

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

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 **March 31, 2021 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 3:01 PM. Other E.Bd members present: Bill
13 Munoff (BM), David Olson (DO), Richard Reed (RR), Andrew Hooper (AH), Deborah Gaynor, and
14 Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ),
15 Business Manager.

16
17 **2. APPROVE THE AGENDA** –

18 **Motion #1: RR moved to approve the agenda. BM seconded the motion.**

19 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
20

21 **3. APPROVE MINUTES OF MARCH 10, 2021 MEETING** –

22 **Motion #2: TW moved to approve the minutes of March 10, 2021. RR seconded the**
23 **motion. TW asked that Line #42 on p. 1 change “so all years are the same” to “so that**
24 **all graphs are consistent.”**

25 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
26

27 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
28

29 **5. MANAGER REPORT** –

30 **a. Personnel** – A new Transfer Station Operator II has been hired. However, with the recent
31 departure of a second Transfer Station Operator II, we will be going back out to hire again.

32 **b. Health & Safety** – Nothing to report.
33

34 **6. FINANCIAL REPORTS** –

35 **a. February 2021 Financial Report** – PJ presented the February 2021 Financials showing a net
36 loss of (\$23,073). Feb. tonnage of 1,223 was lower than the 2020 total of 1,386. Total YTD
37 tonnage of 2,642 is 286 tons less than tonnage in Feb 2020.

38 **b. February 2021 Single Stream Recycling Report** – In February, the Transfer Station received
39 a total of 303 tons of single stream recyclables. The processing fee decreased to \$84/ton, resulting in
40 a YTD net gain of \$13,759 in single stream recycling.

41 **c. Approval to Access Organics Contingency Funds (in General Fund) for \$8,081 matching**
42 **funds for VLCT PACIF Grant Application – Food Scrap Toter Tipper** – TK reported that we
43 are not yet decided on the best height of the new food scrap toter tipper that we plan to purchase and
44 to include in the VLCT PACIF grant application. TK asked that we leave the \$8,081 out of the
45 motion for now, as the final price might be a bit higher.

46 **Motion #3: TW moved to recommend to the full BOS to approve the access of Organics**
47 **Contingency Funds (in General Fund) for matching funds for the VLCT PACIF Grant**
48 **Application – Food Scrap Toter Tipper. AH seconded the motion.**

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

50 **d. Municipal Diversion Grant Applications** – None received.

51 **e. School Diversion Grant Applications** – None received.
52

53 **7. NEW BUSINESS** –

54 **a. New Haven Transfer Station Extension Site** –

March 31, 2021 – Exec. Bd. Mins.

55 - **General Update:** TK is preparing an update on the timeline and projected costs for each
56 phase. TK and Shane Mullen are now using matching phase numbers.

57 - **Weston & Sampson proposal for Traffic Study:** The BOS had wanted to proceed with a
58 Traffic Study as the next step in exploring the New Haven site. The Weston & Sampson (W&S)
59 proposal is on a time-and-expense basis not to exceed \$13,000 without our prior approval. The
60 timing of the traffic study will require VTrans approval, and W&S estimates the study would take
61 four weeks.

62 **Motion #4: DG moved to recommend to the full BOS that we contract with Weston &**
63 **Sampson to perform a traffic study on Route 7 not to exceed the proposed price.**

64 Discussion: AH stated that even though this seems like a reasonable step, he needs more details
65 on the history of this project before voting for it. DG described the long history of the Municipal
66 Drop-off Advisory Committee (MDAC). TK was asked to present to the BOS a summary of the
67 siting process for new BOS members at next week's meeting.

68 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 1 (AH).**

69
70 **b. Update on Sewerage RFB** – TK and W&S are about to go out to bid for the final construction
71 of the sewerage system at the Transfer Station. We have been reviewing the cost of paving and
72 whether it makes sense to add on the paving for several areas, such as the driveway, that were not
73 included in the original RFB but had been planned using this year's maintenance budget. The E.Bd
74 asked TK to consider what makes the most financial sense.

75
76 **c. Nominations Received for Election Slate** – The Chair and TW gave a report of the
77 Nominating Committee and nominations received to date. The Chair is not allowed to run for
78 Chair this year, due to the three-year maximum on successive years for the office, as per Charter.
79 AH, DG and other E.Bd members expressed appreciation and praise for the Chair's service. TW
80 was willing to be nominated for the Chair. BM offered to be nominated for the Vice Chair. Both
81 offices serve on the E.Bd. There are three nominations for E.Bd: Cheryl Brinkman, Deb Gaynor
82 and David Olson (AH has a seat on the E.Bd per the Host Community Agreement). That leaves
83 one other vacancy open for a nomination from the floor during the April 8th BOS meeting. TW
84 did not see a need to hold a vote on appointing TK as the Clerk and Treasurer – the Charter states
85 that those two officers shall serve at the BOS's pleasure.

86
87 **d. Member Municipalities that have not returned BOS appointment forms** – TK reported that
88 we are still missing signed appointment forms from 10 towns. She suggested that if a Town Clerk is
89 having difficulty in obtaining the signature of the selectboard chair due to COVID-19, we allow the
90 town to submit a copy of the selectboard meeting minutes appointing the town's supervisor and
91 alternate. The E.Bd did not see a problem with that interim measure, as long as the Town submitted
92 the signed appointment form at a later date. TK will send out a reminder to the Town Clerks. The
93 Chair mentioned that the towns have 30 days within which to appoint their representatives to the
94 BOS, as stated in the Charter.

95
96 **e. COVID-19 Response Updates** – TK reported that we are awaiting more guidance on vaccine
97 availability and how other municipalities are dealing with the requirements and motivation for staff
98 to obtain one. We are also researching the matter of staff who go out of state on vacation but do not
99 follow Vermont's protocol on quarantining/testing upon their return.

100
101 **f. Legislative Report** – The Bottle Bill expansion bill may have lost some momentum. It did not
102 make the Crossover deadline, but it remains eligible for action until the end of next Session. TK
103 reviewed the letter from John Casella to the Rutland Herald responding to some of the claims of
104 Bottle Bill expansion supporters. The E.Bd asked TK to share the letter with the BOS.

105
106 **8. EXECUTIVE SESSION – For the purpose of discussing negotiation of a purchase & sale**
107 **agreement of property** – Not needed at this time.
108

109 **9. AGENDA ITEMS FOR THE APRIL 8, 2021 BOS ANNUAL ORGANIZATIONAL**
110 **MEETING** – Annual Organizational items: Election of Officers and E.Bd members; BOS Conflict of
111 Interest Policy and Board Member Roles & Conduct Introduction by the Chair; Proposed Meeting
112 Schedule and Location; and District legal representation. Also: Feb. 2021 Financial and Recycling
113 Reports; Organics Contingency Fund recommendation; New Haven Transfer Station Extension Site,
114 including W&S Contract amendment for Traffic Study, and TK revised timeline and engineer’s opinion
115 of probable cost; Executive Session for the purpose of discussing negotiation of a purchase & sale
116 agreement of property; and TK presentation on history of the MDAC and BOS siting. Discussion of
117 Bottle Bill expansion and Casella letter in the District Manager’s Report.

118
119 **10. OTHER BUSINESS** – None.
120

121 **11. APPROVAL OF PAYMENTS** – Invoices paid in February 2021 were reviewed and approved.
122

123 **12. ADJOURN** –
124 **Motion #5: RR moved to adjourn the meeting at 4:46 PM. AH seconded the motion.**
125 **VOTE: Yes – 7 (BM, DO, AH, RR, DG, CB, TW). No – 0. Abstain – 0.**
126

127 *I agree that this is an original of the March 31, 2021 minutes that were considered and approved by*
128 *the E.Bd at its meeting of _____.*

129
130
131

Teresa A. Kuczynski, District Clerk