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 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 3:00 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP), Richard Reed (RR) and Cheryl Brinkman (CB). 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; Carlie Wright (CW), AmeriCorps Member.

2. APPROVE THE AGENDA – The Agenda was approved with no changes.

3. APPROVE MINUTES of February 8, 2017 Meeting –
Corrections: CB noted that on p. 3, line 42, insert the word “at” before the word “its.” The Chair noted that on p. 2, line 20, replace the word “disperse” with the word “disburse.”
Motion #1: RR moved to approve the minutes of February 8, 2017 with noted corrections. BM seconded the motion.

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

5. MANAGER REPORT –
a. Personnel – None.
b. Health & Safety – None.

6. FINANCIAL REPORTS
a. January 2017 Financial Report – PJ note that January is typically a slower month due to weather, but noted that tonnage was up over last January by 91 tons. Net loss in the General Fund was ($12,184) for the month.
   - Jan. Recycling ACR – The ACR for recycling was $74/ton, only $1 away from our contracted amount of $75/ton due to rising market prices. When the ACR exceeds $75/ton, the District will begin to receive a pro-rated share of recycling revenues for the first time in years.
   - 2016 Financial Audit Update – PJ has received the first draft of the 2016 Financial Audit and will be reviewing with TK over the next few weeks. Telling & Associates will be presenting the audit to the E.Bd at its April 5th meeting.
b. Municipal Diversion Grant Applications – No new applications received.
c. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
a. Salisbury Community School (pre-K thru 6th grade) Request to Collaborate with Public Outreach Coordinator on Educational Services – JH received a request from a teacher at the Salisbury Elementary School to collaborate on a composting and recycling class at the school. Salisbury is now part of the Middlebury school district, but not a member of the ACSWMD. JH asked the E.Bd whether District education and outreach services could be provided them. The Chair and BM expressed reservations in offering District services to non-residents without the District Fee revenues to offset the costs of our outreach programs. E.Bd consensus was not to provide outreach services, but limited assistance could be provided if they were to tour the Transfer Station or visit the office.

b. **High Meadows Grant Award for purchase of Town Drop-off Food Waste Toters** – JH informed the E.Bd that the District was awarded the High Meadows Grant for up to $7,000 for toters, educational signage, brochures, etc. - all items to be used in the set-up of food scrap collection at the town drop-offs. The toters are 35-gallon, green Rehrig Pacific, rodent resistant toters. The District ordered two toters per drop-off in a group order with other districts to save on shipping costs. The District will be reimbursed by the Grant Fund upon submission of invoices.

c. **ANR Composting Supplies Grant Award for purchase of Soil Saver Composters** – CW informed the E.Bd that the District was also awarded a Grant from VT ANR for $3,023 to purchase Soil Saver Backyard Composters and Green Cones to sell at discounted rates at Composting Workshops to be held by the District. The District will be reimbursed by the Grant Fund upon submission of invoices.

d. **Backyard Composting Workshop Schedule** – CW and JH will be conducting Backyard Composting Workshops here at the District Transfer Station and also at satellite sites around the District at least once a month from April-Oct. 2017.

e. **Approve Application for an AmeriCorps Member for Sept. 2017 – July 2018** – The District has an opportunity to apply as a host site for an AmeriCorps member for the year Sept 2017 through July 2018. We have had excellent participation from CW, our current AmeriCorps member, this year and would like to have a second year of services.

Motion #2: CB moved to advise the BOS to approve the application for another AmeriCorps member. RR seconded the motion.


f. **Nominating Committee volunteers** – TK reminded the E.Bd that it was time to ask for volunteers to serve on the annual Nominating Committee to receive nominations for positions. The Chair and CB volunteered to be on the Committee. Each member present expressed an interest in being nominated for another year as an E.Bd member.

g. **E.Bd, BOS Attendance Summary for 2016** – TK handed out a summary showing the attendance for E.Bd and BOS members throughout the prior calendar year. The District Charter requires each member town selectboard or city council member to appoint one supervisor and one alternate for the BOS prior to the April organizational meeting. Towns have requested the attendance history of their past supervisors. This summary and an appointment form will be sent to the town clerks.

h. **Annual Tally of Special Waste and HHW** – DM presented a spreadsheet detailing the tonnage of incoming special wastes and hazardous wastes for CY2016. Highlights: E-waste numbers remain steady. Paint continues to account for the largest amount of hazardous waste collected. We saw an uptick in books and tires this year.

i. **Annual Tally of Illegal Burning & Disposal Enforcement** – TK presented the annual summary of Illegal Burning and Disposal complaints for the year 2016. The total has not increased compared to prior years.

8. **EXECUTIVE SESSION** – None.

9. **Agenda Items for March 16, 2017 BOS Meeting** – The same items from the agenda for the Feb. meeting that was cancelled due to weather and anticipated lack of quorum, and add the AmeriCorps member application and other staff reports.

10. **OTHER BUSINESS** – None.

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

12. **ADJOURN** –

Motion #3: BM moved to adjourn the meeting at 4:04 p.m. RR seconded the motion.


I agree that this is an original of the March 8, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk