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
Virtual Meeting on ZOOM
December 9, 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 on the call: Bill Munoff (BM), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Gary Hobbs (GH), Transfer Station Supervisor. Guests: Tony Barbagallo, Sol Ucciani, and Bill Connelly, all of Vanguard Renewable Energy.

2. APPROVE THE AGENDA –
Motion #1: TW moved to approve the agenda. BM seconded the motion.
VOTE: Yes – 6 (BM, DO, AH, DG, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF NOVEMBER 11, 2020 MEETING –
Motion #2: BM moved to approve the minutes of November 11, 2020. TW seconded the motion.

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

5. PUBLIC HEARING ON DRAFT 2020 SOLID WASTE IMPLEMENTATION PLAN (SWIP), AND VOTE TO ADOPT 2020 SWIP – The Chair opened the Public Hearing at 3:05 PM. TK reviewed the Draft 2020 SWIP, which included a few minor edits by the District BOS from the Nov. 19th Public Hearing. The BOS had adopted the 2020 SWIP, contingent upon there being no major changes resulting from this Public Hearing. Comments & Questions from the public: None offered.
Motion #3: TW moved to approve the Adopted 2020 SWIP. BM seconded the motion.
VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.
The Chair closed the Public Hearing at 3:17 PM, and guests left the meeting.

6. MANAGER REPORT –
a. Personnel – A few subjects to be covered below.
b. Health & Safety – Nothing to Report

7. FINANCIAL REPORTS –
a. October 2020 Financial Report – PJ presented the October 2020 Financials showing a net gain of $38,777. Oct. tonnage of 2,128 was lower than the 2019 total of 2,345. Total YTD tonnage of 18,748 is 977 tons less than tonnage in Oct. 2019. PJ pointed out that a great deal of tonnage reduction can be attributed to increased food waste diversion since the landfill ban took effect on 7/1/2020. Transactions continue to be high at 6,612 in Oct., higher than the 5,864 in Oct. 2019. TK added that the higher volume of food scraps required a switch to the sludge box, and staff has had to improvise with the toter lifting device. GH reported that it is a temporary solution while we look for a toter tipper that is designed for that purpose. It has been difficult to
b. October 2020 Single Stream Recycling Report – In October, the Transfer Station received a total of 420 tons of single stream recyclables. The processing fee decreased to $98/ton, resulting in a YTD net loss of ($16,360.42) in single stream recycling.

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

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

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

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

e. Municipal Diversion Grant Applications – None received.

f. School Diversion Grant Applications – None received.

8. NEW BUSINESS –

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

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

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

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

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

d. Request for Reduced Liability Insurance Requirements of Commercial Hauler’s License for Haulers of Food Scraps/ Recyclables Not Required to Use the District Transfer Station – Due to the landfill ban on food scraps that took effect on July 1, new food scrap haulers have formed across the state, many of them farmers or small business owners. All of them must obtain a VT Waste Transporter Permit, and in our District, a commercial hauler’s license. One of those haulers contacted the District to obtain a waiver from the license requirement to maintain a $1M liability insurance policy, as they intend to take the food scraps to a non-District facility. We contacted VLCT PACIF, our insurers, who responded that even though a waiver could be considered, the hauler find one. TK reported that we were therefore unable to purchase the tipper this year, but with a delayed purchase until 2021, the tipper will be eligible for a grant from VLCT PACIF.
should have at least $1M in liability insurance just to operate, which should only be an increase of $100- $200/year. The E.Bd declined to consider a waiver, as it is a reasonable requirement.

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

9. EXECUTIVE SESSION – None needed.

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

11. OTHER BUSINESS – None.

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

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

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

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Teresa A. Kuczynski, District Clerk