the U.S. Forest Services Ranger Station property with staff. Although the property had potential, staff estimates that the cost of improvements would be high. The site is separated from the District’s property by a high bedrock ledge. It also does not resolve the issue of a left turn off of Rt. 7. The property abuts the Middlebury Town garage and sand/gravel storage site to the north. BM would like to see a map of the boundary. The Chair would like to look at a topographic map of the area. The U.S. Forest Services invited the E.Bd to visit after hours. Municipalities have the opportunity to purchase the property by Sept. at fair market value prior to auction of the property sometime this fall. No action was taken.

d. Act 148 Preliminary Discussion – 2008 Legislative Session – TK asked for some guidance on which issues the E.Bd would like her to consider during State stakeholder meetings being held throughout the summer/ fall in preparation for the Jan. 2018 legislative session. For example, some of the issues others will raise are: whether to delay, modify or remove Act 148’s hauler deadline for curbside collection of food scraps; ANR exemptions for haulers; the 2020 deadline for the statewide food scrap ban.

Motion #5: CB moved to make a resolution to support TK’s discussion of a population-density exclusion for curbside pickup of food scraps at preliminary discussions for the 2018 Legislative Session. PS seconded the motion. 

VOTE: Yes – 5 (TW, BM, RR, PS, CB). No – 0. Abstain – 0.

8. EXECUTIVE SESSION – Motion to enter into Executive Session to discuss Confidential Attorney-Client Communications made for the purpose of providing professional legal services to the E.Bd –

Motion #6: BM moved that the E.Bd enter Executive Session at 3:43 PM to discuss Confidential Attorney–Client Communications made for the purpose of providing professional legal services to the E.Bd. RR seconded the motion. 

VOTE: Yes – 5 (TW, BM, RR, PS, CB). No – 0. Abstain – 0.

The E.Bd came out of Executive Session at 3:59 PM.

9. AGENDA ITEMS for August 17, 2017 BOS Meeting –

Motion #7: CB moved to cancel the August 17th BOS meeting due to lack of business. PS seconded the motion. 

VOTE: Yes – 5 (TW, BM, RR, PS, CB). No – 0. Abstain – 0.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in the month of July 2017 were reviewed/ approved.

12. ADJOURN –

Motion #8: BM moved to adjourn the meeting at 4:05 PM. RR seconded the motion. 

VOTE: Yes – 5 (TW, BM, RR, PS, CB). No – 0. Abstain – 0.

I agree that this is an original of the August 9, 2017 minutes that were considered and approved by the E.Bd at its meeting of _____________.

Teresa A. Kuczynski, District Clerk