

**NOTE: These minutes are subject to review and modification by the ACSWMD Board of Supervisors at its next Board meeting.**

**Addison County Solid Waste Management District  
Minutes  
Board of Supervisors Meeting, No. 314  
Thursday, November 19, 2020, 7:00 PM  
Virtual Meeting on Zoom**

**1. OPEN MEETING – CALL TO ORDER** – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 7:01 PM on November 19, 2020 via Zoom. Present:

<b>Town</b>	<b>Vote</b>	<b>Supervisor/Alternate</b>	<b>Town</b>	<b>Vote</b>	<b>Supervisor/Alternate</b>
<i>Addison</i>	1	Bill Munoff	<i>Orwell</i>	1	
<i>Bridport</i>	1	Ed Payne	<i>Panton</i>	1	Paul Sokal
<i>Bristol</i>	2	Joel Bouvier/Valerie Capels	<i>Ripton</i>	1	/Steve Zwicky
<i>Cornwall</i>	1	(Vacant)/(Vacant)	<i>Salisbury</i>	1	
<i>Ferrisburgh</i>	2	(Vacant) /David Olson	<i>Shoreham</i>	1	Randy Orvis
<i>Goshen</i>	1		<i>Starksboro</i>	1	Susan Reit de Salas
<i>Leicester</i>	1	Richard Reed	<i>Vergennes</i>	2	Cheryl Brinkman
<i>Lincoln</i>	1	Bill Finger	<i>Waltham</i>	1	
<i>Middlebury</i>	4	/Andy Hooper	<i>Weybridge</i>	1	Tim Wickland
<i>Monkton</i>	1	Deborah Gaynor	<i>Whiting</i>	1	Eric Zuesse
<i>New Haven</i>	1	Patrick Palmer			
<i>Staff:</i>		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Jessie Ruth Corkins (JRC), Public Outreach Coordinator; Colin Clarcq (CC), ECO AmeriCorps Member	<i>Guests:</i>		

**2. APPROVE THE AGENDA –**

**Motion #1: D.Gaynor moved to approve the agenda. R.Orvis seconded the motion.**

Discussion: T.Wickland asked if the discussion of the new 2021 Health Insurance Plan should take place prior to the budget discussion, as it may affect the budget. PJ stated it should be OK, as most of the increased expense of the new Plan would be offset by a reduction in the HRA contribution. TK added that health insurance is part of the Personal Emoluments budget, which can absorb the extra \$392 expense.

**VOTE on Motion #1: Yes –19 (Bristol (2), Ferrisburgh (2), Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

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

**4. MEMBER COMMUNICATIONS** – S.Reit de Salas stated that Jennifer Turner, their long-time Starksboro Recycling Coordinator, had passed away. In recognition of her many years of devoted service to the Town, the Starksboro Town Recycling Center has been renamed the “Jennifer Turner Town Recycling Center.” S.Reit de Salas asked that we change the name on the District’s list of Town Drop-offs (which is also included in Appendix A of the 2020 SWIP).

**5. APPROVAL OF MINUTES FROM MEETING NO. 313 –**

**Motion #2: E.Zuesse moved to approve the minutes of meeting no. 313. R.Orvis seconded the motion.**

**VOTE on Motion #2: Yes –12 (Ferrisburgh (2), Lincoln, Monkton, New Haven, Panton, Ripton, Shoreham, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 7 (Bristol (2), Middlebury (4), Starksboro).**

1  
2 **6. PUBLIC HEARING ON DRAFT 2021 ANNUAL BUDGET, AND VOTE TO ADOPT 2021**  
3 **ANNUAL BUDGET** – The Chair opened the Public Hearing on Draft 2021 Annual Budget. No members  
4 of the public were present.

5 **Motion #3: T.Wickland moved to adopt the 2021 Budget. S.Reit de Salas seconded the motion.**

6 **VOTE on Motion #3: Yes –20 (Bristol (2), Ferrisburgh (2), Leicester, Lincoln, Middlebury**  
7 **(4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes (2),**  
8 **Weybridge, Whiting). No – 0. Abstain – 0.**  
9

10 **7. PUBLIC HEARING ON DRAFT 2020 SOLID WASTE IMPLEMENTATION PLAN (SWIP), AND**  
11 **VOTE TO ADOPT 2020 SWIP** – The Chair opened the Public Hearing on the Draft 2020 SWIP. No  
12 members of the public were present. TK reported that on Oct. 7, the Department of Conservation (DEC)  
13 Solid Waste Program Manager, Cathy Jamieson, pre-approved the draft SWIP pending proof of  
14 conformance with the Addison County Regional Planning Commission (ACRPC) in order to move  
15 forward with a public process for adoption. We received the ACRPC’s letter of conformance yesterday.  
16 The SWIP requires the District to hold two public hearings prior to adoption of the SWIP. Proposed  
17 changes to the SWIP: T.Wickland asked that the question marks in the chart of facilities in the SWIP on p.  
18 25 be replaced with “unavailable.” Also, on p. 38, Section 6.1 “Flow Control”, add a reference to the U.S.  
19 Supreme Court decision. Appendix D: In the Middlebury section, change the spelling of Steve Webber to  
20 “Weber.” Appendix A: Add the 11/17/2020 ACRPC letter.

21 **Motion #4: T.Wickland moved to approve the 2020 SWIP contingent upon not requiring any**  
22 **significant changes to the SWIP as a result of the second Public Hearing to be held by the**  
23 **Executive Board on December 9<sup>th</sup>. R.Reed seconded the motion.**

24 **VOTE on Motion #4: Yes –20 (Bristol (2), Ferrisburgh (2), Leicester, Lincoln, Middlebury**  
25 **(4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes (2),**  
26 **Weybridge, Whiting). No – 0. Abstain – 0.**  
27

28 **8. FINANCIAL REPORTS –**

29 **a. September 2020 Financial Report and September 2020 Single Stream Recycling Report** – PJ  
30 presented the September 2020 Financials showing a net loss of (\$4,795) for the month. Sept. tonnage of  
31 1,986 was lower than the 2019 total of 2,073. Transactions continue to be high at 6,600 in Sept., a total of  
32 44,038 transactions YTD.

33 **b. September 2020 Single Stream Recycling Report** – In September, the Transfer Station received a total  
34 of 368 tons of single stream recyclables. The processing fee was lower in Sept., dropping to \$105/ton from  
35 \$112 /ton, resulting in a YTD net loss of (\$18,727.84) in single stream recycling through Sept.

36 **c. Municipal Diversion Grant Applications** – None received.

37 **d. School Diversion Grant Applications** – None received.

38 **9. NEW BUSINESS –**

39 **a. COVID-19 Response Updates** – TK presented the BOS with a number of updates to the District’s  
40 response to the COVID-19 crisis which included:

41 - Placing ads in newspapers and social media asking residents to consolidate trips to the Transfer  
42 Station to limit exposure.

43 - Requiring the wearing of masks by all staff, vendors and customers while on site and within 6 feet of  
44 any other person. The District will be purchasing and installing new, improved signs informing public  
45 of these requirements.

46 - Updates on Grants: As expected, the District was denied FEMA grant funding, and because of our  
47 legal status as a designated municipality, we were eliminated from being able to access any hazard pay  
48 funds from the State. We were expecting some hazard pay from the LGER grant; it remains to be seen  
49 whether they will approve our grant request. However, we were able to submit to LGER a grant request  
50 for reimbursement of supplies and extra operating costs caused by the COVID-19 pandemic, including  
51 sanitizing supplies, masks and other PPE, the portable toilet rental, etc. Our first grant application was  
52 for about \$14,000. We have until Dec. 31 to submit the remainder of our expenditures.

53 - Because of the continued threat of exposure to the virus and the necessity to keep the Transfer Station  
54 open, the Executive Board (E.Bd) adopted a policy to deny any vacation request from essential

1 employees that included out-of-state travel, as out-of-state travel would require 14 days of quarantine  
2 upon return to VT and would result in a shortage of essential staff at this critical time.

3 - The E.Bd gave TK the authority to suspend some or all programs if conditions require a focus on  
4 moving the trash, recyclables, and food scraps. TK will advertise the change to the public and the BOS.  
5 TK is also working with staff to determine how to keep the Transfer Station open with only one – two  
6 persons in the yard in the event of illness and quarantine requirements. We want to ensure that small  
7 haulers, who would have difficulty transporting their waste long distances, have a place to drop off their  
8 waste during that period. R.Orvis recommended that we check with some of the haulers who could  
9 assist in an emergency. He offered his services if we need them.

10  
11 **b. Draft 2021 Addison County Sheriff's Contract for Enforcement of ACSWMD Illegal**

12 **Burning/Disposal Ordinance, and 2021 Protocols** – The E.Bd recommended that the BOS approve the  
13 2021 Contract and Protocols with the Addison County Sheriff's Department for enforcement of the  
14 District's Illegal Burning/Disposal Ordinance. TK reported that the Contract and Protocols are the same as  
15 last year's contract. TK also presented a chart of Illegal Burning/Disposal complaints for 2000 – 2020.

16 **Motion #5: R.Orvis moved to approve the 2021 Sheriff's contract. P.Palmer seconded the**  
17 **motion.**

18 **VOTE on Motion #5: Yes –21 (Addison, Bristol (2), Ferrisburgh (2), Leicester, Lincoln,**  
19 **Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes**  
20 **(2), Weybridge, Whiting). No – 0. Abstain – 0.**

21  
22 **c. BCBS/VT 2021 Health Insurance Plan - Executive Board Recommendation –**

23 **Motion #6: R.Orvis moved to accept the BCBS/VT Health Care Plan as recommended.**  
24 **E.Zuesse seconded the motion.**

25 Discussion: PJ presented the E.Bd recommendation of the BCBS/VT Health Care Plan for employees for  
26 2021. Because BCBS/VT eliminated the current plan the District had been using, staff recommended the  
27 new GOLD CDHP plan, which is closest to our prior plan. The new plan has a higher than budgeted  
28 premium, but also a lower deductible. The District could lower its contribution to the employees' HRA  
29 plan, which would substantially offset the extra expense of higher premiums, while maintaining the same  
30 level of coverage for staff.

31 **VOTE on Motion #6: Yes –22 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**  
32 **Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro,**  
33 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

34 In 2021, the District will be offering an FSA Plan to its employees for both Medical and Dependent Care.  
35 The Flexible Spending Accounts, which will be completely employee-funded, allow the employees to put  
36 away pre-tax dollars to cover up to \$2,750 in Medical expenses not covered by insurance, and \$5,000  
37 Dependent Care expenses such as childcare, camps and elder care. The IRS allows a max rollover of \$550  
38 in FSA funds, if the District chooses to allow a rollover as part of their plan, and the remainder of funds  
39 would go back to the District.

40 **Motion #7: T.Wickland moved to allow employees to roll over FSA funds according to IRS**  
41 **guidelines. D.Gaynor seconded the motion.**

42 **VOTE on Motion #7: Yes –21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**  
43 **Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes**  
44 **(2), Weybridge, Whiting). No – 0. Abstain – 0.**

45  
46 **d. Update on Offsite Land Acquisition in New Haven for expansion purposes** – Shane Mullen, P.E.,  
47 reviewed the proposed site plan for a local drop-off to be situated on one lot for sale in New Haven. Two  
48 adjacent lots are available as well. TK and staff suggested revisions to the site plan, which Shane will  
49 bring back to the E.Bd for review. Shane has contacted permitting agencies and is awaiting more  
50 information from a few of them. TK reviewed the timeline for development of the facility, including a  
51 planned HazWaste Center on one of the lots to be designed and developed in the future. State  
52 infrastructure grants might be available to pay a 40% matching grant for the infrastructure to manage food  
53 scraps, recyclables or HHW. The DEC plans to release a Request for Proposals in the near future.

1 **10. DISTRICT MANAGER REPORT** – TK had received questions from the E.Bd regarding a newspaper  
2 article about the alleged violation and enforcement against the Chittenden Solid Waste District for glass placed  
3 on the old landfill property. The article mentioned that some of the solid waste districts had written a letter  
4 objecting to the CSWD’s actions. One of the solid waste districts had asked the other solid waste districts and  
5 alliances to write a letter expressing our position on the matter, but our E.Bd declined to write a letter at the  
6 time, as it had insufficient data and opted to wait for the decision of the Attorney General.  
7

8 **11. DISTRICT PROGRAMS REPORT (JRC)** – JRC introduced Colin Clarcq (CC), the District’s newest  
9 ECO AmeriCorps Member. CC, who recently moved to Vermont from Maine, introduced himself with a  
10 rundown of his education and experience and what his hopes are for his time at the District. The Transfer  
11 Station has begun accepting material through the new Asphalt Shingle and Drywall recycling programs. JRC  
12 reported that the first load of asphalt shingles included some trash items that are not allowed to be included. We  
13 will continue to provide more education to the public about what is accepted and what is considered to be  
14 contamination. We are working on locating a lifting device to assist in the tipping of food toters into the 15-  
15 cu.yd sludge box that we are now renting from Casella. We are currently utilizing the forklift and straps, which  
16 is time-consuming and inefficient, but we had to switch to this new system after the number of food scrap toters  
17 became unmanageable.  
18

19 **12. OTHER BUSINESS** – None.  
20

21 **13. ADJOURN** –

22 **Motion #8: B.Munoff moved to adjourn the meeting at 8:58 p.m. J.Bouvier seconded the**  
23 **motion.**

24 **VOTE on Motion #8: Yes –21 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**  
25 **Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro,**  
26 **Vergennes (2), Weybridge). No – 0. Abstain – 0.**  
27

28 *I agree that this is an original of the November 19, 2020 minutes that were considered and approved by*  
29 *the BOS at its meeting of \_\_\_\_\_.*  
30

31 *Teresa A. Kuczynski, District Clerk* \_\_\_\_\_