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, February 08, 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 3:15 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP) and Cheryl Brinkman (CB). Staff present: Teresa Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Jaclyn Hochreiter (JH), Public Outreach Coordinator and Patti Johnson (PJ), Business Manager.

2. APPROVE THE AGENDA
TK asked if the E.Bd would like to add to agenda item 6(c) a School Diversion Grant application received today from Shoreham Elementary School.

Motion #1: CB moved to approve the Agenda for the meeting as amended. BM seconded the motion.

3. APPROVE MINUTES of January 11, 2017 Meeting –
Motion #2: CB moved to approve the minutes of January 11, 2017. BM seconded the motion.

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

5. MANAGER REPORT –
   a. Personnel – The Transfer Station has been short-staffed due to employees’ medical leave, as well as bereavement leave for two employees. Because of this, the staff retreat scheduled for Feb 9th has been postponed until March 9th.
   b. Health & Safety – TK reported a few minor incidents without injuries, most recently a window broken when a door blew open with high winds. Repair costs were well below the $1,000 deductible. TK also reported that a 2016 OSHA Log has been posted in the breakroom, listing zero lost-day injuries and zero fatalities.

6. FINANCIAL REPORTS
   a. December 2016 Financial Report – December tonnage was down by 400 tons from Dec. 2015, most likely due to fewer transactions at the Transfer Station. The Chair noted that November activity was unusually high, so perhaps it was a timing issue. The District incurred a loss of ($23,000) in December. Pre-audited, 2016 YE net gain is still up by approx. $60,000, and the YE balance in the General Fund is $172,835 over the budgeted 2016 YE balance.
      - Dec. Recycling ACR – The Recycling ACR for December was $69.25/ton, an increase of almost $6/ton over last month, which is good news. In 2016, Casella transported 1,613 tons of single stream recyclables from the Transfer Station to the Rutland MRF at an average rate of $33/ton, including hauling costs and ACR. The per-ton figure does not include District overhead.
      - Landfill tip fee increase – CWM contract – Casella has exercised its contractual right to an annual CPI increase in the hauling/recycling contract rate and the MSW/C&D hauling/disposal contract rate with the District. The MSW/C&D rate rose from $57.54/ton to $58.15/ton, and the Recycling hauling rate rose from $280.80/load to $283.78/load, beginning on 1/1/17.
   b. Municipal Diversion Grant Applications – No new applications received.
c. School Diversion Grant Applications –
(1) Mary Hogan School has applied for a grant of $604.41 to cover 75% of costs associated with the manufacturing of a “sorting table” to divert food waste from their cafeteria. The table has already been constructed, and all of their paid invoices were submitted with the request. JH added that the Middlebury Union High School and the Middlebury Middle School are also looking at this model. The E.Bd supported the grant request for expenses already incurred.

Motion #3: CB moved to approve the Mary Hogan School Diversion Grant for the amount of $604.41. EP seconded the motion.

(2) Shoreham Elementary School has applied for a grant of $806.25 to cover 75% of the cost of installing a water bottle filler station for students and faculty to use, in an effort to reduce waste and improve student health. They will purchase the system from Supply Works and will have on-site staff install the unit. TK explained that if the E.Bd approves the grant, the school will not receive funds until invoices are submitted to the District for expenses incurred. EP asked about the balance in the School Diversion Grant Fund. PJ reported a 2016 YE balance of $38,976 in the Fund. With these two grants, the remaining balance would be $37,565.34. EP asked if this is a revolving fund. TK stated that the Fund is not revolting, but the BOS could replenish it in a later budget year. PJ pointed out that the BOS has been trying to disperse these funds for many years now.

Motion #4: BM moved to approve the Shoreham Elementary School Diversion Grant for the amount of $806.25 for the water bottle filler station. EP seconded the motion.

7. NEW BUSINESS –
a. Contract Extension – Earth Waste Scrap Metal Collection & Recycling – DM explained the proposed three-year contract extension with Earth Waste for the transport and recycling of scrap metal collected at the District Transfer Station. The current contract, which has been extended three times since 2009, expires on May 14, 2017. Staff recommends extending the contract for another three-year period rather than going out to bid, for the following reasons: (1) With the scrap metal market prices as low as they are (our last payment was only $34/ton), it is probably not worth our while to go out to bid, as we probably would receive little interest in bidding; (2) only Earth Waste was able to collect the scrap metal using our trailers, and they provided us a price break for it; and (3) Earth Waste is located only a few miles from the Transfer Station, resulting in low hauling costs. Earth Waste pick-ups have been reliable, and their payments are up-to-date.

Motion #5: CB moved to forward to the full BOS for approval the Contract Extension with Earth Waste for Scrap Metal Collection & Recycling for a three-year period. BM seconded the motion.

b. Draft #1: Proposed Revision of Section E of the ACSWMD Personnel Policies. – As discussed in the last E.Bd meeting, PJ discovered several issues with the way our 457 Defined Compensation Retirement Plan (“457 Plan”) was being administered v. language in §XIII(E) of the District’s Personnel Policies. Employees may now obtain a loan from their retirement fund, without the District limiting its use. Of particular concern was §XIII(E)(4) that described a vesting schedule. Since vesting is not an option with the 457 Plan, the E.Bd discussed whether to replace it with a “sliding scale” of District matching contributions that would offer new employees hired after ____, 2017 a matching contribution of up to a 3% during their first two years of service (after the six-month probationary period has been successfully completed); and raise the District matching contribution to up to 5% after two years of service. In addition to the scaled District contribution, the E.Bd also supported adding the condition that employees must contribute on an equal basis to the District’s contribution, e.g., an employee who contributes 1% to the Plan in their first two years will receive a 1% match. An employee who contributes 4% after two years will receive a 4% match. This is to encourage employees to save for their own retirement and give them ownership of it. These new proposals would specify that all current full-time employees would continue to receive a 5% District contribution regardless of what they contribute to the Plan. This proposal also includes wording to eliminate the current practice of paying a 5% District matching contribution on overtime wages, which would apply to all full-
time employees, current and future. Part-time employees may contribute their own funds from the first day of hire.

Motion #6: BM moved to change the wording of the Personnel Policies under Retirement Section 6 to revise the District Contribution amount to up to 3% during the first two years of employment, after the successful completion of a 6-month probationary period, and up to 5% thereafter; and to also require that employees contribute to the retirement plan and that the District will only match up to the previously mentioned percentages of what the employee contributes; and lastly to also grandfather in all current employees to retain their 5% District match contribution, regardless of what they contribute, that was in effect the date of their hire. EP seconded the motion.


The E.Bd discussed whether to limit an employee’s ability to obtain a loan to 50% of “total available funds.” The definition of “total available funds” was unclear: Does it refer to the full amount – the District’s contribution and the employee’s contribution – or does it refer to only the employee’s contribution? The Chair questioned whether the employee could get around that limit by borrowing up to five outstanding loans at a time. PJ will discuss this further with ICMA. The Chair pointed out that this is the first step in a general revision of the Personnel Policies. After E.Bd review of the draft, it has to go through our employment attorney. The Chair asked everyone to take another look at the revised wording and send comments to PJ and TK. The Chair added that we should at least add general language repealing sections of the Personnel Policies that are in conflict with all state and federal laws and regulations. Staff was asked to draft up the language for E.Bd review.

Motion #7: BM moved to rescind all sections of the Personnel Policies that are not currently in compliance with State or Federal laws; or that are in conflict with policies and conditions set in the contracts we have with vendors who administer our benefit plans. EP seconded the motion.


c. Update from Cheryl Brinkman, Chair, Municipal Drop-off Advisory Committee – CB explained that the Committee is currently concentrating on two things:

(1) Identify the immediate needs of the District member towns (e.g., drop-off containers, planning) and ensure that they are aware of the new food waste deadlines taking effect on July 1, 2017, and encouraging BOS members to get in touch with selectboards/ city councils to find out what they are currently doing and what they have planned, and just to get the conversation started.

(2) Look at the overall District drop-off system and how it operates. The Committee is preparing a spreadsheet to gather all of the drop-off info, including how the town drop-offs are funded (taxes, bag fees, etc.). Committee Members also plan to attend selectboard/ city council meetings to find out more about each town’s drop-off. Once we have gathered a more complete picture, the Committee will develop an outreach schedule its next meeting. Sarah Reeves, the General Manager of the Chittenden Solid Waste District, gave a presentation at the last Committee meeting regarding the CSWD’s network of regional drop-offs, what works and what needs improvement, and how their Board decides where to locate the regional drop-offs and what materials each drop-off accepts. EP asked if “bear-proof” toters could be supplied to a town at no charge if a hauler services the toters. TK responded that the drop-off toters may be serviced by a hauler, but the toters are owned by the District – a condition of our High Meadows grant. The BOS does not plan to provide food waste toters to haulers for their curbside customers, but we will provide two 4-gallon food waste buckets to each household at no charge. We also need to confirm that VNAP is going to be open after 1 PM on Sat. to accept food waste from drop-offs. If not, the District Transfer Station would have to accept it, or a hauler would have to bring the load to VNAP on Mondays.

8. EXECUTIVE SESSION – None.
9. Agenda Items for February 16, 2017 BOS Meeting – Although the agenda will be light, the Chair recommended that we hold a BOS meeting next week to prepare for Town Meeting Day. The agenda will include most items discussed today, including a report by the MDAC and the Earth Waste contract. TK will provide handouts for Town Meeting Day, as well as BOS and E.Bd attendance records for 2016. Carlie Wright, our AmeriCorps member, will give a presentation on new school outreach and programs in the District. DM will present 2016 Special Waste collection totals as part of his report to the BOS.

10. OTHER BUSINESS – None.

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

12. ADJOURN –
   Motion #8: BM moved to adjourn the meeting at 4:45 p.m. EP seconded the motion.

I agree that this is an original of the February 08, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk