

**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  
August 7, 2024, 4:30 PM  
Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753  
And Virtual Meeting on ZOOM**

1. **CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members in person: Diane Mott (DM), and Middlebury Alternate Richard McKerr (RM). E.Bd members present on Zoom: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), Deb Gaynor (DG), and Rhonda Williams (RW). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (Don), Program Mgr.; Shelly Edson (SE), Admin. Assistant; Drew Pettis (DP), Business Mgr.
2. **APPROVE THE AGENDA** –  
**Motion #1: DO moved to approve the agenda. TW seconded the motion.**  
**VOTE: Yes – 5 (BM, DO, DM, CB, TW). No – 0. Abstain – 0.**
3. **APPROVE MINUTES OF JULY 10, 2024 MEETING** –  
**Motion #2: TW moved to approve the minutes of July 10, 2024. DO seconded the motion.**  
**VOTE: Yes – 5 (BM, DO, DM, CB, TW). No – 0. Abstain – 0.**
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
  - a. **Personnel** – Nothing to report.
  - b. **Health & Safety** – Nothing to report.
  - c. **General Updates** – To be covered in New Business
6. **FINANCIAL REPORTS** –
  - a. **June 2024 Financial Report** – DP presented the June 2024 financials showing a net gain of \$45,619 with a YTD2024 net loss of (\$731) in the General Fund. The June 2024 MSW & C&D tonnage of 2,145 was 68 tons lower than June 2023, and the YTD2024 12,128 tons were 1,028 tons higher than YTD2023. The 6,136 transactions in June 2024 were 125 transactions less than June 2023, and YTD2024 transactions of 30,754 were 539 transaction higher than YTD2023. The June 2024 single stream recyclables total of 342 tons received was 50 tons less than June 2023, and YTD2024’s 1,992 tons were 149 tons less than YTD2023. In June 2024, 19 tons of tires were hauled, and YTD2024’s 178 tons were 10 tons more than YTD2023. In June 2024, 5.56 tons of food waste were hauled to VNAP, and 23.96 tons were hauled YTD2024, 1.05 tons less than YTD2023’s 25.01 tons.
  - b. **June 2024 Single Stream Recycling Report** – In June, the Transfer Station delivered 342.09 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling in June 2024 were \$38,078, with revenues of \$44,055, for a net gain of \$5,978 and a YTD2024 net gain of \$33,481.
  - c. **Engagement Letter, RHR Smith CY2024 Financial Audit** – Per the E.Bd’s request, DP contacted RHR Smith regarding interest in continuing to provide services to the District for the CY2024 Financial Audit. They proposed to provide the service for \$13,200.  
**Motion #3: TW moved to approve extending the RHR contract another year with approval from the full BOS. BM seconded the motion.**  
**VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**
  - d. **Municipal Diversion Grant Applications** – DG presented the Town of Monkton’s municipal diversion grant (MDG) application for installation of a new barrier gate at the Town Recycling

55 Drop-off in order to address recent vandalism and to secure the site after hours. The grant request is  
56 for 50% of \$5,176.55 total installation cost, or \$2,588.

57 **Motion #4: DG moved to grant Monkton’s MDG application to create a barrier gate. TW**  
58 **seconded the motion.**

59 **VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

60 e. **School Diversion Grant Applications – N/A**

61  
62 **7. NEW BUSINESS –**

63 **a. Update on New Haven Regional Residential Transfer Station**

64 - **Construction of Phase 1 complete, Posting of Signs:** With the exception of a hydroseeding  
65 issue, the construction has been completed. Staff has been working on sign design and  
66 placement at the site. The District was granted approval by the Town of New Haven for a zoning  
67 permit to move the 4’ x 6’ sign at the corner of Campground Road to the western side of Kings  
68 Way. We were also informed that an E-911 address would be forthcoming. Clearing of brush  
69 from Rt. 7 to Kings Way to improve visibility was approved by the landowner.

70 - **JR & Sons Agreement signed:** The facility operations agreement with JR & Sons was signed  
71 by Jerry Rule with no changes.

72 - **PR Materials, Ads for Opening Date on August 16, 2024:** Despite the preparations for  
73 Addison County Fair and Field Days, Emily Johnston has been working on designing the signs,  
74 along with PR materials, ads and online notices.

75 **b. OH Door Proposal to repair or replace broken door in Tip Building. Open to Replace All 3 –**

76 TK reported that the largest bay door in the Tip Building has broken and cannot be opened without  
77 repair or replacement. The need is urgent from an operational perspective. Overhead Door, the original  
78 installer of the three bay doors 20 years ago, removed the broken Spring/ Tube Assembly. It is difficult  
79 to know the condition of the doors themselves without removing them. OH Door submitted a proposal  
80 for replacing the spring/ tube assembly for \$17,550, or installation of a new door for \$28,625. They  
81 provided quotes for replacing the other two bay doors as well. All three doors would cost \$73,000. BM  
82 asked that staff consider other OH door companies as well.

83 **Motion #5: TW moved to replace the broken door but keep options open to replace the**  
84 **other two doors in the CY2025 budget. DO seconded the motion.**

85 **VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

86 **c. Preliminary Discussion – CY2025 Draft Budget Items –** TK listed some of the major  
87 considerations for the draft CY2025 Annual Budget: (1) Salaries & Wages: Proposed a COLA using  
88 the same formula and source as prior years. DP gave a figure of 3.8% based on June estimates, as July  
89 estimates are not out yet. The E.Bd supported using the July estimate once it comes out this month. TK  
90 would like to include some funds for updating the Job Classification Scale and to create any new job  
91 descriptions needed. (2) Recycling Contracts – TK will insert the hauling and MRF tip fees if the BOS  
92 wishes to consider an extension of existing contracts with CSWD and LaPete in Item d. (3) Hauling and  
93 Disposal of MSW/C&D – The contract with CWM expires on 12/31/2024. TK asked if the E.Bd would  
94 be willing to meet with a CWM representative to discuss a possible extension for CY2025, and to  
95 address the ongoing issue of trailer repairs. The E.Bd would like to invite them to the next E.Bd meeting  
96 on 9/11/2024.

97 **d. Possible Extension of Recycling Contracts with CSWD and LaPete’s for CY2025 –** The CSWD  
98 is offering to continue the MRF contract for CY2025, with a NTE tip fee of \$90/ton. Chris LaPete is  
99 also interested in extending their hauling contract. E.Bd members expressed support for drafting  
100 agreements for both. TK will submit amended agreements in Sept. or Oct. to the E.Bd and BOS for  
101 approval.

102  
103 **8. EXECUTIVE SESSION – Purpose of appointment or employment or evaluation of a public**  
104 **officer or employee, per 1 V.S.A. 313(a)(3).**

105 **Motion #6: DM moved to go into Executive Session. DO seconded the motion.**

106 **VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

107 The E.Bd entered into executive session at 5:48 p.m. and exited executive session at 6:05 p.m.

108 **Motion #7: TW moved to offer the position of District Manager to Don Maglienti. DG**  
109 **seconded the motion.**

110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133

**VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

**9. AGENDA ITEMS FOR AUGUST 15, 2024 BOS MEETING –**

**Motion #8: BM moved to cancel the August full BOS meeting due to lack of business. TW seconded the motion.**

**VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

**10. OTHER BUSINESS – N/A.**

**11. APPROVAL OF PAYMENTS – Summary of Paid June 2024 Invoices –**

**Motion #9: TW moved to accept CB’s approval of the June invoices. DM seconded the motion.**

**VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

**12. ADJOURN –**

**Motion #10: BM moved to adjourn the meeting at 6:20 p.m. TW seconded the motion.**

**VOTE: Yes – 7 (BM, DO, DM, DG, CB, RW, TW). No – 0. Abstain – 0.**

*I agree that this is an original of the August 7, 2024 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_.*

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