

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its**
2 **next regular meeting.**
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **ACSWMD Office**

7 **1223 Route 7 South**

8 **Middlebury, VT 05753**

9 **February 12, 2020 3:00 PM**
10

11 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the
12 meeting of the Executive Board (E.Bd) to order at 3:04 PM. Other E.Bd members present: Bill
13 Munoff (BM), Bill Kernan (BK), Steve Huffaker (SH), Richard Reed (RR), and Eric Murray (EM).
14 Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don
15 Maglienti, Program Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor. Guest: Jesse
16 Stuart of Beauregard Equipment.
17

18 **2. APPROVE THE AGENDA –**

19 **Motion #1: RR moved to approve the agenda. EM seconded the motion.**

20 **VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.**
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22 **3. APPROVE MINUTES OF JANUARY 8, 2020 MEETING –**

23 **Motion #2: SH moved to approve the minutes of Jan. 8, 2020. RR seconded the motion.**

24 **VOTE: Yes – 5 (BM, BK, SH, EM, CB). No – 0. Abstain – 1 (RR).**
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26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
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28 **5. MANAGER REPORT –**

29 **a. Personnel** – Update on CSWD RFP for Salary Analysis– The CSWD reissued the Salary
30 Analysis RFP that included the ACSWMD and the Windham SWD. It has received notice from
31 several interested parties that they are willing to bid on the Salary Analysis.

32 **b. Health & Safety** – TK reported an incident of Slip & Fall on icy driveway by employee on
33 2/11/2020 with non-serious injury. During the major snowstorm on Friday, 2/7/2020, the Transfer
34 Station managed to open at 7:45 a.m. and close at 2:30 p.m. GH had contacted all haulers and
35 waited for the last truck. Congrats to staff who kept operations going under difficult conditions.
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37 **6. FINANCIAL REPORTS –**

38 **a. December 2019 Financial Report** – PJ presented the Pre-Audited December 2019 Financials.
39 Before audited numbers, the District finished the year with a positive balance of \$423,681 in the
40 General Fund, an increase from the beginning year Balance of \$340,885. MSW & C&D tonnage was
41 up 2,084 tons over last year, for a total of 23,360 tons for the year. Single Stream tonnage was up 67
42 tons over last year for a total of 2,214 tons for the year. We saw a large increase in tire disposal:
43 72.23 tons over last year, for a total of 262.67 tons for the year. The Transfer Station also reached a
44 total of 58,799 transactions in 2019.

45 **b. December Single Stream Recycling Report** – PJ presented the final Single Stream Recycling
46 Costs for 2019. Revenue collected at the scalehouse for all SS recycling was \$208,434 in 2019.
47 Transport costs totaled \$41,408, and Recycling Processing Costs (currently at \$108/ton) totaled
48 \$225,584, resulting in a net loss of (\$58,558) in 2019 without consideration of overhead.

49 **c. Asphalt Shingle Infrastructure Grant awarded** – TK informed the E.Bd that the VT Agency
50 of Natural Resources (ANR) has awarded a grant for approx. \$12,000 to help defray 60% of the costs
51 of the Asphalt Shingle recycling infrastructure.

52 **d. Request to sell condemned yard truck to Casella Waste Mgmt.** – GH informed the E.Bd that
53 the ACSWMD wished to condemn and sell our 2000 Yard Truck that has outlived its life and was
54 not worth repairing. Casella Waste Management (CWM) has offered us \$2,000 for the truck.

February 12, 2020 – Exec. Bd. Mins.

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Motion #3: BM moved to approve the sale of the old yard truck to CWM for \$2,000.

EM seconded the motion.

VOTE: Yes – 5 (BM, BK, SH, RR, CB). No – 0. Abstain – 1 (EM).

e. **New Collateralization Policy 2020 with NBMVT** – PJ informed the E.Bd that the new collateralization form from National Bank of Middlebury has been received. The agreement guarantees the ACSWMD’s deposits at the bank above and beyond the \$250,000 limit of the FDIC.

Motion #4: EM moved to approve the new collateralization agreement. BM seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.

e. **Municipal Diversion Grant Applications** – None received.

f. **School Diversion Grant Applications** – None received.

7. NEW BUSINESS –

a. **Proposals – Firewall & Internet Security RFP –**

Motion #5: BM moved to approve staff recommendation to accept the Tech Group bid to install a firewall & IT security. EM seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.

b. **Bids – New Backhoe RFB –**

Motion #6: EM moved to recommend to the full BOS to approve staff recommendation to accept bid from Beauregard Equipment to purchase Case loader 590. BM seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.

c. **Update on Regional Drop-off Siting Process** – TK has been researching the new VT *Solid Waste Rules* to determine requirements for siting a solid waste facility in the SWIP, including the need to adopt siting criteria for an anaerobic digester. ANR has determined that an anaerobic digester must meet the minimum transfer station criteria in the new *Solid Waste Rules*. The SWIP draft rewrite must be prepared this spring. The BOS must hold two public hearings, obtain from ACRPC a letter of conformance with the Regional Plan and submit a draft to ANR by 7/1/2020. The siting process for a regional drop-off will tie into the new SWIP using the Transfer Station Siting Criteria already adopted by the BOS. Solid waste facilities in Salisbury will also need to be added to the SWIP now that they are a member of the District.

d. **Update on revised Sewerage Construction RFP and Budget** – TK has been working with Shane Mullen, Weston & Sampson on a revised contract budget for the remaining construction project, which will be rebid this spring. The contract includes consideration of the USFS site (completed) and an alternate access route / layout for the Transfer Station.

e. **Letter from Northeast Kingdom Solid Waste District re: Glass Recycling –**

Motion #7: EM moved to respond that the ACSWMD will take no action on the letter from the Northeast Kingdom SWD. RR seconded the motion.

VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.

8. **EXECUTIVE SESSION** – Not necessary.

9. **AGENDA ITEMS FOR THE FEBRUARY 20, 2020 BOS MEETING** – Backhoe bid award, financial reports, programs report and project updates.

10. **OTHER BUSINESS** – TK asked the E.Bd whether, based on the pre-audit financial balances in the General Fund, it would be worthwhile to transfer any of the \$100,000 out of the Recycling Contingency Fund to cover the 2019 net losses in Single Stream recycling. The E.Bd felt the transfer would not be

110 necessary based on current surplus in the General Fund. Therefore, staff asked approval to move the
111 \$100,000 in the Recycling Contingency Fund back into a CD for the duration of not more than 12
112 months in order for it to earn a higher yield of interest than it would earn in the General Fund.

113 **Motion #8: EM moved to approve moving \$100K in GF earmarked for Recycling back**
114 **into a CD. BK seconded the motion.**

115 **VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.**

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117 **11. APPROVAL OF PAYMENTS** – Invoices paid in January 2020 were reviewed and approved.

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119 **12. ADJOURN** –

120 **Motion #9: EM moved to adjourn the meeting at 5:06 PM. RR seconded the motion.**

121 **VOTE: Yes – 6 (BM, BK, SH, RR, EM, CB). No – 0. Abstain – 0.**

122

123 *I agree that this is an original of the February 12, 2020 minutes that were considered and approved*
124 *by the E.Bd at its meeting of _____.*

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Teresa A. Kuczynski, District Clerk