

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 HYBRID MEETING MINUTES**

6 **January 12, 2022 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), and Cheryl Brinkman (CB).
14 Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; and Don
15 Maglienti, Program Manager (DM).

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17 **2. APPROVE THE AGENDA –**

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

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

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21 **3. APPROVE MINUTES OF DECEMBER 8, 2021 MEETING** – The Chair noted that in line #43
22 on p. 1, it should add the word “tipper” after the word “toter.”

23 **Motion #2: CB moved to approve the minutes of December 8, 2021. DG seconded the**
24 **motion.**

25 **VOTE: Yes – 6 (BM, DO, AH, DG, CB, TW). 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 the District is experiencing a staff shortage due to staff illness.
31 AH inquired about our contingency plan for partial shutdown in case the staff shortages became
32 critical. TK responded that the District has a Pandemic Response Plan in place and will follow that
33 if the situation arises. The E.Bd will be informed of any proposed temporary reduction in programs.

34 **b. Health & Safety** – Staff is currently reviewing our Environmental Health & Safety plans to
35 ensure that programs, personnel contact lists and equipment are updated, including the new SPCC
36 Plan, the Facility Management Plan, the Emergency Response Action Plan, the HazWaste Center
37 Management Plan, and the new food scrap area: the food scrap roll-off, the food scrap toter tipper,
38 and the food scrap toter washer.

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40 **6. FINANCIAL REPORTS –**

41 **a. November 2021 Financial Report** – PJ presented the November Financials showing a net gain
42 of \$41,226 in the General Fund. The YTD net gain is now \$807,290. The Nov. MSW/C&D
43 tonnage of 1,879 tons was slightly higher than Nov. 2020, and YTD tonnage of 21,030 tons was
44 444 tons higher. Nov. transactions were down by 800, but the 58,623 YTD transactions were 1,670
45 higher than in 2020. Nov. tire disposal of 56.91 tons was 16.94 tons higher than Nov. 2020. YTD
46 tons of tires were a bit down from 268 in 2020 to 250 in 2021. The food scrap roll-off box was not
47 hauled in Nov., but YTD food scraps were 73.65 tons v. 52.04 tons in 2020.

48 **b. November 2021 Single Stream Recycling Report** – In November, the Transfer Station recycled
49 383.65 tons of single stream recyclables. The November 2021 YTD tonnage was 4,206.50. The
50 processing fee rose to \$32/ton, resulting in a YTD net gain of \$225,015.

51 **c. VT AAFM Weights & Measures – New Mandate for Customer Indicator View – Remote**
52 **Indicator Displays on all Vehicle Scales** – The State of Vermont has issued a new requirement
53 whereby, as of 1/1/2023, all public vehicle scales must have digital signage displays. The digital
54 display must show the scale weight at “zero” when the customer pulls onto the scale. The digital
55 display must also show the beginning scale weight when a vehicle pulls onto the scale and also

56 when they are checking out to pay. PJ has discussed this with the scalehouse operators and also
57 reached out to Fairbanks Scale for some ideas for optimum placement of the displays.

58 **d. Municipal Diversion Grant Applications** – None received.

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

60
61 **7. NEW BUSINESS** –

62 **a. NCER Extension of “VT E-Cycles State Standard Program 2020 Collector Subcontract**
63 **Agreement” to 12/31/2023** – TK reported that the terms of the 2020 Subcontract Agreement will
64 remain in effect.

65 **Motion #3: CB moved to approve the NCER Extension of “VT E-Cycles State Standard**
66 **Program 2020 Collector Subcontract Agreement” to 12/31/2023. BM seconded the**
67 **motion.**

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

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70 **b. References for Bin Wash Systems for Specialized Toter-Washing Equipment Purchase** – As
71 requested, DM obtained some favorable references for the Bin Wash Systems. Two companies
72 mentioned some issue with the water pressure, but the company was very responsive and sent a
73 replacement pump. A third company did not return DM’s calls for a reference. DM recommends
74 purchasing the unit for \$20,413.34, which includes the \$699 powder coating, freight, insurance and
75 brokerage fees. It does not include a pressure washer. We opted to purchase our own for about \$4,500,
76 a savings of \$500 - \$600. The Materials Management Implementation Grant will cover 40% of the
77 cost. The Chair asked if the approval could wait until the full BOS approves it. DM said that we have
78 time before Spring. Bin Wash Systems will want a \$9,000 deposit plus 5-6 weeks from order to
79 delivery. It also might take some time to set up at our site. CB asked if the offered price has an
80 expiration date. DM is not sure, and he will check with them.

81 **Motion #4: BM moved to recommend to the full BOS approval of the purchase of the**
82 **Bin Wash Systems Toter Washer. AH seconded the motion.**

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

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85 **c. ANR Transfer Station Inspection Report 12/2/21** – The VT Department of Environmental
86 Conservation (DEC) provided an inspection report from their visit to the Transfer Station on
87 12/2/2021. After providing the additional paperwork they requested, we were informed that our
88 response was satisfactory. Two observations – the uncovered oil collection tank funnel and an
89 unlabeled CRT TV on a pallet – were corrected during the inspection. Most items were acceptable.
90 They did comment on the higher tonnage of tires and that we were approaching our 300-ton limit for
91 the year. Recent development: Moose Rubbish & Recycling has transferred its operations to Wade
92 Acker at several of the town drop-offs – Shoreham, Lincoln, Starksboro, Monkton – and the Town of
93 Bridport is going out to bid for their operations. TK will offer assistance to the towns and to the new
94 operators to clarify the permitting status of each and how operations might change.

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96 **d. Update on Purchase & Sale Agreement – New Haven** – With the assistance of Mark Sperry,
97 Esq. and Shane Mullen, P.E., we are working through the due diligence process, certification, etc. with
98 the property owner. Weston & Sampson has completed its traffic study and wetlands inspection. The
99 property survey has begun this week. Other environmental inspections will begin shortly. Dave
100 Valentine is developing a conceptual design of a hazardous waste building this month, but it needs
101 some details from DM and topography survey info from Shane. Shane will be reaching out to the
102 Zoning Administrator for the New Haven Development Review Board. TK will draft the full
103 certification application after receiving enough of a proposed facility design to include with it.

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105 **e. Full Cert. Amendment Application – Transfer Station** – TK is submitting a certification
106 amendment application this week to add the new food scrap management area, and to request increases
107 to the maximum onsite and/or maximum received per year for several of the diversion items, including
108 single stream recyclables, food scraps, tires, HHW, and maple tubing. We are well within our
109 maximum for MSW and C&D. The application includes a revised closure plan, and other updated
110 plans, as mentioned in Section 5(b) above.

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8. EXECUTIVE SESSION – None.

9. AGENDA ITEMS FOR JANUARY 20, 2022 BOS MEETING –

Motion #5: AH moved to cancel the January 20, 2022 BOS meeting due to lack of business. BM seconded the motion.

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

10. OTHER BUSINESS – The Chair asked about the 2020 Census by Member Town handout. TK prepared the list in order to determine the voting allocation per town for the April BOS meeting. DG mentioned an upcoming topo survey by GMP of the upper Belden Falls and Dam about ½ mile from the New Haven property on Campground Road.

11. APPROVAL OF PAYMENTS – The list of payments, signed by the Chair, were approved.

12. ADJOURN –

Motion #6: BM moved to adjourn the meeting at 5:49 PM. AH seconded the motion.

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

I agree that this is an original of the January 12, 2022 minutes that were considered and approved by the E.Bd at its meeting of _____.

Teresa A. Kuczynski, District Clerk