

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

3
4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD HYBRID MEETING MINUTES**

6 **December 8, 2021 4:30 PM**

7 **ACSWMD Office Conference Room**

8 **1223 Rt. 7 South, Middlebury, VT 05753**

9 **AND Virtual Meeting on ZOOM**

10
11 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting
12 of the Executive Board (E.Bd) to order at 4:32 PM. Other E.Bd members present on Zoom: Bill Munoff
13 (BM), David Olson (DO), Andrew Hooper (AH), Deborah Gaynor (DG), Randy Orvis (RO), and Cheryl
14 Brinkman (CB). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business
15 Manager; and Don Maglienti, Program Manager (DM).

16
17 **2. APPROVE THE AGENDA –**

18 **Motion #1: CB moved to approve the agenda. RO seconded the motion.**

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

20
21 **3. APPROVE MINUTES OF NOVEMBER 10, 2021 MEETING –**

22 **Motion #2: RO moved to approve the minutes of November 10, 2021. DO seconded the**
23 **motion.**

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

25
26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.

27
28 **5. MANAGER REPORT –**

29 **a. Personnel – Staff meeting** – At the final staff meeting of the year, we were able to complete
30 the annual HazCom & Bloodborne Pathogens Training. **COVID-19** – In light of recent increases in
31 cases in Addison County, the District Office has returned to the mask mandate for staff and visitors.
32 The Transfer Station requires masks within 6 feet of others. **Addison County Sheriff's**
33 **Department** – The Chair explained that after this E.Bd meeting agenda was posted, the ACSD
34 asked for a change to the 2022 Enforcement Contract and Protocols that were already approved by
35 the BOS in Nov. Because the overall contract total has not changed, TK was requesting that the
36 E.Bd approve the hourly rate increase from \$42/hr. to \$44/hr., and deletion of the Incident Report
37 language in the Protocols, as the ACSD no longer uses them. Instead, they attach a spreadsheet
38 report to each monthly invoice. TK drafted those changes and asked the E.Bd for approval.

39 **Motion #3: RO moved to approve the changes to the Addison County Sheriff's**
40 **Department 2022 Contract. AH seconded the motion.**

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

42
43 **b. Health & Safety** – The food scrap toter was purchased and is in use. This will prevent injuries
44 to staff. The Materials Management Infrastructure (MMI) Grant will pay for 40%, and the VLCT
45 PACIF grant will pay \$5,000. As part of that MMI Grant, the purchased recycling trailer is due to
46 arrive in the second or third week of December. The Ford stakebody truck that was purchased as
47 part of the MMI Grant will be delivered sometime in March 2022.

48
49 **6. FINANCIAL REPORTS –**

50 **a. October 2021 Financial Report** – PJ presented the October Financials showing a net gain of
51 \$88,179 in the General Fund. The YTD net gain is now \$755,594. While the October MSW/C&D
52 tonnage of 20,063 tons was slightly lower than Oct. 2020, YTD tonnage of 19,151 tons was 403
53 tons higher. Oct. transactions were down, but the 53,114 YTD transactions were 2,464 tons higher
54 than in 2020. Both October and YTD tons of tires were a bit down. Food scraps jumped to 9.15 tons
55 in Oct. 2021 v. 5.59 tons in Oct. 2020. 2021 YTD food scraps was 73.65 tons, a 29.65-ton increase.

- 56 **b. October 2021 Single Stream Recycling Report** – In October, the Transfer Station recycled
57 373.34 tons of single stream recyclables. The October 2021 YTD tonnage was 3,822.85. The
58 processing fee remained at \$18/ton, resulting in a YTD net gain of \$196,406.27.
59 **c. 2022 SWIP Grant Application submitted** – DM submitted the application for the 2022
60 SWIP Grant to cover a portion of our HHW costs. The grant amount is about the same as last year.
61 **d. Adopted 2022 Rates to Haulers, posted in newspaper and on website** – TK reported that
62 the 2022 Adopted Rates have been posted in the paper and on our website, and mailed to the
63 licensed haulers on Dec. 1 along with their 2022 Commercial Hauler’s License applications.
64 **e. Municipal Diversion Grant Applications** – None received.
65 **f. School Diversion Grant Applications** – None received.
66

67 **7. NEW BUSINESS –**

- 68 **a. Update on Purchase & Sale Agreement – New Haven** – TK reported that the Purchase & Sale
69 Agreement for the New Haven site was signed, and the deposit is in escrow. Seller is obligated to
70 provide Due Diligence Documents by December 14, 2021, and to record a correction to the Lease
71 Agreement with Norris Brothers Solar Development as Lot 5, and not the Church Lot. DM has
72 met with Dave Nightingale, a HHW Center specialist, regarding a conceptual design for the HHW
73 Center. TK is going to start contacting neighbors.
74 **b. Quotes for Specialized Toter-Washing Equipment Purchase** – DM reviewed the quotes
75 obtained for the purchase of a food scrap toter washer. We asked for quotes from those companies that
76 might be able to design and manufacture this specialized item. Three companies were contacted, and
77 only two responded: Bin Wash Systems and Sparkling Bins. Staff recommends purchasing the Bin
78 Wash Systems toter washer for \$23,995. The MMI Grant would pay for 40%. The washer can connect
79 to a hose or to tanks that the District could purchase. Because of manufacturing delays, this item would
80 not arrive until 2022. It is not as critical to have this unit during the winter months. The Chair asked
81 DM to obtain references for this product before the full BOS approves the purchase in January 2022.
82 **c. ANR Inspection, Drafting Minor Cert. Amendment** – TK reported that two inspectors from the
83 Agency of Natural Resources visited the Transfer Station site on Dec. 2. They performed a site review
84 and reviewed copies of paperwork. TK was in the process of drafting an application for a Minor Cert.
85 Amendment to update the Closure Plan and to increase the maximum onsite tonnage of food scraps
86 and perhaps tires. TK will also review the Facility Management Plan, and DM will review the
87 HazWaste Center Plan, which are part of the Facility Certification.
88

89 **8. EXECUTIVE SESSION – N/A**

90
91 **9. AGENDA ITEMS FOR DECEMBER 16, 2021 BOS MEETING –**

92 **Motion #4: BM moved to cancel the December 16, 2021 BOS Meeting due to lack of**
93 **business. RO seconded the motion.**

94 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
95

96 **10. OTHER BUSINESS** – DG asked if there was something we could do in place of the annual hauler
97 dinners that have been cancelled in 2020 and 2021. TK offered to draft a letter to the editor from the Chair
98 showing our appreciation. The Chair will review and sign it and post it in the Addison Independent.
99

100 **11. APPROVAL OF PAYMENTS** – The lists of payments, signed by the Chair, were approved.
101

102 **12. ADJOURN –**

103 **Motion #5: BM moved to adjourn the meeting at 5:29 PM. AH seconded the motion.**

104 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
105

106 *I agree that this is an original of the December 8, 2021 minutes that were considered and approved by*
107 *the E.Bd at its meeting of _____.*
108
109

Teresa A. Kuczynski, District Clerk