

**NOTE: These minutes are subject to review and modification by the ACSWMD Board of Supervisors at its next Board meeting.**

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT  
Minutes  
Board of Supervisors Annual Retreat and Meeting No. 342  
Thursday, September 19, 2024, 4:00 PM  
Waybury Inn, 457 East Main Street (Rt. 125), Middlebury, VT 05753  
And Virtual Meeting on Zoom**

**1. CALL TO ORDER** – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 4:15 p.m. on Sept. 19, 2024. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
Addison	1	Bill Munoff	Orwell	1	
Bridport	1	Ed Payne	Panton	1	Paul Sokal (by Zoom)
Bristol	2		Ripton	1	Jay Harrington (by Zoom)
Cornwall	1	Jean Raymond	Salisbury	1	
Ferrisburgh	2		Shoreham	1	(Vacant)
Goshen	1	Annina Seiler	Starksboro	1	Susan Jefferies
Leicester	1	Richard Reed	Vergennes	2	Cheryl Brinkman
Lincoln	1	Bill Finger	Waltham	1	Rhonda Williams
Middlebury	4	Diane Mott/Richard McKerr	Weybridge	1	Tim Wickland
Monkton	1	Deborah Gaynor	Whiting	1	Eric Zuesse
New Haven	1				
Staff:		Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Manager; Drew Pettis (DP), Business Mgr.; Shelly Edson (SE), Admin. Asst.; Gary Hobbs (GH), TS Supervisor; Emily Johnston (Public Outreach Coord.); Sarah Bialas (AmeriCorps); Chantel Bolduc (Scalehouse Operator)	Guests:		

**2. APPROVE THE AGENDA** –

**Motion #1: E.Zuesse moved to approve the agenda. R.Reed seconded the motion.**

**VOTE on Motion #1: Yes – 17 (Addison, Bridport, Cornwall, Goshen, Leicester, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

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

**4. MEMBER COMMUNICATIONS** – The Chair announced that at the end of her current contract as District Manager, Teri Kuczynski will be retiring on Feb. 28, 2025. The E.Board offered, and Don Maglienti accepted, the District Manager position to begin on March 1, 2025.

**5. APPROVAL OF MINUTES FROM MEETING NO. 341** –

**Motion #2: R.Reed moved to approve the minutes of meeting #341. D.Mott seconded the motion.**

**VOTE on Motion #2: Yes – 17 (Addison, Bridport, Cornwall, Goshen, Leicester, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

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2 **6. FINANCIAL REPORTS –**

3 **a. July 2024 Financial Report –** DP presented the July 2024 financials showing a net gain of \$20,166  
4 with a YTD2024 net gain of \$19,749 in the General Fund. The July 2024 MSW/C&D tonnage of 2,343  
5 was 220 tons higher than July 2023, and the YTD2024's 14,472 tons were 1,250 tons higher than  
6 YTD2023. The 6,667 transactions in July 2024 were 496 more than July 2023, and YTD2024 transactions  
7 of 37,421 were 1,035 more than YTD2023. The July 2024 single stream recyclables total of 390 tons  
8 received was 4 tons more than July 2023, and YTD2024's 2,382 tons were 144 tons less than YTD2023. In  
9 July 2024, 21 tons of tires were hauled, and YTD2024's 199 tons were 11 tons more than YTD2023. In  
10 July 2024, no tons of food waste were hauled, and 23.96 tons were hauled YTD2024.

11 **b. July 2024 Single Stream Recycling Report –** In July, the Transfer Station delivered 407.28 tons of  
12 single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility  
13 (MRF) in Williston. Costs for hauling and recycling in July 2024 were \$45,420, with revenues of \$50,080,  
14 for a net gain of \$4,661 and a YTD2024 net gain of \$38,142.

15 **c. Engagement Letter, RHR Smith CY2024 Financial Audit –** DP reviewed the RHR Smith  
16 Engagement Letter for the CY2024 Financial Audit, which the E.Board recommends for one more year.

17 **Motion #3: B.Munoff moved to approve the agreement to continue with RHR Smith for one**  
18 **more year. T.Wickland seconded the motion.**

19 **VOTE on Motion #3: Yes – 17 (Addison, Bridport, Cornwall, Goshen, Leicester,**  
20 **Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge,**  
21 **Whiting). No – 0. Abstain – 0.**

22 **d Municipal Diversion Grant Applications –** The E.Board awarded the Town of Monkton a  
23 Municipal Diversion Grant for proposed construction of a barrier gate at their recycling drop-off. A total  
24 cost of \$5,176.55 was estimated on the grant application, and 50% of that cost, \$2,588, was awarded.

25 **e. School Diversion Grant Applications –** None received.

26  
27 **7. NEW BUSINESS –**

28 **a. Extension of Recycling Contract with CSWD for CY2025 –** The Chittenden Solid Waste District is  
29 willing to extend its single stream recycling contract at their Materials Recycling Facility (MRF) for CY2025.  
30 The processing fee will be capped at \$90/ton for CY2025. All other terms of the current contract will remain  
31 in effect. The E.Board recommends approval.

32 **Motion #4: S.Jefferies moved to extend the recycling contract with the Chittenden Solid Waste**  
33 **District for one year. E.Zuesse seconded the motion.**

34 **VOTE on Motion #4: Yes – 17 (Addison, Bridport, Cornwall, Goshen, Leicester,**  
35 **Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge,**  
36 **Whiting). No – 0. Abstain – 0.**

37 **b. Extension of Transport Agreement with LaPete's for CY2025 –** TK presented a draft extension of  
38 the agreement with LaPete Construction & Trucking, LLC for the Transport of Recyclables to the CSWD  
39 MRF. All terms of the current contract will remain in effect. The E.Board recommends approval.

40 **Motion #5: E.Zuesse moved to extend the contract with LaPete's for another year. D.Gaynor**  
41 **seconded the motion.**

42 **VOTE on Motion #5: Yes – 17 (Addison, Bridport, Cornwall, Goshen, Leicester,**  
43 **Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge,**  
44 **Whiting). No – 0. Abstain – 0.**

45 **c. Update on New Haven Regional Residential Transfer Station – Construction of Phase 1**  
46 **Completed:** The new facility opened on 9/16/2024. JR & Sons is now operating on Fris, 7 a.m. – 2 p.m.  
47 and Sats, 7 a.m. – noon. An additional weekday could be added depending on customer demand. The  
48 Zoning Permit was amended to relocate the sign at the entry of Kings Way, and brush clearing was done  
49 to improve visibility. The town assigned a new E-911 address to the facility: 100 Kings Way. We have  
50 requested a GPS road addition for Kings Way, as folks are having difficulty locating the facility without  
51 GPS. Our website contains a site map, and one has been provided to JR. The Addison Independent just  
52 published an article with a photo and interview at the site. The construction contract has now been  
53 fulfilled. **Approved Agreement with JR & Son's Junk Removal, Inc.:** The final facility operations  
54 agreement the BOS approved with JR & Sons was signed by both parties.

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2 **8. DISTRICT MANAGER REPORT – Fire Event:** The Middlebury Transfer Station experienced a major  
3 fire in one of the MBI trailers in the tip building at 9:48 a.m. on 8/30/2024. GH reported that the incident  
4 involved several Middlebury Fire Dept. trucks, assisted by Salisbury Fire Dept. Fortunately, no one was injured,  
5 and property damage was minimal. The cause of the fire was undetermined. GH praised staff for following our  
6 training, working together to address the emergency situation while keeping staff safe and preventing public  
7 access. **Overhead Door:** The largest bay door in the Tip Building broke and could not be opened without repair or  
8 replacement. The need was urgent from an operational perspective. Overhead Door, the original installer of the  
9 three bay doors 20 years ago, submitted a proposal for replacing the door for \$28,625. They provided quotes for  
10 replacing the other two bay doors as well. All three doors would cost \$73,000. The E.Board approved replacement  
11 of the large overhead door now, and replacement of the other doors in future fiscal years.

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13 **9. PROGRAMS REPORT** – DM is currently scheduling the regular fall safety trainings for staff. He is  
14 meeting weekly with architects from Weimann Lamphere to help refine the new household hazardous waste  
15 (HHW) facility design, which they hope to have finalized sometime this fall. DM has received PFAS-containing  
16 firefighting foam from at least one area fire department recently for proper disposal and has had recent inquiries  
17 from two others re: disposal of this material. DM is preparing to conduct some internal audits of our HazWaste  
18 Center in preparation for a State inspection, which he anticipates may occur sometime this year. DM has had  
19 some difficulty working with Tradebe to establish waste profiles and get our first pick-up scheduled, but in the  
20 meantime, we were able to ship our wastes with US Ecology. DM has been providing hazardous waste  
21 collection data to Reverse Logistics Group, which is working with the manufacturers of HHW products as they  
22 plan for the implementation of VT’s Extended Producer Responsibility (EPR) law on HHW sometime in the  
23 next two years. Staff is also beginning to prepare the District’s Annual Report for 2024. DM also offered to  
24 provide a Transfer Station tour to any interested BOS members. EJ introduced the District’s new ECO  
25 AmeriCorps member, Sarah Bialas. The District is on track to meet its SWIP Requirements for 2024. The  
26 District will be rewriting its SWIP in early 2025 to comply with the State’s next Materials Management Plan.  
27 Upcoming outreach includes tabling at the Vergennes Energy Festival (and supplying x-frames), tabling at the  
28 Bristol Harvest Festival, and tabling at Dead Creek Wildlife Day. We look forward to hosting a series of Fall  
29 Workshops in 2024, a Repair Fair in the Spring of 2025, Spring Workshops in 2025, and more event outreach in  
30 terms of waste warrior volunteers and x-frame loans. The District is also planning a larger outreach campaign to  
31 limit contamination in our compost stream throughout the fall/winter of 2024 and into 2025.

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33 **[BREAK FOR DINNER: 5:30 p.m. – 6:30 p.m.]**

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35 **d. Draft #1 – CY2025 Annual Budget** – DP and TK summarized the draft CY2025 Annual Budget as  
36 amended by the E.Board. The proposed revenues of \$5,134,759 represent a 7.76% increase. The proposed  
37 expenditures of \$4,943,546 represent a 4.77% increase. The rate increase for MSW/C&D disposal will be  
38 \$4/ton, or \$117/ton + \$35/ton District Fee for a new total of \$152/ton. No increase in the single stream  
39 recycling tip fee is proposed. DM reviewed some of the smaller rate increases for other recyclables. TK  
40 reviewed the Capital Reserve Fund 10-year plan.

41 **Motion #6: B.Finger moved to adopt the budget as presented. R.Reed seconded the motion.**

42 **VOTE on Motion #6: Yes – 18 (Addison, Cornwall, Goshen, Leicester, Lincoln,**  
43 **Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Waltham,**  
44 **Weybridge, Whiting). No – 0. Abstain – 0.**

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46 **10. EXECUTIVE SESSION (if needed) – N/A**

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48 **11. OTHER BUSINESS – N/A**

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50 **12. ADJOURN –**

51 **Motion #7: B.Finger moved to adjourn the meeting at 7:12 p.m. B.Munoff seconded the**  
52 **motion.**

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**VOTE on Motion #7: Yes – 18 (Addison, Cornwall, Goshen, Leicester, Lincoln, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Waltham, Weybridge, Whiting). No – 0. Abstain – 0.**

*I agree that this is an original of the September 19, 2024 minutes that were considered and approved by the BOS at its meeting of \_\_\_\_\_.*

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