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

ADDITION COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
Via Zoom
June 9, 2021, 3:00 PM

1. CALL TO ORDER – Tim Wickland (TW), 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), David Olson (DO), Cheryl Brinkman (CB), Deborah Gaynor (DG), and Randy Orvis (RO). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Patti Johnson (PJ), Business Manager; and Gary Hobbs (GH), Transfer Station Supervisor. Others: Paul Sokal (PS).

2. APPROVE THE AGENDA – CB would like to see a discussion of the meeting time now that the new E.Bd has convened. It was decided that this would be taken up at the June BOS meeting.
   Motion #1: RO moved to approve the agenda. DO seconded the motion.
   VOTE: Yes – 5 (BM, DO, RO, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF MAY 12, 2021, MEETING –
   Motion #2: CB moved to approve the minutes of May 12, 2021. DO seconded the motion.
   VOTE: Yes – 5 (BM, DO, RO, CB, TW). No – 0. Abstain – 0.

4. PUBLIC COMMENT PERIOD – The Chair opened the public comment period. Paul Sokal, Panton Supervisor, asked the E.Bd to consider his questions on the handout he provided regarding the satellite drop-off that the District is considering in New Haven. Paul did not feel that the BOS has enough information for deciding on the New Haven property purchase. Paul also did not think that the BOS has given enough consideration of what would happen to the 18 existing town drop-offs (#2). The Chair asked Paul about why the first two paragraphs of #4 were relevant. Paul agreed to strike the first two paragraphs in #4. RO expressed concern if the District satellite were to syphon off business/revenue from the haulers who service the other drop-offs. CB comments: Objects to Paul’s camp owner statement – the District receives phone calls every day about residents who are unable to take their trash to the drop-off, including vacation home renters who are checking out. CB called attention to the District’s mission: “promote waste reduction and pollution prevention; maximize diversion of wastes through reuse, recycling, and composting; provide for the disposal of remaining wastes; and seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.” Paul stated that he did not intend to disparage vacationers. The small drop-offs have a small margin of return; were they to go under, those residents would have to drive further to the satellite facility. DG: She has been corresponding with Paul. Most of the pressure is from the northwest triangle of the District, and secondly from the northeast triangle. Why would southern towns go all the way to New Haven? They would continue to use their local town drop-offs. DG mentioned that the Monkton Town Drop-off spends $15,000/year on recycling and has depended on volunteers to operate the recycling program and has lost all of its volunteers. CB – Vergennes allows R&L to use the site and to charge a fee for bagged trash and recycling, but the site is not ideal. The New Haven satellite might begin as a site to allow a private hauler to park there. The Chair confirmed that Paul would resubmit the list with the first two paragraphs of #14 and the comments about vacation properties stricken. The E.Bd could decide when we get to Agenda #9 whether to add this to the BOS agenda for the June 17th meeting. DO asked what type of info Paul would need to make his decision. TK reminded the E.Bd that one of the tasks of the Municipal Drop-off Advisory Committee had been to inventory the existing town drop-offs and to consider their needs. Their recommendations to the BOS were based on concerns about the future sustainability of some of the areas of the District. Paul will send a revised document for the BOS mailing.

5. MANAGER REPORT –
   b. Health & Safety – Nothing to report.

6. FINANCIAL REPORTS –  
   a. April 2021 Financial Report – PJ reported an April net gain of $36,941. The $434,272 cash on hand (BFB) was the audited figure (v. the budgeted cash on hand of $253,109). The Transfer Station collected 2,009 tons in April v. 1,687 tons in April 2020. Accumulated tonnage in April was 6,435, v. 6,268 tons in April 2020. Transactions are on the rise: 6,068 in April v. 2,080 in April 2020. YTD transactions totaled 17,586 v. 12,218 YTD in April 2020. We received 375 tons of single stream recyclables in April, and YTD, we received 1,396 tons compared to 1,054 YTD tons in April 2020. Tires increased to 41.24 tons, with 68.72 tons YTD. We did not haul April food scraps until May, so they will be reported in the May totals. YTD food scrap total was 25.96 tons without April, so the totals continue to increase.
   b. April 2021 Single Stream Recycling Report – PJ reported that the monthly processing fee has gone down to $74/ton. As of April, the District’s net gain was $34,529.15 without including overhead. TW suggested consideration of a mid-year adjustment to lower the per-ton rate at the Transfer Station. The E.Bd asked staff to look at our expenses, including O/H to determine what the new rate might be.
   c. Sourcewell service cooperative for procurement of supplies, new equipment, and new vehicles – TK explained that Sourcewell is a service cooperative created to provide programs and services to participating agencies in government, education and nonprofit sector. Their purpose is to “assist public agencies in meeting specific needs that are more efficiently delivered cooperatively than by an entity individually.” PJ described how Sourcewell would prepare the RFBs, advertise them and present the bids to us for selection. GH gave the example of backhoes. There are six companies that make the backhoes. We would ask them for a quote through Sourcewell, and only have to include the add-ons that we want, such as a warranty. Big players such as John Deere use it. It would save us preparation, distribution and waiting time, and we can evaluate the quotes. We would still be purchasing through a local dealer who could service our equipment. GH offered some references of Vermont municipalities that use Sourcewell. TK spoke with our auditor about this system. As long as the process is transparent and the E.Bd or BOS has the ability to award the final bid, it should be acceptable.
   d. Carl Mitchell, VT Auditor of Franchise Tax and District Fee compliance, retiring; new solid waste audit system pending – TK informed the E.Bd that Carl Mitchell, the auditor we have been using for years to track our District fees, is retiring. We had been sharing Carl’s time with the State to track the franchise tax. The State is going to use its own auditor, so the VSWDMA decided to use a different auditor and pay more per hour for their services. However, our VSWDMA dues will go down as a result.
   e. Municipal Diversion Grant Applications – None received.
   f. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. Transfer Station Sewerage Construction Bid Award – TK reported that we received two bids for the Sewerage Construction project: Champlain Construction for $138,866, and Parker Excavation for $143,301. After the award, we will put together an intent to award for the contractor. Once all the paperwork is in hand, we can get a “notice to proceed” signed, which will start the contract. Then we will meet with the contractor and Shane Mullen, Weston & Sampson to have the Chair sign all of the paperwork. This is a rush job in that the project has already been delayed for over a year and needs to get done before our construction permit expires. We also need to leave enough time at the end of the construction to contract with the pavers. CB asked that the E.Bd approve this as an emergency purchase due to COVID-19 delays in 2020, and to have the BOS ratify the award. BM agreed that we have to get this project moving or we will run out of time.

Motion #3: RO moved to approve the bid for the sewerage project to Champlain Construction.

DG seconded the motion.

VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.

b. New Haven Transfer Station Extension Site –
   - General Update: TK reported that due to some BOS member questions about types of material to be collected at the New Haven facility, she has included a spreadsheet showing the tonnages/number of units of each type of waste material that the District Transfer Station in Middlebury received in CY2020 and the types of materials we would be accepting in New Haven in each Phase of the development.

- **Weston & Sampson Traffic Study**: Weston & Sampson (W&S) completed its 74-pg. Traffic Study Report, which is in its first draft for internal review. The Memorandum at the front of the report explains the methodology and findings of the Traffic Study. The W&S analysis finds that there would be no need for a left-hand turn lane for the project. However, some impact fees would be assessed due to the forthcoming VTrans project on a roundabout in Middlebury. Based on the projected PM peak hour trips and the VTrans impact fee rate of $810/trip, it appears that the project would be responsible for providing an impact fee payment to VTrans in the amount of $12,960. We will follow up with them on this fee.

c. **Draft One-Year Extension of Agreement with ENPRO for Hazardous Waste Services** – DM reviewed the one-year extension of the Agreement with ENPRO for hazardous waste services. The latest Agreement is only one year old and provides for two one-year extensions if the District notifies them 30 days in advance of its intent to extend the Agreement. That would be June 13. DM recommends that we renew for another year: the service has been good, and the rates and other terms of the Agreement would remain the same.

Motion #4: RO moved to approve the extension of the agreement with ENPRO. CB seconded the motion.

VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.

d. **COVID-19 Response Updates** – TK reported that she has been attending webinars on the latest COVID-19 guidelines from EEOC, VOSHA and CDC. VOSHA is following the CDC Guidelines while waiting for the OSHA Guidelines. With staff having been vaccinated, the question is whether we need to continue to wear masks at the Transfer Station and/or office, or to have visitors continue to wear them. The Chair stated that the college still requires masks. CB said that the state only requires masks for visitors indoors. TK will follow VOSHA recommendations. Employers should encourage non-vaccinated employees to wear a mask and maintain a 6’ distance. Employers may opt to require masks for all staff if they wish to be more cautious. If masks are not required, we should instruct all employees that if they or a family member is immunocompromised, they should wear masks even if vaccinated. The Chair suggested that we continue to require masks until Gov. Scott lifts the state of emergency, which will reportedly be after the State reaches a 80% vaccination rate. CB added that the ACRPC is preparing to hold hybrid meetings. The special open meeting provisions allowing for virtual meetings will end when the state of emergency is lifted. The BOS could continue to hold a virtual meeting as long as there are some members physically present at the meeting location and all members are able to hear and see each other.

8. **EXECUTIVE SESSION** – For the purpose of discussing negotiation of a purchase & sale agreement of property – None needed.

9. **AGENDA ITEMS FOR JUNE 17, 2021 BOS MEETING** – New Haven update, including Paul Sokal questions, and the Traffic Study summary; ratification of sewerage construction contract award; ratification of ENPRO Agreement extension; meeting time / locations for BOS and E.Bd.

10. **OTHER BUSINESS** – None.

11. **APPROVAL OF PAYMENTS** – Invoices paid in May 2021 were reviewed and approved.

12. **ADJOURN**

Motion #5: BM moved to adjourn the meeting at 5:05 PM. RO seconded the motion.

VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.

*I agree that this is an original of the June 9, 2021 minutes that were considered and approved by the E.Bd at its meeting of __________.*

_Teresa A. Kuczynski, District Clerk_