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
January 8, 2020  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 Kernan (BK), Steve Huffaker (SH), 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. BK seconded the motion.
   VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF DECEMBER 11, 2019 MEETING –
   Motion #2: TW moved to approve the minutes of December 11, 2019. SH seconded the motion.
   VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel – The Chittenden Solid Waste District RFP for Salary Analysis that included the ACSWMD and the Windham SWMD did not receive any proposals. We are waiting to hear whether the CSWD is going to reissue the RFP. If not, the ACSWMD will issue its own RFP to receive the study in time for drafting the CY2021 budget.
   b. Health & Safety –
      (1) PJ informed the E.Bd that a new security system was installed in the office building area which now includes new fire sensors as well as sensors for water overflow and temperature warnings. A security pad was also installed in the scalehouse. Both systems now include panic buttons for extreme emergencies and come with an APP that management can use to better track and respond to issues.
      (2) There were no reportable injuries or deaths in 2019.

6. FINANCIAL REPORTS –
   a. November 2019 Financial Report – PJ reported that November ended with a net gain in the General Fund of $18,522. Tonnage was up 201 tons over the same period in 2018. Overall tonnage is up by 2,010 tons over YTD2018.
   c. SWIP Grant Amount for CY2020 – TK reported that the SWIP Grant amount is expected to remain the same as last year, approx. $39,000.
   d. Municipal Diversion Grant Applications – None received.
   e. School Diversion Grant Applications – None Received.

7. NEW BUSINESS –

a. New Supervisor and Alternate from Salisbury – TK reported that Pedie O'Brien was
appointed by the selectboard as the BOS Supervisor for Salisbury, and Jonathan Blake was appointed
as the BOS Alternate for Salisbury.

b. Update on Cybersecurity research and progress in preparing RFP – PJ updated the E.Bd on
the research she had done into improving the District’s overall IT security. After speaking with
several area vendors, a list of necessary upgrades was presented. An RFP for the installation and
service of the upgrades should be going out within the week. SH suggested adding an option in the
RFP for ongoing system support.

c. Decision on 27-Paycheck year for exempt employees – In CY2020, the year will contain a
27-week payroll rather than the usual 26-week payroll. This rare occurrence will only affect
biweekly payment of the exempt employees. TK reviewed the options: no paycheck for the last
two weeks of December; an extra paycheck at the end of the year; or deductions from each
paycheck to cover the difference. TK recommended an extra paycheck; both the no paycheck and
the reduced paycheck options would be a hardship on the exempt employees. The approved 2020
Annual Budget reflected a 26-week payroll; an extra pay period would add $23,726 in expenses
to the General Fund. TK suggested that we cover the extra costs with savings from postponing the
hiring of a new Transfer Station Operator until the end of March. This will not be a hardship
during our slow period.

d. Update on Construction Schedule and ANR Asphalt Shingle Grant RFP – The construction
for 2019 is almost complete. We are awaiting news about the ANR Asphalt Shingle Grant before
completing that portion of the project. The drywall roll-off pad is installed, and a 20-cu.yd roll-off
has been purchased. The fuel tank/dispenser pad has been installed, and we will order the dispenser
this month. The grant review team questioned the need for a 30-cu.yd roll-off due to weight capacity;
TK explained the reasoning behind that decision, but if the team would only support a 20-cu.yd roll-
off, we could accept that. It would be a savings of $900 in price, but would increase the number of
hauls to the recycler. The team also questioned the need for a bunker; TK responded that the asphalt
shingles primarily arrive in trailers, and that trailers cannot tip into an open-top roll-off box without a
tip wall. A new tip wall would be much more expensive than the concrete bunker with concrete
block walls, and there would probably be no room for another tip wall on the north end of the site.
Even if we could construct a new tip wall, it would be too valuable to devote only to source-
separated asphalt shingles, which are of unknown quantity and tend to be seasonally generated.

8. EXECUTIVE SESSION – Not necessary.

9. AGENDA ITEMS FOR THE JANUARY 16, 2020 BOS MEETING –

Motion #3: TW moved to cancel the January 16, 2020 BOS meeting due to a lack of
business. BK seconded the motion.

VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.

10. OTHER BUSINESS – SH called into question the Wheels for Warmth administrative costs, which
are top-heavy. SH would like to add to the next meeting agenda the discussion of searching for properties
for a regional drop-off. The Chair suggested that staff begin to contact real estate companies for
assistance in identifying potential sites. TK will check with ANR on the requirements for public
participation in the siting process.

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

12. ADJOURN –

Motion #4: SH moved to adjourn the meeting at 4:08 PM. TW seconded the motion.

VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the January 8, 2020 minutes that were considered and approved
by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk