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, January 11, 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), Eric Murray (EM) (arr. 3:25), Ed Payne (EP) (arr. 3:11 pm), Richard Reed (RR) and Paul Sokal (PS). Staff present: Teresa Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; and Patti Johnson (PJ), Business Manager.

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

3. APPROVE MINUTES of December 7, 2016 Meeting –
   Motion #2: PS moved to approve the minutes of December 7, 2016. RR seconded the motion.
   VOTE: Yes – 4 (TW, BM, RR, PS). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   b. Health & Safety – 2015 Bureau of Labor Statistics Census of Fatal Occ. Injuries Summary – TK reviewed with the E.Bd the 2015 fatality rate statistics showing that the Solid Waste Industry remains the 5th most dangerous occupation in the U.S.
   c. Legislature – TK updated the E.Bd on legislative happenings early in the session. The new Speaker reorganized things by moving energy issues into a special, new committee (Energy and Technology) and merging the Natural Resources and the Fish, Wildlife & Water committees. Rep. David Deen, is the Chair of the Natural Resource, Fish & Wildlife Committee, which will now have jurisdiction over solid waste issues. Sen. Bray from Addison County is the Chair of the Senate Natural Resources Comm. ANR is presenting its Biennial Report to the NRF&W Committee today. TK asked if she should distribute a copy of the Report to each BOS member. The Chair suggested that TK provide the BOS with a link to the Report instead.

6. FINANCIAL REPORTS
   a. Nov. 2016 Financial Report – November finished with a positive balance of $20,723 and an increase of 262 tons brought into the Transfer Station over the previous November.
      - Nov. Recycling ACR – TK presented the E.Bd with a spreadsheet showing the current $63.74/ton ACR rate from Casella for November recycling. PJ reported she had just received the December ACR of $69.25/ton, so recycling market prices appear to be rising as the price of oil rises.
      - Annual Audit - PJ reported that she has begun the audit process and will hold her first meeting with Telling & Associates on 1/24/17. PJ asked for a commitment from them to complete the District’s Annual Audit by March.
   PS asked about a Weston & Sampson invoice that was in the current batch of accounts payable. TK stated that a general engineer agreement was approved by the BOS based on using hours left in the construction contract, but the work was delayed due to the extended absence of the engineer, Michael Smith. W&S assisted us with evaluating what technologies made sense for our District from a logistical and financial...
perspective. They organized a tour to the Ontario on-farm A/D with VNAP and TK. Michael Smith met
recently with VNAP and TK to tour their new facility expansion. Michael assisted us with a presentation at
the BOS retreat regarding the pros and cons of composting v. A/D. We also needed their assistance in
preparing the first two mandatory annual reports each June to ANR Wastewater Division for the new
raising. These annual reports are now completed in-house by DM.

b. Municipal Diversion Grant Applications – No new applications received.
c. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
a. Hauler Requests: Relocate stop line in front of scalehouse; split tickets with % from each town
   listed – TK informed the E.Bd that the Transfer Station has implemented two hauler requests: (1) To push
   back the stop line at the entrance to the scalehouse to avoid trailers backing into other customers in line; and
   (2) adjust our scalehouse tickets to include the breakdown % and name of each town on split loads.
b. Office Cleaning Bids – PJ presented the E.Bd with the results of the RFP that was sent out to obtain bids
   for Cleaning of the Offices and Scalehouse for 2017. Only two bids were received, one being significantly less
cost than the other.

   Motion #3: BM moved to approve Mr. Mike’s for the cleaning bid. RR seconded the motion.

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

c. Revised Principal Life Insurance Group Insurance Policy for 2017 – PJ explained that Section
   XIII(C)(1) of the District’s Personnel Policies provides a life insurance benefit of “up to two times the
   employee’s annual salary or a maximum of $150,000, and a minimum of $15,000, as described in plan
   documents.” The current Principal Life Insurance Policy provides to regular full-time District employees a
   benefit of 2x their annual salary with a ceiling of $150,000. However, the District now has two employees
   whose salaries, when doubled, bring them over the ceiling of $150,000. Principal Life offered us the option
   of raising the ceiling to $164,000 without any further paperwork, or raising the limit to $200,000, which
   would require all employees to fill out an extensive health questionnaire. Staff chose to go with the limited
   increase of $164,000 effective Jan. 1, 2017, which the E.Bd supported.

d. New Retirement Contributions and Vesting Policy, 457 Plan v. 401(a) – PJ pointed out that Section
   XIII(E) of the ACSWMD Personnel Policies contains language that is not in line with current regulations
   in the administration of a 457 plan. The plan is overseen by ICMA; we will be working with them to align
   our plan with the Personnel Policies. TK discussed the differences of a 401(a) Money Purchase Plan and a
   457 Deferred Compensation Plan. The E.Bd asked staff to prepare a draft amendment to the Personnel
   Policies to include the following elements: (1) match employee’s contribution up to 5%, but on regular
   wages only, not on overtime wages; (2) employee may begin contributing to the plan from day one, but
   District contribution begins after a 6-month probationary period; (3) replace vesting schedule with a
   sliding scale of percent contributed for the first 5 years; (4) eliminate the policy of limiting employee’s 457
   Plan loans to certain uses; (5) limit withdrawal amounts to 50% of funds in the employee’s account; and
   (6) remove repayment requirements upon termination. Some of the changes listed above would be for new
   hires – benefits for existing employees would be grandfathered in. The E.Bd also asked staff to investigate
   other plans available to us that would require more employee participation and less risk to the District.

e. Municipal Drop-Off Advisory Committee Recommendation to Send Talking Points to BOS
   Members to Discuss with their Selectboards in January – RR gave an update on the new MDAC activities.
   The first meeting was to establish a meeting schedule and goals. The second meeting focused on next steps to
   reach out to the towns, asking questions of haulers and selectboards to find out their needs and to keep them
   informed. The MDAC wanted to encourage BOS members to contact their selectboards in January, in lieu of
   the Jan. 19th BOS meeting. The MDAC asked TK to develop a summary of talking points using bullets, and
   including upcoming Act 148 deadlines. Several important questions were anticipated: How many have
curbside v. drop-off? How many are composting? Would they prefer a regional facility managed by the
District? The MDAC acknowledged that the needs of urban v. rural may differ. TK was asked to add a second
page to the District’s condensed annual report listing upcoming deadlines. She e-mailed that to the town clerks
last Friday. Sarah Reeves, the Chittenden SWD Manager, was invited to attend the MDAC’s meeting in
February to share the CSWD’s experience in providing a few regional drop-offs. BM asked why we are
looking at alternatives if the towns are OK with what works now. TK responded that some of the towns have
expressed a need to look at alternatives once food scrap collection has to be offered as of 7/1/17. TK compiled
a summary for the MDAC of the existing drop-offs, the costs of each, a list of how they pay for waste (user
fees v. property taxes), and options for towns to provide certain collection services at the drop-offs v. requiring the trash haulers parked at the drop-offs to provide those services.

8. EXECUTIVE SESSION – None.

9. Vote to cancel January 19, 2017 BOS Meeting – It was proposed that the January BOS meeting scheduled for January 19, 2017, be cancelled.
   
   Motion #4: BM moved to cancel the January 19, 2017 BOS Meeting. EM seconded the motion.
   
   VOTE: Yes - 6 (TW, BM, RR, EM, PS, EP). No – 0. Abstain – 0.

10. OTHER BUSINESS – TK discussed the passing of Bob Fields, a long-time BOS member from the Town of Orwell. The Vice Chair would like to prepare a small tribute to his service at the next BOS meeting.

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

12. ADJOURN –
   
   Motion #5: BM moved to adjourn the meeting at 4:42 p.m. EM seconded the motion.
   

I agree that this is an original of the January 11, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk