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, March 13, 2019, 3:00 PM

1. CALL TO ORDER – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:02 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Richard Reed (RR); Eric Murray (EM); and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Gary Hobbs (GH), Transfer Station Supervisor. Guests: Shane Mullen, P.E., Weston & Sampson (W&S) via conference call.

2. APPROVE THE AGENDA –
   Motion #1: RR moved to approve the agenda. EM seconded the motion. The Chair mentioned the need to add discussion about establishing a Nominating Committee. The Chair and TW volunteered to serve as Nominating Committee. TK will send out a letter to the BOS soliciting nominations for officers and for four out of seven E.Bd members (the Chair, Vice Chair and Middlebury Representative are automatically included on the E.Bd).
   VOTE: Yes – 5 (BM, RR, EM, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF DECEMBER 12, 2018 MEETING –
   Motion #2: EM moved to approve the minutes of December 12, 2018. RR seconded the motion.
   VOTE: Yes – 5 (BM, RR, EM, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
a. Personnel – PJ explained to E.Bd that the District had switched back to BCBSVT Health Insurance as of 2/1/2019. Staff had made a decision in 2018 to switch coverage to MVP after evaluating both plans, and MVP seemed to be a better value for the same coverage. It was quickly discovered that MVP could not provide the coverage they promised, and several employees could not obtain coverage of their providers with MVP. The budget contains funds for BCBSVT, so no increase is needed.

b. Health and Safety – BLS Injury/Fatalities Report for 2017 – TK reported that the latest BLS Report shows fatality rates for refuse and recyclable material collectors increased, and remains No.5 in the U.S. for most dangerous profession.

c. Salisbury Vote to become a member of the District – Salisbury voted on Town Meeting Day to accept the Agreement to join the District. Salisbury must now proceed with the remaining conditions specified in the Agreement by the 11/30/19 deadline, including ceasing operations at the unlined landfill and approval of a Closure Plan by the VT Agency of Natural Resources (ANR). The Agreement allows the Town to complete the closing and capping of the landfill after 11/30/19, but it will be up to ANR to decide how soon the Town has to permanently cap the landfill after it ceases operation.

6. FINANCIAL REPORTS –
a. November 2018, December 2018 & January 2019 Financial Reports – PJ covered the Financial Report of December 2018, which represented the as yet un-audited version of year end financials. The General Fund finished at $384,015, which is higher than $284, 814 predicted in budget. Tonnage for 2018 was 21,282 tons, down by 202 tons from the total of 21,484 in 2017. Transactions were 58,542, up 3,646 from last year. Also covered were the January 2019 financials, showing a loss to the General Fund of $46k, the majority of which is due to January being one of two three-payroll months. Tonnage for January was 1,429 tons, down 78 tons from the same time last year. TK added that the recycling fees increased by $10/ton in January, for a total processing fee of $85/ton at the Rutland MRF.
b. No Scrap Trailer Purchase in 2018 – GH explained to the E.Bd that the BOS-approved trailer we had planned to purchase in 2018 fell through. The selected dealer demanded the entire payment up front, sight unseen. Since we had never dealt with this vendor before, the trailer was out of state, and our policy is to only pay after delivery, it was decided to pull out of the deal. We have been searching since. We were able to bring over one of our older trailers leased to CWM. We will continue to look for a second trailer. The two older trailers were condemned and sold to EarthWaste for recycling as scrap.

c. Municipal Diversion Grant Application – Ripton Town Recycling Drop-off Shed. The Town of Ripton submitted a grant application for $2,062 to cover labor and building materials to secure the shed at their recycling facility in order to prevent contaminated materials from being dumped into the recycling roll-off box after hours. The town will contribute matching funds of $2,062.

Motion #3: EM moved to approve the Grant Application for Ripton. RR seconded the motion.

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

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

7. NEW BUSINESS –

a. Proposed Scope of Service – Weston & Sampson Sewer Expansion & Site/Stormwater Improvement, Conf. Call with Shane Mullen, P.E. – Shane Mullen joined the meeting by phone and gave an overview of the proposed Scope of Service for design, construction and permitting for sewer expansion and site/stormwater improvements at the District Transfer Station. This second draft of the Scope includes assistance with reestablishing a diesel fuel dispenser at the site.

Motion #4: TW moved to recommend to the full BOS to authorize the District Manager to spend up to the $38K of Weston & Sampson’s Facility Planning Proposal with the understanding that Task #3, Alternative Access Investigation, and Task & #4, TSE Tank Leakage Evaluation, be evaluated for necessity. EM seconded the motion.

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

b. Addison County Sheriff Enforcement Contract 2019, Illegal Burning & Disposal Ordinance – The District worked with the new Addison County Sheriff to draft a new contract to enforce the Illegal Burning & Disposal Ordinance. The contract is late this year due to the election of the new Sheriff for the county and assignment of a new enforcement officer. In addition, the District has added new language for the Sheriff Dept.’s assistance in investigating drive-off incidents at the Transfer Station. The total for the contract this year will be reduced from $11,000 to $8,000.

Motion #5: BM moved to approve the Sheriff’s contract for 2019. EM seconded the motion.

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

c. NCER Proposed 2019 Extension to VT E-Cycles Contract – Same terms, but need to extend for one calendar year.

Motion #6: EM moved to approve the NCER contract. BM seconded the motion.

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

d. B.A.T.S. C&D Recycling Facility Closure and Sorting of C&D at All Cycle – TK presented the E.Bd with figures for the total residuals the District has received since January 2018 from both the B.A.T.S. C&D Recycling Facility and All Cycle Waste Transfer Station, both Casella (CWM) facilities in Williston. We were informed by CWM in January that they had closed B.A.T.S in November; all C&D deemed to be recyclable is being pulled out of the waste at All Cycle. In a letter to CWM on Nov. 29, 2016, the E.Bd advised that it had reviewed their practice of salvaging C&D at All Cycle from the waste or C&D destined for disposal and determined it to be ineligible for waiver of the District Fee, per the Waste Management Ordinance. We are now only receiving tonnage reports, with no adequate accounting of the residuals diverted from All Cycle. TK asked the E.Bd how to proceed with this reversion back to the All Cycle facility. TK was directed to write a letter to CWM requesting proof of legitimate diversion of C&D from All Cycle, and to follow up with an audit of All Cycle if adequate evidence is not provided.

e. Guardian Service Agreement for Fairbanks Scales Calibration and Maintenance – Fairbanks Scales presented the District with a five-year contract for $37,975 to perform the testing, maintenance and calibrating of all of the District’s Fairbanks Scales from 1/1/2019-12/31/2023.
Motion #7: EM moved to approve the Fairbanks Scale Calibration contract. RR seconded the motion.

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

f. Legislative Update – TK reviewed the solid waste bills before the House and Senate Natural Resources & Energy Committees as the Legislature approaches crossover.

g. Report on Walkover of Adjacent USFS and Middlebury Properties – EM and BK reported on walkovers of the neighboring U.S. Forest Service parcel and Middlebury PWD sand/salt pile property. The purpose of the site visits was to explore an alternate access route to increase the length of the queuing area for vehicles should the Transfer Station begin to accept bagged residential trash and recyclables. BM concluded that an access road through the Middlebury property would interfere with their salt/sand loading activities, but that the PWD is considering moving to another location one day. EM stated that the USFS property is still for sale. TK added that it has the potential for an access road, an education center, a regional HHW/CEG building (pending funds from the State), and a maintenance garage.

h. Next Steps for Siting a Regional Drop-off and/or Redesigning Access to District Transfer Station – The Chair recapped where the District is in a regional drop-off siting process. Although Vergennes has good service now, it is on a site that everyone has deemed to be inadequate. The BOS had asked the Municipal Drop-off Advisory Committee for research and advice. After the MDAC’s final report and recommendations, the BOS had voted to proceed with examining a redesigned access road at the current Transfer Station and the siting of a new regional drop-off. The BOS had also asked that this process be more transparent. TK stated that we had not begun a formal siting process yet, but the BOS could decide to begin a more public siting process. TK asked if the BOS wanted to respond to Ferrisburgh’s refusal to negotiate a real estate purchase. TW pointed out that we had not received a written response from the Ferrisburgh Selectboard to the BOS’s offer, so not sure how would could respond.

8. EXECUTIVE SESSION – None needed.

9. AGENDA ITEMS FOR March 21st BOS MEETING – Weston & Sampson proposal; reports and next steps on siting a regional drop-off and/or redesigning access to District Transfer Station; DSM Waste Composition Study; and staff presentation on the Feb. 14th Repair Fair.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in December 2018, January 2019 and February 2019 were reviewed and approved.

12. ADJOURN –

Motion #8: EM moved to adjourn the meeting at 5:09 PM. TW seconded the motion.

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

I agree that this is an original of the March 13, 2019 minutes that were considered and approved by the E.Bd at its meeting of ______________.

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Teresa A. Kuczynski, District Clerk