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
September 11, 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 3:00 PM. Other E.Bd members present: Bill Munoff (BM), Bill Kernan (BK), Richard Reed (RR), 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: TW moved to approve the agenda. EM seconded the motion.
   VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF AUGUST 7, 2019 MEETING –
   Motion #2: EM moved to approve the minutes of August 7, 2019. TW seconded the motion.
   VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel – Status of Salary Review RFP. We have been coordinating with the Chittenden SWD, who offered to take the lead on the RFP for a consultant to perform a salary evaluation for several Districts. The CSWD is planning to issue the RFP in mid-Oct and to complete the study by mid-Dec. 2019. We had hoped to receive the salary evaluation in time for drafting the 2020 budget, but will have to continue to rely on our current job classification scale. However, the new salary data will be useful in drafting the 2021 annual budget next summer.
   b. Health & Safety – A customer injured himself while unloading scrap metal at the Transfer Station. The customer declined to be transported to the hospital in an ambulance. District staff assisted with first aid while waiting for his employer to arrive.

6. FINANCIAL REPORTS –
   a. July 2019 Financial Report – PJ reported that July was a busy month, with a net profit of $45,332 in the General Fund. The Transfer Station collected 2,175 tons in July 2019 v. 1,834 tons in 2018, and received 6,176 transactions in July v. 5,628 in July 2018.
   b. July Single Stream Recycling Report – PJ reported a processing fee at the MRF of $100/ton for July. Without consideration of overhead, the District is realizing a net loss of $26.60/ton on transport and recycling through July.
   c. Municipal Diversion Grant Applications – None received.
   d. School Diversion Grant Applications – None Received

7. NEW BUSINESS –
   a. Review Bids and Award Bid – Expanded Wastewater System & Other Site Improvements – TK reported that on August 19, the District issued an RFP for the wastewater system expansion and other site improvements, including two new waste storage
areas (asphalt shingle bunker/ roll-off and drywall roll-off), installation of a 300-gallon
diesel fuel tank, minor work on the drainage swale and relocation of electrical lines. The
substantial portion of the work was to have been completed by the end of November,
weather allowing, with some work such as paving to be completed in the spring of 2020. A
pre-bid conference was held at the Transfer Station on Aug. 29. Nine prospective bidders
attended. The deadline to submit bids was Sept.10 by 4 PM. No bids were received.
Feedback from some of the contractors was that either they were too busy with other
projects, or they did not have enough time to get a proposal together and to complete the job
by Nov. 30.

To date, we have obtained the Construction/Zoning Permit from the Town of Middlebury
and the Fire Safety Permit from the VT Division of Fire Safety. Pending permit applications
from ANR are: Stormwater Permit and Full Certification Amendment. The latter was posted
on the Environmental Notice Bulletin (ENB) yesterday for a 14-day review period.

TK proposed that the District break out the project tasks to be completed this year: the
concrete bunker, the three concrete pads, the fuel tank, and the swale remediation. We will
obtain several quotes for the work this year and will go back out to bid for the major
wastewater improvements and electric line relocation to be completed next spring. The
Engineer’s Opinion of Probable Cost has a revised project cost of $222,000 - a $32,000
increase over the last estimate. The increase is in large part due to $22,000 to bury the
electrical lines leading from the new pole to the office, now required by GMP, in addition to
their original $17,000 estimate to remove the electric pole and to relocate the three-phase
transformers. Due to recent testing and the higher levels of phosphorous, the rain garden
soils will have to be removed and replaced, followed by replanting. The 2019 budget
contains adequate funds to cover the revised project costs.

TK reported that the smoke test was completed; the written results are due any day now.
Smoke was seen around the effluent tank; there may be cracks in the pipe ferncos connecting
to the tank. We will try to find a company that is able to extend the riser height another 6
inches and to replace the ferncos, if necessary, before next spring’s snowmelt.

Motion #3: TW moved to authorize staff to split the construction bid as they
see fit. EM seconded the motion.

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

b. Draft #1 of 2020 Annual Budget – Proposed $3,691,807 revenues (10.03% increase)
and $3,440,066 expenses (6.73% increase) with estimated $251,740 balance in GF. This is
after proposing a transfer of $100,000 from the Organics Fund into the GF in 2019 to
prepare for the 7/1/2020 statewide landfill ban on food scraps. Other highlights: BCBS/VT
increased insurance premiums by 12.40%, which will result in an increase of $22,000 in
2020. CC fees are increasing at a faster pace than predicted, as fewer customers use cash or
paper checks. At some point, the District may consider passing on fees to customers, as fees
are approaching over $25k per year. The proposed rate for Single Stream recycling is
$112/ton, and $8/min fee for 1 cu.yd or < for self-haul businesses. SS recycling is costing us
over $120/ton to transport and process, with an estimated 2020 year-end loss of ($27,219).
Even if we raise the SS recycling gate fee to $120/ton and $9/min fee for self-hauled
businesses, we estimate losing ($9,000). The E.Bd asked staff to change the rate to $120/ton,
and $9/min. fee for businesses. TK proposed raising the District fee from $33.40/ton to
$34/ton (first increase since 1999) to help subsidize more of the government programs,
including recycling, and raising the MSW/C&D tip fee to $127/ton. The E.Bd supported the
new District Fee rate and an increase in the tip fee to $128/ton. TK reviewed the 10-year
Capital Development Plan. 2020 Cap. Acquisitions: $125,000 for backhoe, and $10,000 to
replace scalehouse windows. Cap. Development: $75,000. TK will now move over most of
the construction project costs to 2020 after calculating what to include in 2019. Other
proposed rate changes: $10/cu.yd for film plastic commercial loads, w/ a max. of 1

cu.yd/week per business customer; $7 per 5-gallon pail of oil filters; $70 per 55-gal drum
business for oil filters; $110/ton for source-separated Asphalt Shingles and Drywall for
recycling (new program).

Motion #4: TW moved to change what is proposed for rate changes, above and
beyond what is already proposed by staff in the draft Budget. RR seconded
the motion.
VOTE: Yes – 7 (BM, BK, SH, RR, EM, CB, TW). No – 0. Abstain – 0.

8. EXECUTIVE SESSION – The Chair entertained a motion that the E.Bd make a specific
finding that premature public knowledge of discussions concerning a personnel matter would
clearly place the District and the E.Bd at a substantial disadvantage.

Motion #5: So moved by TW and seconded by BM.
VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

Motion #6: TW moved to enter into executive session at 4:45 PM to discuss
the personnel matter set forth in the above motion. RR seconded the motion.
VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

The E.Bd came out of Executive Session at 5:17 PM.

Annual Budget; update on site improvements; update on need for additional land (USFS property,
other possible expansion area, assistance by a realtor with locating a regional drop-off site). The
E.Bd asked TK to invite Josh Kelly to assist with answers regarding recycling charges.

10. OTHER BUSINESS – TK provided a letter from EarthWaste just received, requesting
revisions to their scrap metal contract that expires in May 2020. After discussion, BK suggested
that staff write a response letter to the owner, Kevin Elnicki, refusing the contract changes
requested in the letter and demanding payment of outstanding funds owed to the District. TK
mentioned the arbitration clause in the contract.

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

12. ADJOURN –

Motion #7: RR moved to adjourn the meeting at 5:35 PM. BM seconded the
motion.
VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the September 11, 2019 minutes that were considered and
approved by the E.Bd at its meeting of ______________.

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Teresa A. Kuczynski, District Clerk