

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at**  
2 **its next regular meeting.**  
3

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**  
6 **December 13, 2023, 4:30 PM**  
7 **Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**  
8 **And Virtual Meeting on ZOOM**  
9

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 4:30 PM. Other E.Bd members present on Zoom: Bill Munoff  
13 (BM), Deb Gaynor (DG), David Olson. Present in person: Diane Mott (DM), Cheryl Brinkman (CB).  
14 Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (Don), Program Manager; Emily  
15 Johnston (EJ), Public Outreach Coordinator; Gary Hobbs (GH), Transfer Station Supervisor.  
16

17 **2. APPROVE THE AGENDA –**

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

19 **VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.**  
20

21 **3. APPROVE MINUTES OF NOVEMBER 8, 2023, MEETING –**

22 **Motion #2: CB moved to approve the minutes of Nov. 8, 2023. DM seconded the motion.**

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

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

27 **5. MANAGER REPORTS –**

28 **a. Personnel** – The office is emerging from a Covid-19 outbreak that affected most of the staff.

29 **b. Health & Safety** – Accident Reports: 1. On Dec. 4, 2023, a Transfer Station Operator turned  
30 the forklift and hit the bottom of the metal overhead door in the Special Waste Building with no  
31 injuries resulting. GH is receiving quotes on repair of the door. GH and DM will retrain staff in  
32 proper operation of the forklift. 2. GH is contacting repair companies to provide an estimate for  
33 repairing the blue tip building roof. An adjuster from VLCT PACIF insurance company inspected  
34 the roof damage and confirmed that it was safe to operate under the damaged roof. He estimated  
35 repairs would be approximately \$17,000, pending other quotes from contractors.

36 **c. General Year-End Updates** – The National Center for Electronics Recycling, Inc. (NCER), the  
37 contractor for the VT E-Cycles State Standard Program, provided an agreement extension today for  
38 another year, CY2024, with no change to the original agreement terms. This program reimburses the  
39 District, as a program collector, for covered electronic waste (E-waste) items recycled.

40 **d. Program Year-End Updates** – EJ called all area food shelves and pantries for donation  
41 guidelines and hours and updated the District's website information. She recapped the outreach  
42 completed throughout 2023: 18 school visits and presentations, 53 full check-ins at businesses and  
43 institutions, 10 workshops and events held by the District, and 17 community events were worked  
44 with this year. She mentioned a recent compliment from a resident on Front Porch Forum. The E.Bd  
45 praised EJ for her extensive public outreach efforts this year.  
46

47 Don mentioned service and invoicing issues with Clean Harbors for pick-up and disposal of our  
48 HHW. Since we have a contract with both Clean Harbors and US Ecology, he has started sending  
49 more material to US Ecology; they have been much more responsive, and their invoicing is  
50 correct. He will begin preparing a new RFP for HHW collection early next year. Don has attended  
51 several meetings recently with VT DEC staff, VT solid waste district staff, and manufacturers of  
52 HHW products that are sold into VT to begin planning for the implementation of VT's new extended  
53 producer responsibility law for HHW. He has volunteered to lead a workgroup with other districts in  
54 the near future to develop and implement a data collection system for HHW in an effort to arrive at  
55 an estimate of costs for which VT districts will request coverage under the law. Don has also offered

56 to conduct a sort of E-waste collected at the Transfer Station as part of an effort by the DEC and  
57 NCER to better characterize E-waste in VT. Don will work with staff to implement a sort of one full  
58 trailer of E-waste, which is roughly 44 gaylords, into 6 separate categories. The sort will begin at the  
59 end of this month, and the District will receive financial compensation from NCER for the extra  
60 labor. The participation rate for HHW appears to have increased this year, which is a good sign  
61 given that we have seen decreases since 2019. CB praised Don for taking the lead on HHW projects,  
62 as one of the most knowledgeable HHW program managers in VT.

63  
64 **6. FINANCIAL REPORTS –**

65 **a. October 2023 Financial Report –** TK presented the October Financials showing a net loss of  
66 (\$39,239) in Oct. Oct. 2023 tonnage of 2,240 was 181 tons higher than Oct. 2022. YTD tonnage of  
67 20,356 was 444 tons higher than YTD2022. The total of 6,125 transactions in Oct. 2023 was 420  
68 higher than in Oct. 2022, and YTD transactions of 55,662 were 6,119 higher than YTD2022. The  
69 365 tons of single stream recyclables received at the Transfer Station in Oct. 2023 were 6 tons higher  
70 than Oct. 2022. The 3,684 YTD tons were 109 tons higher than YTD2022. In Oct., 59 tons of tires  
71 were hauled, and YTD2023, the 306 tons collected were 67 tons lower than YTD2022. No Food  
72 Waste was hauled to VNAP in Oct. 2023. The 42.27 YTD tons were 2.96 tons lower than YTD2022.

73 **b. October 2023 Single Stream Recycling Report –** In October, the Transfer Station delivered 369  
74 tons of single stream recyclables to the Casella Waste Management (CWM) Materials Recovery  
75 Facility (MRF) in Rutland. With the lower processing fee of \$135/ton, the net loss YTD is  
76 (\$144,942) in single stream recycling.

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

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

79  
80 **7. NEW BUSINESS –**

81 **a. CY2024 Addison County Sheriff's Department (ACSD) Contract and Protocols for**  
82 **Enforcement of ACSWMD Illegal Burning & Disposal Ordinance –** TK reported that he ACSD has  
83 reviewed the draft CY2024 enforcement contract and protocols and requested only one change – an  
84 increase in the hourly rate from \$46/hour to \$48/hour. This \$2/hour increase seems reasonable, and the  
85 contract total will remain below the current \$5,000.

86 **Motion #3: BM moved to approve the CY2024 Addison County Sheriff's Department**  
87 **Contract and Protocols for Enforcement of the ACSWMD Illegal Burning & Disposal**  
88 **Ordinance. DG seconded the motion.**

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

90  
91 **b. New Haven Regional Residential Transfer Station Updates and Construction Schedule –** TK  
92 reported on project delays due to heavy rain events, saturated soil, etc. Shane Mullen, P.E. and  
93 Champlain Construction are asking for four change orders that will increase the total cost of the project,  
94 but the increase will remain within our budget. Weston & Sampson will also need to request additional  
95 funds for the extra construction oversight. The project will now extend into CY2024 and recommence in  
96 early April with a goal for completion in early summer. We are preparing to send a type of solicitation  
97 to commercial haulers asking for interest in obtaining a vendor's license to operate the facility during  
98 Phase 1. The hauler will need to be named as a co-permittee on our solid waste certification.

99 **Motion #4: BM moved to approve the New Haven Regional Residential Transfer Station**  
100 **Updates and Construction Schedule. DO seconded the motion.**

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

102  
103 **8. EXECUTIVE SESSION –** None.

104  
105 **9. CANCEL DEC. 21, 2023 BOARD OF SUPERVISORS MEETING –** The E.Bd cancelled the  
106 12/21/2023 Board of Supervisors meeting due to lack of business.

107  
108 **10. OTHER BUSINESS –** None.

109  
110 **11. APPROVAL OF PAYMENTS FOR OCTOBER & NOVEMBER –**

December 13, 2023 – Exec. Bd. Mins.

111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124

**Motion #5: DO moved to approve October & November payments. DG seconded the motion.**

**VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 1 (CB).**

**12. ADJOURN –**

**Motion #6: BM moved to adjourn the meeting at 5:17 PM. DO seconded the motion.**

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

*I agree that this is an original of the December 13, 2023 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_.*

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