

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board**
2 **at its next regular meeting.**
3

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Virtual Meeting on ZOOM**
7 **December 9, 2020 3:00 PM**
8

9 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the
10 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the call:
11 Bill Munoff (BM), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and
12 Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ),
13 Business Manager; Gary Hobbs (GH), Transfer Station Supervisor. Guests: Tony Barbagallo, Sol
14 Ucciani, and Bill Connelly, all of Vanguard Renewable Energy.

15
16 **2. APPROVE THE AGENDA –**

17 **Motion #1: TW moved to approve the agenda. BM seconded the motion.**

18 **VOTE: Yes – 6 (BM, DO, AH, DG, CB, TW). No – 0. Abstain – 0.**
19

20 **3. APPROVE MINUTES OF NOVEMBER 11, 2020 MEETING –**

21 **Motion #2: BM moved to approve the minutes of November 11, 2020. TW seconded**
22 **the motion.**

23 **VOTE: Yes – 5 (BM, DO, AH, CB, TW). No – 0. Abstain – 1 (DG).**
24

25 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period. Vanguard
26 Renewable Energy representatives Tony Barbagallo, Sol Ucciani and Bill Connelly introduced
27 themselves. TK explained that their anaerobic digester facility in Salisbury is included in the District’s
28 2020 SWIP now that Salisbury is a member of the ACSWMD. Bill Connelly, a Middlebury resident,
29 wanted to learn more about the District’s activities and plans for the future with respect to food waste
30 management in Addison County. Vanguard is looking forward to working with the District.
31

32 **5. PUBLIC HEARING ON DRAFT 2020 SOLID WASTE IMPLEMENTATION PLAN**
33 **(SWIP), AND VOTE TO ADOPT 2020 SWIP** – The Chair opened the Public Hearing at 3:05 PM.

34 TK reviewed the Draft 2020 SWIP, which included a few minor edits by the District BOS from the
35 Nov. 19th Public Hearing. The BOS had adopted the 2020 SWIP, contingent upon there being no major
36 changes resulting from this Public Hearing. Comments & Questions from the public: None offered.

37 **Motion #3: TW moved to approve the Adopted 2020 SWIP. BM seconded the motion.**

38 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
39

40 The Chair closed the Public Hearing at 3:17 PM, and guests left the meeting.

41 **6. MANAGER REPORT –**

42 **a. Personnel** – A few subjects to be covered below.

43 **b. Health & Safety** – Nothing to Report
44

45 **7. FINANCIAL REPORTS –**

46 **a. October 2020 Financial Report** – PJ presented the October 2020 Financials showing a net
47 gain of \$38,777. Oct. tonnage of 2,128 was lower than the 2019 total of 2,345. Total YTD
48 tonnage of 18,748 is 977 tons less than tonnage in Oct. 2019. PJ pointed out that a great deal of
49 tonnage reduction can be attributed to increased food waste diversion since the landfill ban took
50 effect on 7/1/2020. Transactions continue to be high at 6,612 in Oct., higher than the 5,864 in
51 Oct. 2019. TK added that the higher volume of food scraps required a switch to the sludge box,
52 and staff has had to improvise with the toter lifting device. GH reported that it is a temporary
53 solution while we look for a toter tipper that is designed for that purpose. It has been difficult to

54 find one. TK reported that we were therefore unable to purchase the tipper this year, but with a
55 delayed purchase until 2021, the tipper will be eligible for a grant from VLCT PACIF.

56
57 **b. October 2020 Single Stream Recycling Report** – In October, the Transfer Station received a
58 total of 420 tons of single stream recyclables. The processing fee decreased to \$98/ton, resulting in a
59 YTD net loss of (\$16,360.42) in single stream recycling.

60
61 **c. Recommendation for Principal Life to Manage the VSP Policy in 2021** – PJ informed the
62 E.Bd that the District’s current third-party carrier for life and disability insurance is offering a
63 substantial discount to us if we have them administer our VSP eye insurance as well. Currently, VSP
64 is carried through another third-party administrator.

65 **Motion #4: TW moved to approve Principal Life to Manage the VSP eye plan. DG**
66 **seconded the motion.**

67 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

68
69 **d. NBMVT Interest Rates Declined** – PJ informed the E.Bd that National Bank of Middlebury
70 has substantially reduced the variable interest rates on the District’s General Fund and Capital
71 Reserve Funds due to the continued reduction of interest rates by the Federal Reserve. Interest
72 revenue will be reduced monthly by about half on each account.

73
74 **e. Municipal Diversion Grant Applications** – None received.

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

76
77 **8. NEW BUSINESS –**

78 **a. COVID-19 Updates** – TK reported that reminders of mask requirements and consolidation of
79 visits continue to be posted on the webpage, Facebook, and Front Porch Forum. The District
80 newsletter coming out in a few weeks will also contain reminders. We are still awaiting the LGER
81 grant. We have been trying to develop an emergency mutual aid plan. VLCT has a template, but we
82 are not sure who has the right experience and willingness to operate the Transfer Station if staffing is
83 disrupted. The E.Bd suggested that we contact the BOS to see if there are supervisors able to assist if
84 needed. It would be worth contacting the towns to see if anyone might be available in an emergency.

85
86 **b. NCER Collector Agreement for VT E-Cycles Program – One Year Extension** – TK
87 reviewed the draft one-year extension from NCER for the collector agreement under the VT E-
88 Cycles Program. Only the dates have changed. The reimbursement rate remains the same. TW asked
89 that we remove the line under the title that has the original agreement dates in it.

90 **Motion #5: DG moved to approve a One-Year Extension to the NCER Collector**
91 **Agreement for VT E-Cycles Program. TW seconded the motion.**

92 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

93
94 **c. New Haven transfer station extension site – Update on site permitting and proposed**
95 **conceptual design** – Shane Mullen, P.E. is making progress in contacting permitting authorities to
96 learn more about the site. After staff reviewed the second draft of the site layout, we made
97 suggestions to change some aspects of the design. The site design was therefore not ready to present
98 this afternoon. Shane will work on revisions to the site design after the holidays.

99
100 **d. Request for Reduced Liability Insurance Requirements of Commercial Hauler’s License**
101 **for Haulers of Food Scraps/ Recyclables Not Required to Use the District Transfer Station –**
102 Due to the landfill ban on food scraps that took effect on July 1, new food scrap haulers have formed
103 across the state, many of them farmers or small business owners. All of them must obtain a VT
104 Waste Transporter Permit, and in our District, a commercial hauler’s license. One of those haulers
105 contacted the District to obtain a waiver from the license requirement to maintain a \$1M liability
106 insurance policy, as they intend to take the food scraps to a non-District facility. We contacted VLCT
107 PACIF, our insurers, who responded that even though a waiver could be considered, the hauler

108 should have at least \$1M in liability insurance just to operate, which should only be an increase of
109 \$100- \$200/year. The E.Bd declined to consider a waiver, as it is a reasonable requirement.

110
111 **e. Policy for Annual Waste/Salary Adjustments for Employees at Top of the New Job**
112 **Classification Scale** – To continue the discussion of last month, the E.Bd was going to consider a
113 policy for those employees who have reached the top of the newly adopted job classification scale
114 and a salary level determined to be the top of the market value of a particular position. Would the
115 E.Bd like to consider a COLA only, with no merit raise, or perhaps consider a COLA with a small
116 bonus for favorable performance? The E.Bd asked TK to bring back a draft policy at the next
117 meeting with some suggestions on bonuses and alternatives to monetary bonuses for the E.Bd’s
118 consideration. For Jan. 1, the E.Bd asked TK to maintain the maximum level for the positions in the
119 job classification scale, and only adjust wages/salaries with a COLA for those who have reached the
120 top of the scale.

121
122 **9. EXECUTIVE SESSION** – None needed.

123
124 **10. AGENDA ITEMS FOR DECEMBER 17, 2020 BOS MEETING** –
125 **Motion #6: TW moved to cancel the December 17th BOS meeting due to lack of**
126 **business. DG seconded the motion.**
127 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

128
129 **11. OTHER BUSINESS** – None.

130
131 **12. APPROVAL OF PAYMENTS** – The signed lists of payments were approved.

132
133 **13. ADJOURN** –
134 **Motion #7: TW moved to adjourn the meeting at 4:29 p.m. BM seconded the motion.**
135 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

136
137 *I agree that this is an original of the December 9, 2020 minutes that were considered and approved by*
138 *the E.Bd at its meeting of _____.*

139
140 *_____*
Teresa A. Kuczynski, District Clerk