

**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**

**June 8, 2022 4:30 PM  
Virtual Meeting on ZOOM**

**1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:31 PM. Other E.Bd members present on Zoom: Deb Gaynor (DG), David Olson (DO), Diane Mott (DM), Cheryl Brinkman (CB) and Randy Orvis (RO). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Emily Johnston (EJ), Public Outreach Coordinator.

**2. APPROVE THE AGENDA** – The Chair mentioned that staff requested agenda item #9 and agenda item #11 be moved so they occur right after agenda item #4, as a few of the E.Bd members have to leave early.

**Motion #1: DO moved to approve the agenda as amended. RO seconded the motion.**

**VOTE: Yes – 4 (DO, DM, RO, TW). No – 0. Abstain – 0.**

**3. APPROVE MINUTES OF MAY 11, 2022 MEETING –**

**Motion #2: DM moved to approve the minutes of May 11, 2022. RO seconded the motion.**

**VOTE: Yes – 4 (DO, DM, RO, TW). No – 0. Abstain – 0.**

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

**9. AGENDA ITEMS FOR JUNE 16, 2022 BOS MEETING –**

**Motion #3: RO moved to cancel the June 16, 2022 BOS meeting due to lack of business. DO seconded the motion.**

**VOTE: Yes – 4 (DO, DM, RO, TW). No – 0. Abstain – 0.**

**11. APPROVAL OF PAYMENTS –**

**Motion #4: RO moved that the E.Bd has reviewed and approved the payments of the District for May 2022. DM seconded the motion.**

**VOTE: Yes – 4 (DM, DO, RO, TW). No – 0. Abstain – 0.**

**5. MANAGER REPORT –**

**a. Personnel** –TK introduced our new Public Outreach Coordinator, Emily Johnston, who joined us on June 6. Emily recently graduated from UVM with a B.S. in Environmental Sciences, and with a minor in Geospatial Technology.

**b. Health & Safety** – Staff held a meeting the day before to discuss various issues, including the COVID-19 precautions in the yard and in the office. As the rate of new COVID-19 cases in Addison County is now at a low level this week, all agreed that masks would be optional according to the individual employee’s comfort level, and that precautions such as social distancing, symptom tracking, disinfection, etc., still be practiced daily. In addition, signs on the office door will be updated, asking visitors to please not enter if showing symptoms, and also to wear a mask if they are unvaccinated. Transmission levels will be tracked weekly, and policies can be changed accordingly.

**6. FINANCIAL REPORTS –**

**a. April 2022 Financial Report** – PJ presented the April Financials showing a \$26,328 net gain in the General Fund. The April MSW/C&D tonnage of 2,029 tons was 20 tons higher than April 2021, and YTD tonnage of 6,508 tons was 73 tons higher than YTD 2021. April transactions were 5,337, and YTD transactions of 15,216 were 2,370 lower than the YTD 2021. As for tires, 41.83

56 tons of tires were disposed of in April, and YTD 82.61 tons was 13.89 tons higher than YTD 2021.  
57 No food waste was hauled in April. The Transfer Station received 347 tons of Single Stream  
58 Recyclables, with 1,369 tons YTD April.

59 **b. April 2022 Single Stream Recycling Report** – The Transfer Station delivered 357.29 tons to  
60 the Materials Recovery Facility (MRF) in April. The April processing fee was \$62/ton, down from  
61 \$82/ton last month. PJ added a line for “fuel surcharge fees” that are now being charged due to the  
62 high increase in diesel prices, which totaled \$568.27 in April. YTD net gain was \$18,315.28.

63 **c. Municipal Diversion Grant Applications** – N/A

64 **d. School Diversion Grant Applications** – N/A

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66 **7. NEW BUSINESS –**

67 **a. Green-Up Day Report 2022** – PJ presented the 2022 Green-Up Day report. The total MSW  
68 tonnage reported for all towns was 10.94 tons compared to 12.57 tons in 2021. As the pandemic has  
69 affected Green-Up Day participation, the overall tonnage collected on Green-Up Day has been slowly  
70 declining since 2019. DG asked how many tires were collected. PJ reported 212 tires, and another 2.94  
71 tons. Very few other items were collected.

72 **b. Update on Purchase & Sale Agreement, Design & Permitting – New Haven –**

73 - **New Haven DRB Permit Application:** Our application for the proposed Regional Transfer  
74 Station in New Haven has been submitted. A hearing before the New Haven Development Review  
75 Board is scheduled for Monday, July 18, at 7:00 PM

76 - **Revised Engineer’s Opinion of Probable Cost – Phase 1:** The Phase 1 EOPC has  
77 increased a bit. Although we saved \$46,000 by using recycled asphalt pavement in some of the road  
78 construction, a Cost Escalation Factor of 10% (\$57,000) was added to adjust for high inflation. The  
79 new total opinion of project cost for Phase 1 is now \$695,000.

80 - **Full Certification Application Status:** TK is now drafting the full certification application  
81 with ANR. She was advised to apply for the full project anticipated in Phase 2. Phase 3 – the HazWaste  
82 Center - will come later, and will require an amendment to the full cert. and Act 250.

83 **c. SWIP Report due on July 1, 2022** – Staff is drafting the new SWIP Report that is due on  
84 7/1/2022, using CY2021 data. Diversion data will not be collected until next year.

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86 **8. EXECUTIVE SESSION – N/A**

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88 **10. OTHER BUSINESS – N/A**

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90 **12. ADJOURN –**

91 **Motion #5: RO moved to adjourn the meeting at 5:45 PM. DO seconded the motion.**

92 **VOTE: Yes – 4 (DM, DO, RO, TW). No – 0. Abstain – 0.**

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94 *I agree that this is an original of the June 8, 2022 minutes that were considered and approved by the*  
95 *E.Bd at its meeting of \_\_\_\_\_.*

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*Teresa A. Kuczynski, District Clerk*