

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

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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **August 10, 2022, 4:30 PM**  
7 **Virtual Meeting on ZOOM**

8  
9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting  
10 of the Executive Board (E. Bd) to order at 4:30 PM. Other E. Bd members present on Zoom: Deb Gaynor  
11 (DG), David Olson (DO), Diane Mott (DM), Cheryl Brinkman (CB) and Bill Munoff (BM) Staff present:  
12 Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti (Don),  
13 Program Manager. Guest: Mark Sperry, Esq., Legal Counsel.

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15 **2. APPROVE THE AGENDA –**

16 **Motion #1: DO moved to approve the agenda. DG seconded the motion.**

17 **VOTE: Yes – 5 (DO, DG, BM, TW, CB). No – 0. Abstain – 0.**

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19 **3. APPROVE MINUTES OF JULY 13, 2022, MEETING** – DG had some corrections to the  
20 minutes: On p. 1, in Manager’s Report, Agenda item 5(c), clarify whether the truck purchase price  
21 includes the extra costs for rust proofing and extended warranty. Also, in Agenda item 7(c) on p. 2,  
22 delete the last sentence regarding the arrival time of Mark Sperry, as it is irrelevant.

23 **Motion #2: CB moved to approve the minutes of July 13, 2022, with the corrections**  
24 **noted. DG seconded the motion.**

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

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

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29 **5. MANAGER REPORT –**

30 **a. Personnel** –TK reported that we have received confirmation that we will be receiving a new  
31 AmeriCorps member who will be starting Sept. 19, 2022. Representatives from the Windham Solid  
32 Waste District toured the Transfer Station and met with TK, Don and Gary Hobbs to learn more  
33 about the Transfer Station Supervisor role in preparation for hiring a new position at their facility.  
34 They praised our operations and asked if Gary could visit their facility for a day, or allow their new  
35 hire to observe Gary in action at our facility.

36 **b. Health & Safety** – Staff has received several complaints about the ACSWMD entrance sign,  
37 that is faded and set back too far from Rt. 7, making it difficult for the public to see our site  
38 entrance. The Town of Middlebury has strict rules about sign design and placement, so staff will be  
39 working with the Assistant Zoning Administrator to ensure that a redesigned sign will fit  
40 parameters set by the Town, while improving visibility to the public. Staff recently completed  
41 annual fire prevention training. TK, Don, Gary, and Jake completed their DOT training. TK asked  
42 the E.Bd whether to plan the BOS retreat to be held on Sept. 15 in person or via Zoom, based on  
43 COVID-19 concerns. The E.Bd supported the Zoom meeting format for the foreseeable future.

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45 **6. FINANCIAL REPORTS –**

46 **a. June 2022 Financial Report** – PJ presented the June Financials showing a net gain of \$5,040  
47 in the General Fund. The June MSW/C&D tonnage of 2,440 tons was 216 tons higher than June  
48 2021, and YTD tonnage of 11,446 tons was 863 tons higher than in 2021. June transactions of  
49 5,969 were down by 355, and the 27,051 YTD transactions were 2,741 lower than in 2021. June tire  
50 disposal of 68 tons was 45 tons higher than June 2021. YTD tons of tires of 212 were far higher  
51 than the 134 tons in 2021. YTD food scraps are at 28.86 tons, in comparison to the 45.49 tons in  
52 June 2021.

53 **b. June 2022 Single Stream Recycling Report** – In June, the Transfer Station recycled 402.17 tons  
54 of single stream recyclables. The June 2022 YTD tonnage was 2,103.70. The processing fee remained  
55 steady at \$57/ton, resulting in a YTD net gain of \$35,080.

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- 56 c. **Budget Variance Report, Jan. – June 2022** – PJ presented a spreadsheet detailing the first six  
57 months of financial budget v. actual expenses. With the exception of a few line items, actual revenue  
58 and expenditures are in line with predictions.  
59 d. **Municipal Diversion Grant Applications** – N/A  
60 e. **School Diversion Grant Applications** – N/A  
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62 7. **NEW BUSINESS** –

- 63 a. **Office Cleaning RFB and Office Painting (Indoor) RFB – No bids received** – The District sent  
64 out RFB’s for both cleaning services and to paint the interior of the District Offices, but received no  
65 bids for either. Staff will continue service with current cleaning vendor, despite some quality issues, but  
66 will continue to look for available, insured painting companies.  
67 b. **New Recycling Trailer delivery date is undetermined** – The recycling transfer trailer from  
68 Northeast Great Dane, the winning bidder back in October 2021, has yet to be delivered. The company  
69 delivered the trailer with the wrong door configuration in late December, and took the trailer back to  
70 repair it. Since then, Gary has been unable to obtain an estimated delivery date, and now they are not  
71 returning Gary’s phone calls. He learned today that the company has new owners. If we do not receive  
72 a delivery commitment by Sept. 1, we are going to contact another bidder. We estimate that it would be  
73 months before a new trailer could be delivered, and we are up against a March 2023 deadline for the  
74 Materials Management Infrastructure Grant submittal for reimbursement of 40% of the cost.  
75 c. **Textiles Collection Program – Changes from H.O.P.E. decision not to accept, bale & recycle -**  
76 DM summarized the current status of textile recycling in the District, and mentioned the  
77 management changes that were implemented at H.O.P.E. H.O.P.E.’s decision to no longer accept  
78 textiles that are not suitable for their retail store will create a gap in service for our residents looking  
79 to recycle clean, dry textiles that might not be locally resold. DM stated that he has had  
80 conversations with a company called HELPSY that has offered its services for recycling all clean,  
81 dry textiles, and that it may be possible to use this service at our Transfer Station to collect and  
82 recycle these materials at little cost to the District. DM will continue to investigate options to  
83 establish some type of textile collection program, including partnering with area thrift stores to  
84 create an efficient system for keeping these materials out of the landfill. DM stated that any new  
85 textile collection program would require a strong educational effort to ensure that these materials  
86 meet HELPSY’s specifications.  
87 d. **Update on Purchase & Sale Agreement, Design & Permitting – New Haven** – TK reported that  
88 the New Haven Development Review Board voted to approve the New Haven Regional Residential  
89 Solid Waste Transfer Facility permit on Aug. 1. The site plan was modified a bit in response to the  
90 DRB’s requests at the July 18th hearing. The DRB will now prepare its written decision stating findings  
91 of fact and conclusions of law. A full certification (solid waste) application is being prepared, along  
92 with an Act 250 permit application.  
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94 8. **EXECUTIVE SESSION** –

95 **Motion #3: CB moved to go into Executive Session for the purpose of confidential**  
96 **attorney-client communications made for the purpose of providing legal services to the**  
97 **body. DO seconded the motion.**

98 **VOTE: Yes – 6 (DO, DM, BM, TW, CB, DG). No – 0. Abstain – 0.**  
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100 **Motion #4: DG moved to go into Executive Session at 5:26 PM. DO seconded the**  
101 **motion.**

102 **VOTE: Yes – 6 (DO, DM, BM, TW, CB, DG). No – 0. Abstain – 0.**  
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104 The E.Bd. exited Executive Session at 5:53 PM.  
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106 **Motion #5: CB moved that the District Manager add the New Haven Regional**  
107 **Residential Solid Waste Transfer Facility to our Solid Waste Implementation Plan**  
108 **(SWIP) as an emergency action approved by the E.Bd due to timing constraints. DG**  
109 **seconded the motion.**

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

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**9. AGENDA ITEMS FOR AUGUST 18, 2022, BOS MEETING –**

**Motion #6: DO moved to cancel the August BOS meeting due to lack of business. DM seconded the motion.**

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

**10. OTHER BUSINESS – N/A**

**11. APPROVAL OF PAYMENTS –**

**Motion #7: BM moved that the E.Bd has reviewed and approved the payments of the District for June & July 2022. DO seconded the motion.**

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

**12. ADJOURN –**

**Motion #8: BM moved to adjourn the meeting at 5:58 PM. CB seconded the motion.**

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

*I agree that this is an original of the August 10, 2022 minutes that were considered and approved by the E. Bd at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*