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, July 12, 2017, 3:28 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 3:28 PM. Other E.Bd members present: Bill Munoff (BM), Eric Murray (EM), and Cheryl Brinkman (CB). Staff present: Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Mgr.; Patti Johnson (PJ), Business Mgr.; and Jaclyn Hochreiter (JH), Public Outreach Coordinator. Guests: Jo Holm-Hansen, National Bank of Middlebury (NBM).

2. APPROVE THE AGENDA – The Agenda was approved with the change that the renewed collateralization agreement with National Bank of Middlebury (NBM) in New Business, Section 7.a be moved to the beginning of the Agenda.
   Motion #1: EM moved to accept the Agenda with proposed changes. CB seconded the motion.
   VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

   a. Renewed Collateralization Agreement with National Bank of Middlebury – PJ introduced Jo Holm-Hansen from NBM to discuss the transfer of some of the District’s surplus funds from current accounts to CDs and/or CDARs with higher interest yields. Jo suggested that we ladder the funds into 6,12 and 18-month maturity accounts to give better access to funds in case of a situation where the District would need to withdraw funds quickly. The E.Bd agreed to move the Closure Fund account to a CD now. Staff was asked to explore the actual amounts to move out of the Operating Account, ensuring that adequate funds remain and that other funds are deposited in CDs and/or CDARs earning maximum interest, and to report back to the E.Bd.
   Motion #2: CB moved to approve the transfer of the balance of the Closure Fund from a regular checking account to a 12-month CD. BM seconded the motion.
   VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

3. APPROVE MINUTES of June 7, 2017 Meeting –
   Motion #3: CB moved to approve the minutes of June 7, 2017. BM seconded the motion.
   VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

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

5. MANAGER REPORT – TK told the E.Bd that the DEC Commissioner Emily Boedecker, DEC Deputy Commissioner Rebecca Ellis, Solid Waste Program Director Cathy Jamieson, DEC Materials Mgmt. Section Chief Josh Kelly, Sen. Bray and Rep. Scheu visited the District on July 11. They were meeting with us to learn more about the District’s Universal Recycling Law work around food scrap collection and partnership with Vermont Natural Ag. Products, and to tour the Transfer Station. The group had visited Good Point Recycling earlier in the morning.

6. FINANCIAL REPORTS –
   a. May 2017 Financial Report – PJ reported that May finished with a net $20,000 in the General Fund, and tonnage was nearly 300 tons higher than last year. The ACR for May was a bit below our $75/ton contract ACR but was back up in June. Scrap metal prices are above $107/ton.

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

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

7. NEW BUSINESS –


recommends that the District renew the Casella Waste Management (CWM) Hauling and Recycling
Contract for 2018 with the same terms. Staff knows from experience the lack of cost-effective alternatives
for hauling recyclables to other material recovery facilities. Staff continues to be pleased with the service
we are receiving from CWM.

Motion #4: EM moved to recommend to the full BOS to continue the contract with
Casella Waste Management for Hauling and Recycling services for another year. CB
seconded the motion.

BM requested staff to ensure that the contract extension contains an option to renew.

VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

c. 2017 SWIP Report Summary – DM reviewed the summary of the 2017 SWIP Report that was
submitted to the Agency of Natural Resources (ANR) by the July 1st deadline. The District’s 2016 MSW
disposal rate of 2.00 lbs/person/day was below the Vermont goal of 2.70 lbs/person/day, considered to
measure the 50% state diversion rate. TK added that the disposal rate would have been the same as last year
(1.98 lbs), but we had to move the tires into the disposal category for the first time. The 2016 MSW
diversion rate was 55%. Staff will present a more detailed 2017 SWIP Report to the full BOS at its next
meeting.

d. Update on Town Drop-off Food Scrap Collection – CB reported attending selectboard meetings with
local haulers, TK, DM and JH. All town and private drop-offs except for Monkton and Orwell (and BK in
Whiting, who will begin collecting food scraps in September) began collecting food scraps as of 7/1/17.
District staff distributed 35-gallon toters, 5-gallon food buckets and outreach materials to the haulers
servicing the drop-offs. Volunteers visited the drop-offs on June 17 and 24, and July 1 to talk with residents
and hand out materials and buckets. CB praised the staff’s efforts in assisting the towns and haulers with
implementation. The Municipal Drop-off Advisory Committee will continue to monitor the collection
program and to further research the possibility of one or more regional facilities owned and/or operated by
the District. TK mentioned that with the exception of Weybridge (Wed. hours during summer only) and
Vergennes (Wed. evening hours), no drop-offs are open during the week. This has posed a problem for
those residents/businesses that are unable to visit the drop-offs on a Saturday, including visitors who have to
check out of their rental properties on Friday but have nowhere to take their waste.

e. Location for September Board Retreat – TK informed the E.Bd that staff decided to go to the
Middlebury Inn as the venue for our Annual BOS Retreat to be held on September 21 at 4 PM.

f. Report on ANR and Legislator Tour of Transfer Station on 7/11/17 – [Covered in Manager’s
Report.]

g. Preliminary Discussion of Draft 2018 Annual Budget – PJ reported that she has begun drafting the
2018 Budget and filling in estimated year-end variances for staff. Staff will begin meeting to identify needs
for the 2018 Calendar Year. DM will be cost out two-three HHW satellite collection events that District
staff would provide. Although no major capital construction is anticipated for 2018, TK would like to add
funds for engineering services to assist staff with conceptual designs for replacing the hopper building with
another tip wall, and the cost of installing a pump station for tying into the town sewer in CY2019.
Removing the leach fields would create new space for future expansion to the south. The E.Bd asked staff
to explore the costs and benefits of purchasing the Green Mountain Forest Station adjacent to the Transfer
Station. Seller is willing to offer the property for direct sale to government buyers first. A first draft of the
2018 Annual Budget will be ready for the E.Bd by the Sept. 13th meeting.

8. EXECUTIVE SESSION –

Motion #5: BM moved to enter into Executive Session at 4:35 PM to discuss
Confidential Attorney–Client Communications made for the purpose of providing
professional legal services to the Executive Board. EM seconded the motion.

VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

The E.Bd came out of Executive Session at 4:47 PM.
9. AGENDA ITEMS for July 20, 2017 BOS Meeting – The E.Bd agreed to cancel the July 20th BOS meeting due to lack of business.

10. OTHER BUSINESS – None.

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

12. ADJOURN –

   Motion #6: BM moved to adjourn the meeting at 4:52 PM. EM seconded the motion.
   VOTE: Yes – 4 (TW, BM, EM, CB). No – 0. Abstain – 0.

I agree that this is an original of the July 12, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk