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 Office
1223 Route 7 South
Middlebury, VT 05753
August 7, 2019 3:00 PM

1. CALL TO ORDER – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:03 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Richard Reed (RR) (via phone); Steve Huffaker (SH); Eric Murray (EM) and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Programs Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.

2. APPROVE THE AGENDA – Motion #1: SH moved to approve the agenda. BM seconded the motion.
   VOTE: Yes – 5 (BM, BK, SH, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF JULY 10, 2019 MEETING – TW noted a typo in Agenda #9 - “Foer” should be “For.”
   Motion #2: TW moved to approve the corrected minutes of July 10, 2019. BM seconded the motion.

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

5. MANAGER REPORT –
   a. Personnel – TK is awaiting a response from the CSWD regarding the timing of a Salary Review RFP.
   b. Health & Safety – Nothing to report.

6. FINANCIAL REPORTS –
   a. June 2019 Financial Report – PJ reported that June was a busy month, taking in 2,077 tons, for a total of 10,812 tons through June, more than 700 tons over the same period last year. The District realized a net gain in the General Fund for the month of June of $1,106. PJ handed out our first six-month variance report and asked the E.Bd to review it and let us know if the format needs any improvement.
   b. June Single Stream Recycling Report – PJ reported the June MRF processing fee was once again $100/ton. We received 212.66 tons in June. The District continues to lose approx. $19/ton on recycling.
   c. Municipal Diversion Grant Applications – None received.
   d. School Diversion Grant Applications – None Received

7. NEW BUSINESS –
   a. Draft Site Plan - Weston & Sampson Sewer Expansion & Site/Stormwater Improvement – TK reviewed the draft Preliminary Site Plan provided by Weston & Sampson. The proposed Site Plan shows the addition of a wastewater mound system with 1,000 gallons of septage storage for 20 employees. The 1,500 gallon septic tank next to the office building will be combined with a new septic tank/pump station. Test pits were dug to

The smaller septic tank at the Hopper Building will be replaced with a direct line to the new septic pump station. This will allow removal of the smaller leachfield in the grassy area and enough area for expansion of the existing parking lot to 24 spaces. The electric pole will be removed, with a buried power line from the Hopper Building to the pole further down the driveway, and an overhead line to the office building that will run parallel to the driveway. The gas-powered generator next to the scalehouse will be replaced with a propane-powered, on-demand generator next to the electric pole, on a new concrete pad, with bollards around it. The office generator will remain at its existing location.

The proposed Site Plan shows a 20-sq.ft extension of the office building to the south, which is not part of this construction project – the outline of the master plan is required in the permit application to show distance of the mound system from a future office building expansion.

A new 300-gallon, double-lined diesel fuel tank/dispenser with a nine-ft. hose will be placed five feet away from the C&D reuse shed on a concrete pad. An emergency shutoff switch is required >25 ft. but <100 ft. away, and will be mounted on the repair shed. Bollards will surround the fuel tank.

The proposed Site Plan shows the new concrete asphalt shingle bunker, with a pad next to it for a roll-off container to be loaded for transport when the bunker is full. A new concrete pad will be added next to the storage shed that is just north of the Tipping Building. We could use this for drywall collection, but it can be used for other purposes if we no longer have to provide a roll-off box for drywall in the future.

Shane confirmed with ANR that the swale behind the Tipping Building will have to be redesigned with vegetative erosion control matting. The smoke test will be performed on Aug.15. Permit applications are being submitted. Depending on the timing of those, we hope to choose the winning bid by Sept. 11 and to begin construction by Sept. 20. The estimated project costs are within the $200,000 budget.

b. Update on Transfer Station Expansion – We are awaiting a written report from W&S on the estimated costs of a new connector road and retrofit of buildings on the neighboring USFS property that is for sale, with the goal toward using the site for a bagged waste/recycling drop-off, office building for meetings and education, and other buildings for an expanded HazWaste Center (HWC). Preliminary estimates of a connector road are high – approx. $400,000 - $500,000 ($870/sq.ft for the steep grade v. $300/sq.ft for a road on flat grade). A bag drop-off would not work at the site without a connector road. Lamphere’s architectural estimate is $600,000 to rehab the office and HWC buildings, although that is probably too low an estimate for a new HWC. DM will research the design of a new HWC with a national expert in this field. Then there is the land purchase price, engineering estimates and approx. $50,000 site prep. Zoning is a factor. TK suggested that we look at an alternative access road or an expansion to the north or northeast as a back-up plan.

c. Earth Waste Systems Request for Amendment to the Scrap Metal Services Agreement (expires on May 14, 2020) – PJ & TK met with Kevin Elnicki, owner of Earth Waste. Because of changes in scrap metal market prices and specs, Kevin wanted to renegotiate the District’s current scrap metal contract, which expires on May 14, 2020. TK asked Kevin to put his request in writing to the E.Bd, but as of tonight’s meeting, no written request has arrived.

8. EXECUTIVE SESSION – For reviewing confidential attorney-client communication made for the purpose of providing professional legal service to the Board regarding Draft #4 of the Personnel Policies.

Motion #3: EM moved to enter into Executive Session at 4:26 PM for the purpose stated on the agenda. TW seconded the motion.

VOTE: Yes – 7 (BM, BK, SH, CB, TW, RR, EM). No – 0. Abstain – 0.

The E.Bd exited Executive Session at 5:28 PM.

9. AGENDA ITEMS FOR THE AUGUST 15, 2019 BOS MEETING – The E.Bd discussed cancelling the August 15, 2019 BOS meeting due to a lack of business.

Motion #4: BK moved to cancel the August 15, 2019 BOS meeting due to lack of business. EM seconded the motion.

VOTE: Yes – 7 (BM, BK, SH, CB, TW, RR, EM). No – 0. Abstain – 0.

TK will send out the RSVP for the annual Board Retreat to be held on Sept. 19 at 4 PM at Fire & Ice.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in July 2019 were reviewed and approved.

12. ADJOURN –

Motion #5: BM moved to adjourn the meeting at 5:39 PM. SH seconded the motion.

VOTE: Yes – 7 (BM, BK, SH, CB, TW, RR, EM). No – 0. Abstain – 0.

I agree that this is an original of the August 7, 2019 minutes that were considered and approved by the E.Bd at its meeting of ___________.

Teresa A. Kuczynski, District Clerk