

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next**
2 **regular meeting.**
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**
6 **ACSWMD Office, 1223 Rt. 7 South, Middlebury, VT 05753**
7 **and Via Zoom**
8 **July 7, 2021 3:00 PM**
9

10 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of
11 the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Cheryl Brinkman (CB),
12 Deborah Gaynor (DG), David Olson (DO), Andy Hooper(AH),and Randy Orvis (RO). Staff present: Teri
13 Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Patti Johnson (PJ), Business
14 Manager.

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16 **2. APPROVE THE AGENDA –**

17 **Motion #1: AH moved to approve the agenda. CB seconded the motion.**

18 **VOTE: Yes – 5 (AH, DO, DG, CB, TW). No – 0. Abstain – 0.**
19

20 **3. APPROVE MINUTES OF JUNE 9, 2021 MEETING** – DG pointed out an error on p. 1, #2, line 16:
21 “June BOS” should read, “July E.Bd.”

22 **Motion #2: CB moved to approve the minutes of June 9, 2021 as amended. DG seconded the**
23 **motion.**

24 **VOTE: Yes – 6 (AH, DO, DG, RO, CB, TW). No – 0. Abstain – 0.**
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26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
27

28 **5. MANAGER REPORT –**

29 **a. Personnel** – One of our new hires handed in his two-week notice, so we will be going back out to
30 advertise for a Transfer Station Operator II.

31 **b. Health & Safety** – We experienced a power surge that caused a computer shut down for
32 approximately two hours, during which customers were unable to use credit cards. Since this has
33 happened before, we are going to purchase a second backup system for the scalehouse.
34

35 **6. FINANCIAL REPORTS –**

36 **a. May 2021 Financial Report** – PJ reported a May net gain of \$22,189. The Transfer Station
37 collected 1,925 tons of MSW/C&D in May v. 2,124 tons in May 2020. Accumulated tonnage in May
38 was 8,360, v. 8,392 tons in May 2020. Transactions are on the rise: 5,882 in May v. 4,526 in May
39 2020. YTD transactions totaled 23,468 v. 16,744 YTD in May 2020. We received 358 tons of single
40 stream recyclables in May, and YTD, we received 1,754 tons compared to 1,380 YTD tons in May
41 2020. Tires increased to 20.83 tons, with 89.55 tons YTD. May food scraps total was 9.92 tons, YTD
42 food scrap total was 35.88 tons v. 10.86 YTD tons in May 2020.

43 **b. May 2021 Single Stream Recycling Report** – PJ reported that the monthly processing fee went
44 down to \$69/ton. As of May, the District’s net gain was \$47,464.30, without including overhead. Staff
45 has been auditing overhead costs and will report them to the E.Bd in the near future.

46 **c. Municipal Diversion Grant Applications** – None received.

47 **d. School Diversion Grant Applications** – None received.
48

49 **7. NEW BUSINESS –**

50 **a. Consideration of New Start Time for Executive Board Meetings** – E.Bd discussed the pros and
51 cons of a later start time for the E.Bd. meetings.

52 **Motion #3: CB moved to approve moving the start time, effective the next meeting, of the**
53 **monthly E.Bd meetings from 3:00 PM to 4:30 PM. AH seconded the motion.**

54 **VOTE: Yes – 5 (AH, DO, DG, RO, CB). No – 0. Abstain – 1 (TW).**
55

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56 **b. Extend Casella Waste Management Transport & Recycling Contract or Go Out to Bid – 2022 –**
57 TK reported that the one-year Casella (CWM) contract for transport and recycling will expire on
58 12/31/2021. The District has the option to extend the contract, or to go out to bid.

59 **Motion #4: CB moved to recommend to the full BOS that TK be authorized to waive the**
60 **District Purchasing Policy requirement of going out to bid and to start negotiations with Casella**
61 **for extending the Contract. AH seconded the motion.**

62 **VOTE: Yes – 6 (AH,DO, DG, RO, CB, TW). No – 0. Abstain – 0**
63

64 **c. Extend Casella Waste Management Transport & Disposal Contract or Go Out to Bid – 2022 –**
65 TK reported that the CWM contract for transport and disposal will expire on 12/31/2021. The original
66 agreement of 2012 had been extended twice. The E.Bd supported TK’s recommendation to go out to bid
67 at this time.

68
69 **d. 2021 SWIP Implementation Report and Diversion Report –** TK reported that the final 2021
70 SWIP Implementation Report was submitted to the VT Agency of Natural Resources (ANR) by the
71 7/1/2021 deadline. The SWIP Report, which used CY2020 data, required us to calculate the Municipal
72 Solid Waste (MSW) disposal rate. The per capita MSW Disposal Rate was 1.82 lbs/person/day, which
73 was lower than the 2.06 lbs/person/day in the 2020 SWIP Report (using CY2019 data). The District
74 also calculates our diversion rate every two years. The first draft shows that in CY2020, the MSW
75 Diversion Rate was 58.65% v. 55.66% in CY2019. The 2021 Report also shows a breakdown of the
76 single stream recycling at the Town Drop-offs. The data for the Weybridge Drop-off could not be
77 reported, as it is included in the total curbside recyclables reported by CWM. We are trying to obtain
78 the drop-off total. Staff, including Colin Clarcq, our AmeriCorps member, has spent months gathering
79 all of the data for these two reports and are to be commended. The E.Bd thanked staff for their efforts
80 in preparing these reports.

81
82 **e. Transfer Station Sewerage Construction Site Update –** TK informed the E.Bd that the Chair has
83 signed all of the construction documents, including the Comcast contract to move the telephone wires
84 during the utility pole relocation. We are on schedule to begin construction the first week of August.
85

86 **f. New Haven Transfer Station Extension Site –**

87 **- General Update:** TK will be meeting with Peter Norris to negotiate a purchase price for Lot 6 and
88 the Church lot.

89 **- Weston & Sampson Traffic Study:** The final Traffic Study has been completed and will be
90 submitted as part of the permitting process.
91

92 **g. COVID-19 Response Updates –** In light of recent changes in the State of VT and as approved by the
93 E.Bd, staff was able to remove the mask mandate for the fully vaccinated staff on July 1. Does the E.Bd
94 wish to continue mandating masks for visitors now that the office is opening? General consensus was to
95 post a sign that visitors who have not been fully vaccinated should wear a mask when indoors. TK will
96 meet with exempt staff to discuss whether those who are able and willing to continue working at home a
97 few days per week could continue with that arrangement. TK will bring a proposal back to the E.Bd.
98

99 **8. EXECUTIVE SESSION – For the purpose of discussing negotiation of a purchase & sale**
100 **agreement of property –**
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102 **Motion #5: CB moved to approve the E.Bd going into Executive Session for the purpose of**
103 **discussing negotiation of a purchase & sale agreement of property. RO seconded the motion.**

104 **VOTE: Yes – 6 (AH, DO, DG, RO, CB, TW). No – 0. Abstain – 0**
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106 **Motion #6: DG moved to enter into Executive Session for the aforementioned purpose. RO**
107 **seconded the motion.**

108 **VOTE: Yes – 6 (AH, DO, DG, RO, CB, TW). No – 0. Abstain – 0**
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The E.Bd entered into Executive Session at 4:19 PM. The E.Bd exited Executive Session at 4:30 PM.

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9. AGENDA ITEMS FOR JULY 15, 2021, BOS MEETING – The Chair listed the agenda items from this meeting and asked whether the E.Bd wanted to cancel the BOS meeting, if there are no action items in this list.

Motion #7: AH moved that the BOS meeting only need be held if there is an agreement reached with Peter Norris on the purchase of the New Haven Property that requires action by the BOS next week. RO seconded the motion.

VOTE: Yes – 6 (AH, DO, DG, RO, CB, TW). No – 0. Abstain – 0

10. OTHER BUSINESS – CB asked about BOS members willing to volunteer in Addison County Fair & Field Days, either in the booth or as a Waste Warrior. DM will send a sign-up schedule to the BOS. RO will be at the event for the entire week managing the new food scrap collection program. Due to participation by the District staff and some E.Bd members at the event during the week of August 11, the Chair changed the E.Bd meeting date to August 4, 2021 at 4:30 PM.

11. APPROVAL OF PAYMENTS – Invoices paid in June were reviewed and approved.

12. ADJOURN –

Motion #8: DO moved to adjourn the meeting at 4:42 PM. AH seconded the motion.

VOTE: Yes – 6 (AH, DO, DG, RO, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the July 7, 2021 minutes that were considered and approved by the E.Bd at its meeting of _____.

Teresa A. Kuczynski, District Clerk