

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at**  
2 **its next regular meeting.**  
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **February 8, 2023, 4:30 PM**

7 **Virtual Meeting on ZOOM**  
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9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting  
10 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: Bill Munoff  
11 (BM), David Olson (DO), Diane Mott (DM), Deb Gaynor (DG) and Cheryl Brinkman (CB). Staff present:  
12 Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti (Don),  
13 Program Manager. Guests: Josh Pepin, Sr. Account Manager, Tech Group; and Mark Sperry, Esq.  
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15 **2. APPROVE THE AGENDA** – CB mentioned that the line item for Feb. 16<sup>th</sup> BOS Meeting Agenda  
16 Items was left off of the agenda. The Chair stated that we can talk about it under Other Business.  
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18 **Motion #1: DO moved to approve the agenda as amended. DG seconded the motion.**

19 **VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.**  
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21 **3. APPROVE MINUTES OF JANUARY 11, 2023, MEETING** –

22 **Motion #2: DO moved to approve the minutes of January 11, 2023. CB seconded the**  
23 **motion.**

24 **VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.**  
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26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.  
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28 **5. MANAGER REPORT** –

29 **a. Personnel** – Due to the subzero temps on Friday, Feb. 3d, Internet access was sporadic, as well  
30 as phone service. Comcast crew came to repair, but the problem was a pole on Rt. 7.

31 **b. Health & Safety** – The Transfer Station was closed on Saturday, Feb. 4<sup>th</sup>, due to the extreme  
32 cold. The Town of Middlebury and the Agency of Natural Resources were notified.

33 **c. H.42- One-year Extension of Exemption for Physical Meetings** – The Governor signed into  
34 law a one-year extension permitting a public body to hold electronic meetings without designating a  
35 physical location and without requiring staff to be physically present at that location. CB suggested  
36 that the BOS discuss this at the annual meeting in April.  
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38 **6. FINANCIAL REPORTS** –

39 **a. December 2022 Financial Report** – PJ presented the December Financials showing a (\$49,944)  
40 net loss in the General Fund (GF). The Dec. MSW/C&D tonnage of 1,855 tons was 38 tons higher  
41 than Dec. 2021, and year-end tonnage of 23,706 was 859 tons higher than in 2021. Dec. 2022  
42 transactions were 4,382, and year-end transactions of 59,113 were 3,726 lower than in 2021. As for  
43 tires, 60 tons of tires were collected in Dec., and year-end 471 tons were 162 tons higher than in  
44 2021. No Food Waste was hauled in Dec., finishing the year with a total of 53.18 tons, 27.29 tons  
45 lower than in 2021. The Transfer Station received 355 tons of Single Stream Recyclables in Dec.,  
46 with 4,294 tons year-end, 234 tons less than in 2021. The final year-end, unaudited General Fund  
47 balance was \$281,904, or \$128,865 over the \$153,039 budget.

48 **b. December 2022 Single Stream Recycling Report** – The Transfer Station delivered 348.39 tons  
49 of single-stream recyclables to the Materials Recovery Facility (MRF) in Dec., and 4,345.66 tons in  
50 2022. The Dec. processing fee was steady at \$130/ton. Year-end fuel surcharge fees were \$4,198.34.  
51 Year-end net loss in the Recycling Fund was (\$34,727.56).

52 **c. EPA Solid Waste Infrastructure Grant Update** – TK reported that the EPA grant application  
53 deadline has been extended to Feb. 15, 2023. It has been difficult to establish accounts in several  
54 websites, and to determine the expenses that would be eligible for the grant.  
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**d. Municipal Diversion Grant Applications** – N/A

February 8, 2023 – Exec. Bd. Mins.

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e. **School Diversion Grant Applications – N/A**

7. **NEW BUSINESS –**

a. **Meeting with Josh Pepin, Sr. Account Manager, Tech Group, Inc. re Introduction to Cloud Conversion** – Josh presented a short summary of the process involved in moving the District’s files and information to the cloud. Currently, the District’s files and software are kept on an aging PC, which will need to be replaced in the near future. The E.Bd, staff and Josh discussed two options: (1) replacing the old PC with an actual server; or (2) switching over to the cloud, whereby all files will be stored offsite. At the request of the E.Bd., PJ will do more research on the cloud and check out alternative options to find the best fit for the District.

b. **Update on Purchase & Sale Agreement, Design & Permitting – New Haven** – TK reported that the District has met its obligations for closing on the purchase of Lot 6 and the Church Lot, including obtaining all of its permits. Mark Sperry, Esq. will explain in executive session the details of the remaining documents that must be amended and Seller’s obligations.

8. **EXECUTIVE SESSION – For the purpose of discussing confidential attorney-client communications made for the purpose of providing legal services to the body.**

**Motion #3: CB moved to enter into executive session at 5:38 p.m. for the purpose stated. DM seconded the motion.**

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

The E.Bd came out of executive session at 5:55 p.m.

9. **OTHER BUSINESS** – Items for the Feb. 16<sup>th</sup> BOS meeting agenda: Year-End Financials; Legislative Updates; BOS attendance list for selectboards; Town Meeting Day notes; update on New Haven transfer station timeline; and general discussion of Tech Group recommendations.

10. **APPROVAL OF PAYMENTS** – December & January invoices were approved.

**Motion #4: BM moved to approve the payments. DO seconded the motion.**

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

11. **ADJOURN –**

**Motion #5: BM moved to adjourn the meeting at 6:02 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 February 8, 2023 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_ .*

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