

**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  
March 13, 2024, 4:30 PM  
Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753  
And 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. E.Bd members present in person: Cheryl Brinkman (CB) and Diane Mott (DM). Other E.Bd members present on Zoom: Bill Munoff (BM), Deb Gaynor (DG) and David Olson (DO). Staff present: Teri Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Emily Johnston (EJ), Public Outreach Coordinator; Shelly Edson (SE), Admin. Assistant.
2. **APPROVE THE AGENDA** –  
**Motion #1: DO moved to approve the agenda. DM seconded the motion.**  
**VOTE: Yes – 6 (BM, DO, DM, CB, DG, TW). No – 0. Abstain – 0.**
3. **APPROVE MINUTES OF FEBRUARY 7, 2024 MEETING** –  
**Motion #2: DO moved to approve the minutes. CB seconded the motion.**  
**VOTE: Yes – 6 (BM, DO, DM, CB, DG, TW). No – 0. Abstain – 0.**
4. **PUBLIC COMMENT PERIOD** – Not needed.
5. **MANAGER REPORTS** –
  - a. **Personnel** – PJ’s last day as Business Manager is Friday, March 15. We are still in the hiring process for the position; however, Shelly Edson will be the interim BM until the position is filled. PJ will be available on a limited basis to answer questions over the next few weeks. We also have a TS Operator going out on worker’s comp leave for 6+ weeks on March 22, so a temporary TS Operator will need to be hired.
  - b. **Health & Safety** – One minor accident occurred while staff was unloading items with a forklift out of a customer’s pickup truck in the HazWaste Center. The forks of the lift mistakenly went underneath the plastic edge of the truck bed and damaged it. The damage was minimal, and the customer was paid directly for the repairs.
  - c. **General Updates** –
    - **Legislative Update** – This week is crossover in the Legislature. S.254, the EPR bill for rechargeable batteries and batteries sold with products, was passed by the Senate Natural Resources Committee.
    - **Draft VT Materials Management Plan** – The first draft of the 2024 VT Materials Management Plan (MMP) went out for preliminary public comment. Comments were due March 8. A second round of comments will be accepted and documented after ICAR reviews the draft. During the second comment period, staff will ask the BOS to review the proposed MMP. The District made three comments during the first comment period. CB asked what the key changes are. EJ summarized the key changes, most of which are things the District does currently. BOS members can find a copy of the Draft MMP along with a list of key changes on the Materials Management Planning page of the DEC webpage. Once adopted, the District will have approx. one year to amend its SWIP to conform to the new MMP.
    - **Licensed Hauler List is Complete** – TK has completed review of commercial haulers’ license applications for CY2024. The total of 22 licensed haulers this year is down from 25 in CY2023. One hauler has not complied with District requirements, and further action will need to be taken.
    - **ECO AmeriCorps Application** – The application to be a host site for ECO AmeriCorps was submitted by the deadline on March 8. The term would be for 11 months, starting in Sept.

- 56 **6. FINANCIAL REPORTS –**  
57 **a. January 2024 Financial Report** – PJ presented the January 2024 financials showing a net loss  
58 of (\$29,694). Jan. 2024 tonnage of 1,743 was 87 tons higher than Jan 2023. The 4,025 transactions  
59 in Jan. 2024 were 81 lower than in Jan. 2023. The 355 tons of single stream recyclables received at  
60 the Transfer Station in Jan. 2024 were 30 tons lower than Jan. 2023. In Jan. 2024, 42 tons of tires  
61 were hauled, the same as Jan. 2023. In Jan 2024, no food waste loads were hauled to VNAP.  
62 **b. January 2024 Single Stream Recycling Report** – In January, the Transfer Station delivered 348  
63 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recovery  
64 Facility (MRF) in Williston. The processing fee at CSWD was negotiated for the full CY2024 at the  
65 rate of \$85.00/ton. A new transport company, LaPete’s, is hauling the recyclables in District trailers  
66 from the Transfer Station to the CSWD MRF at a cost of \$450/load. Combined with the reduced  
67 processing fee, the District realized a net gain of \$5,286 for January.  
68 **c. 2023 Financial Audit Update** – The Auditors were onsite working with PJ on March 8,  
69 completing most of the testing for the 2023 Financial Audit. They reported that all looked organized  
70 and in order. They will be sending year-end entries to be posted and will begin working on the Draft  
71 Audit to be presented to the E.Bd, most likely in April or May 2024.  
72 **d. Municipal Diversion Grant Applications –N/A**  
73 **e. School Diversion Grant Applications – N/A**  
74  
75 **7. NEW BUSINESS –**  
76 **a. New Haven Regional Residential Transfer Station Updates and Schedule** – Depending on the  
77 weather, Phase 1 construction will recommence in April. Weston & Sampson is preparing a draft Phase  
78 2 & 3 Proposal for Architecture, Civil Engineering Design & Permitting Services for E.Bd review at the  
79 April 3<sup>d</sup> meeting.  
80 **b. Establish a Nominating Committee for Election of Officers, Executive Board** – The Chair, DG,  
81 DO, and CB volunteered to serve on the Nominating Committee. TK will send the request for  
82 nominations to the BOS in preparation for the April organizational meeting.  
83 **c. CY2024 Timeline** – TK presented a draft CY2024 Timeline to the E.Bd, noting important dates  
84 and deadlines for various projects/events. Included are projected timelines for the New Haven site  
85 construction; RFPs for waste transport/disposal, recycling, and HHW contract services (for FY2025);  
86 BOS elections in April, CY2024 Annual Report and draft CY2025 Annual Budget, and personnel  
87 hiring/training.  
88  
89 **8. EXECUTIVE SESSION** – Not needed.  
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91 **9. AGENDA ITEMS FOR MARCH 21, 2024 BOARD OF SUPERVISORS MEETING –**  
92 **Motion #3: BM moved to cancel the March 21<sup>st</sup> BOS meeting due to a lack of business. DO**  
93 **seconded the motion.**  
94 **VOTE: Yes – 6 (BM, DO, CB, DG, DM, TW). No – 0. Abstain – 0.**  
95  
96 **10. OTHER BUSINESS** – None.  
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98 **11. APPROVAL OF PAYMENTS – Summary of Paid Jan. 2024 Invoices –**  
99 **Motion #4: DG moved to approve the January 2024 payments. DO seconded the motion.**  
100 **VOTE: Yes – 6 (BM, DO, CB, DG, DM, TW). No – 0. Abstain – 0.**  
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102 **12. ADJOURN –**  
103 **Motion #5: BM moved to adjourn the meeting at 5:18PM. DG seconded the motion.**  
104 **VOTE: Yes – 6 (BM, DO, CB, DG, DM, TW). No – 0. Abstain – 0.**  
105

106 *I agree that this is an original of the March 13, 2024 minutes that were considered and approved by the*  
107 *E.Bd at its meeting of \_\_\_\_\_.*

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