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
September 8, 2021  4:30 PM
ACSWMD Office Conference Room
1223 Rt. 7 South, Middlebury, VT 05753
AND Virtual Meeting on ZOOM

1. CALL TO ORDER – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on the call: Bill Munoff (BM), Cheryl Brinkman (CB), Randy Orvis (RO), David Olson (DO), Andy Hooper (AH), and Deb Gaynor (DG). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program Manager (DM); and Gary Hobbs (GH), Transfer Station Supervisor. Guest: Shane Mullen, P.E. of Weston & Sampson Engineers.

2. APPROVE THE AGENDA –
   Motion #1: CB moved to approve the agenda. DO seconded the motion.
   VOTE:  Yes – 5 (BM, DO, DG, CB, TW).  No – 0.  Abstain – 0.

3. APPROVE MINUTES OF AUGUST 4, 2021 MEETING –
   Motion #2: DO moved to approve the minutes of August 4, 2021. DG seconded the motion. TK noted that the meeting date in Motion #2 should read, “August 4, 2021.”
   Vote moved forward with correction noted.
   VOTE:  Yes – 6 (BM, DO, DG, RO, CB, TW).  No – 0.  Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel – We are continuing to interview candidates for the vacant Transfer Station Operator II position. We have had promising candidates and have a few more to interview, with the goal of making an offer within the next week.
   b. Health & Safety – Two accidents: (1) A piece of wood broke one of the side windshields of the backhoe – no one was injured; (2) A customer tripped and fell while dropping off E-Waste and hit their head, causing injury. Staff came to assist. The Scalehouse operator, who is a trained EMT, tended to the customer until EMS arrived and took over. Customer refused transport and left.

6. FINANCIAL REPORTS –
   a. July 2021 Financial Report – PJ presented the July 2021 Financials showing a net gain of $40,378. July tonnage of 2,384 was higher than the 2020 total of 2,110. Total YTD tonnage of 12,967 is 434 tons higher than YTD tonnage in 2020. July 2021 transactions total of 6,058 was $40,378. July tonnage of 2,384 is 45.49 tons higher than the 2020 total of 2,110. Total YTD tonnage of
   c. Municipal Diversion Grant Applications – None received.
   d. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. Sourcewell Quotes – New Compact Loader Purchase Award – GH presented quotes from Sourcewell for the purchase of a new compact loader. Quotes came in slightly lower than the budgeted $100,000. GH recommends to the E.Bd that we accept the lowest quote, for the Volvo L30GS. It meets

all specs and warranty that the District requested and is in stock. Another factor was the reputable
service department at Woods CRW, in Williston, for any repairs/maintenance of the Loader.

Motion #3: CB moved to recommend to the full BOS the purchase of the Volvo Loader
based on staff recommendations. BM seconded the motion.

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

DG inquired, since this was our first purchase though Sourcewell, a government procuring agency, how we found the process. GH reported the process was simple, thorough and saved the District staff a great deal of time. He was very pleased with the process and the results.

b. Transfer Station Sewerage Construction Update – GH reported that the project is 90%
complete. The only items remaining are the removal of the power pole, preparing the area for paving, and the final landscaping.

c. Weston & Sampson New Haven Permitting & Design Proposal – Shane Mullen of Weston & Sampson presented an update on the New Haven project as it enters the next phase of permitting and design. The Chair wanted to confirm that the contract would not begin until after the Purchase & Sale Agreement is signed. SM confirmed that they want to be ready to go as soon as the P&S Agreement is signed.

Motion #4: RO moved to recommend to the full BOS the Weston & Sampson contract
proposal for design and permitting. DG seconded the motion.

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

d. Draft 2022 Annual Budget – TK presented the first draft of the 2022 Annual Budget. We assumed that the MSW will decline approx. 2% and C&D tonnage will remain steady, from an estimated YE2021 of 22,1239 tons to 21,934 tons in 2022, in part due to increased food waste diversion. Estimated Revenues are $4,055,713, an increase of 5.01%. The draft assumed that $200,000 of YE2021 surplus revenues would be transferred to the Capital Reserve Fund, which would still leave a $376,935 balance remaining in the GF. The estimated Expenditures in 2022 are $3,920,702, an increase of 2.69%, leaving a net balance of $135,011. Much of the cost increase is due to personnel increase in wages and benefits, as the District fights to stay fully staffed in a very tight and competitive job market. The District decreased the single stream recycling rate to $100/ton as the processing fee continues to drop. TK suggested adding $1/ton to the MSW/C&D Disposal Tip Fee for a new rate of $131/ton. Other per-piece rate increases were proposed due to our rising costs.

e. 2020 Census per member town, Town Vacancies – TK reported that the population changes of the 2020 U.S. census did not affect the allocation of votes per town on the BOS.

8. EXECUTIVE SESSION – For the purpose of discussing private accounts at Transfer Station –
Motion #5: AH moved to enter into executive session at 6:21 PM. CB seconded the motion.

VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.
The E.Bd came out of Executive session at 6:49 PM.

9. AGENDA ITEMS FOR SEPTEMBER 16, 2021 BOS RETREAT/MEETING – Draft 2022
Annual Budget, Weston & Sampson Permitting & Design proposal (New Haven site), Loader Purchase, Summary of SWIP Reports.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – The lists of payments, signed by the Chair, were approved.

12. ADJOURN –

Motion #6: BM moved to adjourn the meeting at 6:51 p.m. AH seconded the motion.


I agree that this is an original of the September 8, 2021 minutes that were considered and approved by the E.Bd at its meeting of ____________________.

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Teresa A. Kuczynski, District Clerk