

**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. 318  
Thursday, May 20, 2021, 7:00 PM  
Virtual Meeting on Zoom**

**1. OPEN MEETING – CALL TO ORDER** – The Board of Supervisors (BOS) meeting was called to order by Tim Wickland, Chair at 7:00 PM on May 20, 2021 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	Sarah Harris
<i>Bridport</i>	1		<i>Panton</i>	1	Paul Sokal
<i>Bristol</i>	2	Joel Bouvier	<i>Ripton</i>	1	Jay Harrington / Steven Zwicky
<i>Cornwall</i>	1	(Vacant)/(Vacant)	<i>Salisbury</i>	1	
<i>Ferrisburgh</i>	2	David Olson / Kimberly Trombley	<i>Shoreham</i>	1	Randy Orvis
<i>Goshen</i>	1	Annina Seiler	<i>Starksboro</i>	1	Susan Jefferies / (Vacant)
<i>Leicester</i>	1		<i>Vergennes</i>	2	Cheryl Brinkman
<i>Lincoln</i>	1		<i>Waltham</i>	1	
<i>Middlebury</i>	4	Andy Hooper / Diane Mott	<i>Weybridge</i>	1	Tim Wickland
<i>Monkton</i>	1	Deborah Gaynor	<i>Whiting</i>	1	Eric Zuesse
<i>New Haven</i>	1				
<i>Staff:</i>		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Jessie-Ruth Corkins (JRC), Public Outreach Coordinator	<i>Guests:</i>		

**2. APPROVE THE AGENDA –**

**Motion #1: R.Orvis moved to approve the agenda. J.Bouvier seconded the motion.**

**VOTE on Motion #1: Yes –15 (Addison, Bristol (2), Ferrisburgh (2), Goshen, Monkton, 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** – J.Bouvier mentioned that Bristol will be applying for a municipal diversion grant for new recycling bins in public spaces. The Chair welcomed new Supervisors – Kim Trombley (Ferrisburgh Alternate), Susan Jefferies (Starksboro), and Sarah Harris (Orwell).

**5. APPROVAL OF MINUTES FROM MEETING NO. 317 –**

**Motion #2: J.Harrington moved to approve the minutes of meeting no. 317. P.Sokal seconded the motion.**

**VOTE on Motion #2: Yes –20 (Addison, Bristol (2), Ferrisburgh (2), Goshen, Middlebury (4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

**6. FINANCIAL REPORTS**

**a. 2020 Annual Financial Audit** – TK reviewed the Management’s Discussion & Analysis (MD&A) that explains in more detail the financial highlights of the 2020 Annual Financial Audit performed by RHR

1 Smith & Co. The MD&A also explains the Governmental Fund and the Proprietary Fund, in order to better  
2 enhance the reader's understanding of the District's financial performance in CY2020. Joshua Quinn  
3 presented the Draft 2020 Annual Financial Audit Report and his Management Letter to the Executive  
4 Board (E.Bd) on March 12, 2021. Their modified opinion showed the financials to be in good shape. The  
5 Mgmt. Letter mentioned two items: (1) Payroll Liabilities – No reason to include payroll liability accounts  
6 for some benefits fully paid by the District; Josh gave recommendations for updating the process; and (2)  
7 Account Code Structure – The account code structure does not segregate the District's various funds,  
8 leading to the need for additional spreadsheets and complex reconciliations; RHR Smith will make some  
9 software recommendations. C.Brinkman noted some corrections that were made by the E.Bd and included  
10 in the version given the BOS for the purpose of approval at this meeting.

11 **Motion #3: R.Orvis moved to approve the 2020 Annual Financial Audit. J.Bouvier seconded**  
12 **the motion.**

13 **VOTE on Motion #3: Yes –20 (Addison, Bristol (2), Ferrisburgh (2), Goshen, Middlebury**  
14 **(4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge,**  
15 **Whiting). No – 0. Abstain – 0.**

16  
17 **b. March 2021 Financial Report** – PJ presented the March 2021 Financials showing a net gain of  
18 \$12,424. March tonnage of 1,784 was a bit higher than the 2020 total of 1,652. Total YTD tonnage of  
19 4,426 is 154 tons less than YTD tonnage in March 2020. March 2021 received 5,006 transactions, 1,331  
20 more than in March 2020. We received 21.48 tons of tires v. the 14.69 tons in March 2020. Food scraps  
21 continued to increase from 2.17 tons in March 2020 to 8.02 tons in March 2021. YTD food scrap tonnage was  
22 25.96 tons, much higher than the 6.42 YTD tons in 2020, most likely due to the statewide food scrap ban that  
23 took effect on 7/1/2020.

24  
25 **c. March 2021 Single Stream Recycling Report** – In March, the Transfer Station received 366 tons of  
26 single stream recyclables. The March 2021 YTD tonnage was 1,020 (missing from the chart). The single  
27 stream recycling processing fee decreased to \$79/ton, resulting in a YTD net gain of \$21,686.80. B.Munoff  
28 asked whether this would be a good time to adjust the single stream recycling rate downward. The Chair  
29 suggested that the BOS consider moving any surplus recycling funds to the Recycling Rate Stabilization Fund.

30  
31 **d. Infrastructure Grant Award from VT Agency of Natural Resources** – TK reported that ANR  
32 approved both priority projects that we had submitted for the Materials Management Infrastructure Grant, for  
33 a total grant award of \$80,000. We had anticipated receiving only one project grant award of \$40,000 (40%)  
34 for the recycling trailer. This will give us the 40% grant funds for the composting program as well.

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36 **e. Internship 9/2021 – 3/2022 instead of new AmeriCorps member** – TK reported that Colin Clarcq,  
37 our current AmeriCorps member, will not be renewing with AmeriCorps for another year as we had hoped.  
38 Colin is going to pursue an internship instead, that would start at the end of March. Rather than look for  
39 another AmeriCorps person for next year, we would like to pay Colin as an intern for the 7-month interim  
40 period. Although this would cost us \$8,100 more than the \$8,600 already approved for the AmeriCorps  
41 contract, we will benefit from Colin's experience and training. This is an E.Bd recommendation.

42 **Motion #4: R.Orvis moved to approve the Internship 9/2021 – 3/2022 instead of a new**  
43 **AmeriCorps member. B.Munoff seconded the motion.**

44 **VOTE on Motion #4: Yes –20 (Addison, Bristol (2), Ferrisburgh (2), Goshen, Middlebury**  
45 **(4), Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge,**  
46 **Whiting). No – 0. Abstain – 0.**

47  
48 **f. Municipal Diversion Grant Applications** – None Received

49 **g. School Diversion Grant Applications** – None Received

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51 **7. NEW BUSINESS –**

52  
53 **a. New Haven Transfer Station Extension Site –**

- **General Update:** TK and C.Brinkman attended an introductory meeting with the New Haven Selectboard to let them know of the District's interest in the New Haven site for a regional drop-off. C.Brinkman explained that the project will go before the Development Review Board for their approval; it does not require approval by the New Haven Planning Commission or the Selectboard. The Zoning Administrator was present; he was familiar with the District's investigation of the site. The New Haven Selectboard was polite and asked many good questions that will be addressed in the Act 250 permit process, such as traffic, hours, odors, and security.. We were welcome to return in the future.
- **Weston & Sampson Traffic Study:** The Traffic Study for the New Haven site has begun with a car count on a weekday and a Saturday. The report will be completed in a few weeks. TK is not sure about the timing of the VTRANS review.

**b. Sewerage Construction RFB Issued** – TK reported that the long-awaited sewerage construction at the Transfer Station and Office site has gone out to bid. A site visit was held on May 14<sup>th</sup>. Interested bidders may obtain a copy of the site plans at Blueprints, Etc. in So. Burlington. Bids are due by 1 PM on June 2, 2021, when they will be opened and recorded. All of the construction and facility permits are in place, and the goal is to complete the project by the end of September. The contractors will prepare any disturbed areas for paving, and the District will procure paving services after the construction has been completed. The paving will include the driveway and other sections that need to be refinished.

## 8. DISTRICT MANAGER REPORT –

**a. COVID-19 Response Update** – The District has been following the executive orders from Gov. Scott, along with guidelines from the CDC and VT Department of Health. Bidders and Contractors who work on site have to comply with the ACSWMD COVID-19 Precautionary Guidelines for Contractors that were recently amended on May 1<sup>st</sup>. We are awaiting more official guidance from VOSHA on employer guidelines for protecting employees.

**b. Legislative Report** – TK reported that the solid waste bills will be taken up by the Senate Natural Resources & Energy Committee in the next legislative session. They include: S.126 (E-Waste) and H.175 (Bottle Bill expansion that was approved by the House). The SNR&E Committee held a joint hearing with the House Natural Resources, Fish & Wildlife to hear testimony on proposed amendments to the Universal Recycling Law pertaining to food waste de-packaging that has the potential for microplastics in the food waste sent to the anaerobic digesters. The concern was that the digestate could contain microplastics that would then contaminate the soil. No action was taken, but the Committees will continue the discussion in the next session. H.446 (Franchise Tax shared with the Environmental Contingency Fund) passed the House and will go on to the Senate next year.

## 9. DISTRICT PROGRAMS REPORT – JRC presented an update of activities in both our Programs and Public Outreach over the past few months:

**Programs:** Fabrication should begin soon for our new food waste tipper now that both our VLCT PACIF and DEC Infrastructure grants have been signed. It may take another 4-6 weeks to see the completed unit due to the customizations requested. DM is also beginning to work on toter-washer system options, under the Infrastructure Grant. We're continuing with safety and operations trainings for our two new staff.

**Green-Up Day** numbers are mostly finalized now - We took in a total of 12.57 tons of roadside trash, which is roughly double what we received in 2020, but this is likely due to the fact that 2020 was an odd year (with the pandemic in full swing and the event date being moved for the first time ever). Disregarding last year, this year's total is still the lowest amount of trash we have ever seen for this event. For the 10-year inclusive period of 2010 through 2019, the average annual amount collected was 18.84 tons. Again, disregarding 2020, this year's total was 33% less than that 10-year average. A possible explanation of this is continued hesitancy by the public to gather socially, which resulted in fewer community and school events. A big thank you to Chantel for her efforts to coordinate Green-up volunteers again this year, as well as to all our individual town volunteers.

**ENPRO** - Our hazardous waste transportation and disposal contract with US Ecology (ENPRO) expires in July. Since we rebid this last year and service has been satisfactory, DM will prepare a contract extension for the BOS to consider in June.

1 **Public Outreach:** The Spring edition of the *News to Reuse* hit mailboxes last week! We are just beginning to  
2 recruit Waste Warriors to volunteer at waste sorting stations at this year's Addison County Fair & Field Days,  
3 where we will be collecting post-consumer food scraps at the Fair for the first time ever with their help. We're  
4 also looking for volunteers to help staff our booth in the Paquette building. (BOS members are invited to  
5 volunteer!) At our exhibit booth, we plan to offer new activities to engage kids, teens and adults, including a  
6 photobooth with waste related props and waste related backgrounds, as well as a Jeopardy game using questions  
7 about waste. As always, Colin and I have been meeting and working with various businesses to increase  
8 diversion. This week, we paid a visit to Greg's Meat Market, and the Bristol Creemee Stand. We are also in  
9 conversation with A&W re: post-consumer food scrap collection. We'll be wrapping up our virtual workshop  
10 series on backyard composting before offering a workshop series on reducing food wastes, tips for residents.

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12 **10. OTHER BUSINESS** – None.

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14 **11. EXECUTIVE SESSION** – For the purpose of discussing negotiation of a purchase & sale agreement  
15 of property –

16 **Motion #5: R.Orvis moved to go into Executive Session at 8:11 p.m. for the purpose stated.**

17 **D.Gaynor seconded the motion.**

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

21  
22 **Motion #6: D.Gaynor moved to approve the Executive Session. R.Orvis seconded the motion.**

23 **VOTE on Motion #6: Yes –18 (Addison, Bristol (2), Ferrisburgh (2), Middlebury (4),**  
24 **Monkton, Orwell, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge). No**  
25 **– 0. Abstain – 0.**

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27 The BOS came out of Executive Session at 9 p.m.

28  
29 **12. ADJOURN** –

30 **Motion #7: J.Bouvier moved to adjourn the meeting at 9:04 p.m. B.Munoff seconded the**  
31 **motion.**

32 **VOTE on Motion #7: Yes –17 (Addison, Bristol (2), Ferrisburgh (2), Middlebury (4),**  
33 **Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0.**  
34 **Abstain – 0.**

35  
36 *I agree that this is an original of the May 20, 2021 minutes that were considered and approved by the BOS*  
37 *at its meeting of \_\_\_\_\_.*

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39  
40 *Teresa A. Kuczynski, District Clerk \_\_\_\_\_*