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
February 10, 2021 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; Don Maglienti (DM), Program Manager; and Patti Johnson (PJ), Business Manager. Guest: Shane Mullen, P.E., Weston & Sampson.

2. APPROVE THE AGENDA –
   Motion #1: DO moved to approve the agenda. RR seconded the motion.
   VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF JANUARY 13, 2021 MEETING –
   Motion #2: TW moved to approve the minutes of January 13, 2021. RR seconded the motion.
   VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT – Topics to be covered under New Business.
   a. Personnel – N/A
   b. Health & Safety – N/A

6. FINANCIAL REPORTS –
   a. December 2020 Financial Report – PJ presented the Un-Audited, Year End (YE) December 2020 Financials showing a net gain of $7,146 for December and a YE operations net gain of $54,266 in the General Fund. Combined with a higher than budgeted Beginning Fund Balance, the total net gain in 2020 was $306,476 over budget. YE tonnage of 22,197 is 1,163 tons less than the 2019 YE tonnage of 23,360, most likely due to an increase in food scrap diversion and in area business disruptions due to COVID-19. Dec. 2020 transactions continued to be high at 4,694 - 1,378 more than the 3,316 in Dec. 2019. The 2020 YE transactions of 61,647 were 2,848 transactions higher than the 2019 total of 58,799 despite the six-week program closures last spring due to COVID-19. The 2020 YE single stream recycling tonnage of 4,403 tons is a substantial increase over the 2,214 tons in 2019. Tire tonnage also increased in 2020, with 308.56 tons collected v. 269.68 tons in 2019. Staff has begun to tally up the food scrap tonnage as part of its 2021 Implementation Report due on July 1.

   b. December 2020 Single Stream Recycling Report – In December, the Transfer Station collected a total of 427 tons of single stream recyclables. The Dec. processing fee was lower at $92/ton, resulting in a YE net loss of ($5,897.26) in single stream recycling. All told, the District collected 4,001 tons of recyclables in 2020, almost double the 2019 total of 2,214 tons.

   c. 2020 Financial Audit Delay – The start of the 2020 Financial Audit, originally scheduled to begin in February, is being postponed to March at the request of the District’s audit firm of RHR Smith. Due to the wide range of COVID-19 related programs that were established in 2020, including payroll changes, tax cuts, grants and PPP loans, the Auditors are taking time to evaluate the correct process for handling all of these programs as part of their municipal audits.

7. NEW BUSINESS —

a. Shane Mullen, P.E., Weston & Sampson Presentation – New Haven Transfer Station

Extension Site – Shane Mullen presented the latest conceptual design of the New Haven site. As background, Shane showed the 8 lots that had been offered for sale by the owner. Only one lot has been developed, Lot 7, which contains a solar farm. The District asked Shane to look at Lot 6 and Lot 1, both set back from the other lots, with access via Campground Road. The evaluation of these lots showed that Lot 1 held little value for the District’s needs – only ½ acre of buildable area out of 2 ½ acres, due to the presence of wetlands on the lot. In addition, the stormwater swale in between Lot 1 and Lot 6 needs to remain intact for drainage and septic. Shane worked with TK, DM and Gary Hobbs to design the facility on Lot 6. There have been several adjustments to the site design, including those due to Shane’s findings in researching the required permits for this site. The “Church Lot” adjacent to Lot 6 is also of interest for future use as a Hazardous Waste Center, but that design would not occur until after the Transfer Station design & permitting is underway. Shane does not recommend linking Lot 6 and the Church Lot; the latter has its own access to Campground Road and would be a separate facility. These properties are subdivisions with an Act 250 permit in 2006. AH asked about the shared upkeep for the road. Shane confirmed that the homeowners’ agreement requires each property owner to share in the cost of utilities and road upkeep. BM suggested that if the District considers development and management of the HazWaste Center as a regional facility, we will provide the facility as a separate enterprise.

This facility will not have scales. It is designed for residential bagged waste and recyclables, along with other items required by the State, and will serve all member towns of the District. TK explained that the VT Universal Recycling Law requires that if a facility (or parked vehicle) collects MSW, the facility or vehicle must offer collection of Mandated Recyclables, food scraps, and leaf & yard debris (at least seasonally). The other proposed items to be collected – scrap metal, tires, and Special Wastes (E-Waste, Fluorescent Bulbs, and Batteries in a later phase) – were the most requested by residents in the several planning surveys distributed by the District. TK added that although appliances were also popular, they would be too difficult to manage on this site and would be redirected to the District Transfer Station in Middlebury.

Shane described the method of collection for each material type: Compactors for MSW and Recyclables, a bunker for tires and one for leaf & yard debris; a scrap metal roll-off; and a roll-off “sludge” box for food scraps. The roll-offs and compactors would be accessed by receding the roll-off boxes below a 4-5’ concrete block wall. TK added that it was decided not to use stairs leading up to the compactors and the roll-off boxes. Food scraps would be collected in toters that would be emptied by staff into the roll-off box and then power-washed onsite. Eventually, converted sea containers would collect the Special Wastes. A 1,000 sq.ft “scalehouse” with water and sewer service would be constructed, along with a driveway with enough queuing area for 25 vehicles. A traffic study will be needed.

In order to make the site costs more manageable, and to start out slowly until we have a better idea of the demand for these services, the E.Bd asked Shane and TK to add another phase to the timeline after design & permitting, to begin with mobile vehicle collection. Shane was invited to present to the full BOS at its February 18th meeting.

b. Solid Waste Infrastructure Grant Application – Priority Projects – This new ANR Solid Waste Infrastructure Grant may be used for recycling, food scrap diversion and/or HHW diversion, with a maximum budget of $100,000. The HHW projects will receive up to a 60% grant, with an applicant match of 40%. The recycling and organics projects will receive up to a 40% grant, with an applicant match of 60%. The applicant may submit up to three projects with a maximum cost of $100,000 each but must prioritize the projects. Due to the short turnaround time to apply for the RFP, and the need to have some type of ownership or control of the site (e.g., lease, purchase & sale...
agreement) by the time the grant agreement is signed in March, TK recommends that the District
apply for a grant to meet its recycling needs as priority number 1, the food scrap management needs
as priority number 2, and the purchase of the land for the HazWaste Center as priority number 3,
with each priority totaling $100,000.

c. COVID-19 Response Updates – We are following guidance from the DOH and Governor as
circumstances change. The vaccination requirements have not been an issue yet, as “essential
workers” are not included in the next two eligible groups. It will be a while. PJ is attending a webinar
tomorrow re: issues of mandating vaccines. DG suggested that the District provide extra paid sick
days for vaccines in case someone has a bad reaction or feels sick from the vaccines.

d. SEP Funds – Possible Uses – The VT Attorney General has SEP Funds available from the
enforcement action against the Chittenden Solid Waste District in the management of its glass. The
total would be about $222,000. District Managers have been discussing what waste diversion uses to
include in a request for these funds. The CSWD may not benefit directly from the project.

e. Legislative Report – New Bills Introduced – Two new Bottle Bill amendments were
introduced in the House Natural Resources & Energy Committee: one to fund a new analysis of the
Bottle Bill and the other to expand the Bottle Bill to include more water and non-carbonated
containers and to raise the deposits for all containers. TK would like some guidance from the BOS
re: their position on Bottle Bill expansion. DM will provide a summary of the Bottle Bill issues at the
Feb. 18th BOS meeting. Staff’s biggest concern is to prevent any amendments that will take valuable
materials away from the State’s Materials Recovery Facilities, which need the valuable materials to
subsidize the materials with little or no market value in order to survive. On the other hand, adding
more glass to the Bottle Bill would help the MRFs.

8. EXECUTIVE SESSION – None needed.

Transfer Expansion presentation from Shane Mullen; and the Solid Waste Infrastructure Grant application.
DM summary of Bottle Bill issues. Manager Report: The SEP Grant update, new bills introduced in the
Legislature, and an update on COVID-19.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – The signed lists of payments will be approved by TW on 2/11.

12. ADJOURN –

Motion #3: TW moved to adjourn the meeting at 5:26 p.m. BM seconded the motion.
VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the February 10, 2021 minutes that were considered and approved by
the E.Bd at its meeting of ____________________.

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Teresa A. Kuczynski, District Clerk