

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 **October 11, 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 4:45 PM. Other E.Bd members present on Zoom: Bill Munoff  
13 (BM), Dave Olson (DO), and In-Person: Cheryl Brinkman (CB). Staff present: Teri Kuczynski (TK),  
14 District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti (DM), Program Manager.  
15

16 **2. APPROVE THE AGENDA** –

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

18 **VOTE: Yes – 4 (BM, DO, CB, TW). No – 0. Abstain – 0.**  
19

20 **3. APPROVE MINUTES OF SEPTEMBER 13, 2023, MEETING** –

21 **Motion #2: DO moved to approve the minutes of September 13, 2023. CB seconded the**  
22 **motion.**

23 **VOTE: Yes – 3 (BM, DO, CB). No – 0. Abstain – 1 (TW).**  
24

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

27 **5. MANAGER REPORT** –

28 **a. Personnel** – The District has a vacant position for Admin Assistant in the District Office.

29 **b. Health & Safety** – The temporary waste mgmt. authorizations granted by Gov. Scott’s  
30 Executive Order in response to the flood cleanup sunsetted on Sept. 1. Solid waste facilities now  
31 return to: normal facility operating days and hours; permitted daily tonnage limits; management of  
32 waste within tipping buildings; and collection limited to the facility certification service area.  
33

34 **6. FINANCIAL REPORTS** –

35 **a. August 2023 Financial Report** – PJ presented the August Financials showing a net gain of  
36 \$62,497. Aug. 2023 tonnage of 2,682 was 438 tons higher than Aug. 2022, mostly due to storm  
37 damage debris. YTD tonnage of 15,905 was 209 tons higher than YTD2022. The total of 6,871  
38 transactions in Aug. 2023 was 1,121 higher than in Aug. 2022, and YTD transactions of 43,257 were  
39 4,986 higher than YTD2022. The 430 tons of single stream recyclables received at the Transfer  
40 Station in Aug. 2023 were 54 tons higher than Aug. 2022. The 2,957 YTD tons were 125 tons higher  
41 than YTD2022. In Aug., 39 tons of tires were hauled, and YTD2023, the 227 tons collected were 48  
42 tons lower than YTD2022. The 9.30 tons of Food Waste collected in Aug. 2023 were 1.25 tons  
43 higher than Aug. 2022. The 34.31 YTD tons were 2.6 tons lower than YTD2022.  
44

45 **b. August 2023 Single Stream Recycling Report** – In August, the Transfer Station delivered 433  
46 tons of single stream recyclables to the Casella Waste Management (CWM) Materials Recovery  
47 Facility (MRF) in Rutland. With the processing fee remaining high at \$154/ton, the District has lost  
48 (\$119,810) in SS Recycling as of August.

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

50 **d. School Diversion Grant Applications** – N/A  
51

52 **7. NEW BUSINESS** –

53 **a. Fairbanks 5-yr. Guardian Service Agreement – Scale Maintenance** – PJ presented the proposal  
54 from Fairbanks Scales to renew its Guardian Service Agreement with the District for the maintenance  
55 and repair of the Transfer Station Upper and Lower Fairbanks scales for another five years at a total cost  
of \$43,425 (\$8,685/yr.).

October 11, 2023 – Executive Board Mins.

56 **Motion #3: BM moved to recommend to the full BOS approval of the Fairbanks 5-yr.**  
57 **Guardian Service Agreement for scale maintenance. DO seconded the motion.**

58 **VOTE: Yes – 4 (BM, DO, CB, TW). No – 0. Abstain – 0.**  
59

60 **b. RFB for Scrap Metal Issued** – TK informed the E.Bd that the RFB for CY2024 scrap metal  
61 hauling & recycling services has been issued, with bids due by 4:00 PM October 31, 2023. TK will  
62 present the bids at the Nov. 8<sup>th</sup> E.Bd meeting.

63 **c. New Haven Regional Residential Transfer Station Updates** – TK informed the E.Bd that drier  
64 conditions have finally enabled work to begin at the New Haven site this morning.

65 **d. Draft #1 of CY2024 Annual Budget** – PJ and TK presented the first draft of the CY2024 Annual  
66 Budget. The draft assumes that \$100,000 will be transferred from the Organics Rate Stabilization Fund  
67 (ORSF) to the Capital Reserve Fund (CRF). The BOS also has the option instead of moving the  
68 \$100,000 into the General Fund (GF) at the end of the year, if needed to cover recycling losses, or  
69 leaving the funds in the ORSF. The draft proposes a \$2/ton rate increase (approx. five cents per bag) for  
70 MSW/C&D Disposal. This would bring the revenues total in the GF to \$4,740,662, an increase of 2%,  
71 and expenditures to \$4,717,147, an increase of 2.39%, with an estimated net gain of \$23,515.  
72 Discussion focused on whether the year-end net gain was too low as a percentage of the overall budget.  
73 Adding another \$1/ton to the MSW/C&D Disposal Tip Fee would result in an estimated year-end net  
74 gain of \$47,957.

75 **Motion #4: DO moved to approve recommending Draft #1 of the CY2024 Annual**  
76 **Budget to the full BOS, with two changes: (1) Increase the MSW/C&D Disposal tip fee by**  
77 **\$3/ton - from \$145/ton to \$148/ton - in CY2024; and (2) move \$100,000 out of the CRF and**  
78 **back into the ORSF and determine its use at the end of CY2023. CB seconded the motion.**

79 **VOTE: Yes – 4 (BM, DO, CB, TW). No – 0. Abstain – 0.**  
80

81 **8. EXECUTIVE SESSION** – None Needed.  
82

83 **9. AGENDA ITEMS FOR OCTOBER 19, 2023, BOARD OF SUPERVISORS MEETING** – Draft  
84 CY2024 Annual Budget, Fairbanks Guardian Scale Service Agreement, Updates on New Haven Construction.  
85

86 **10. OTHER BUSINESS** – None.  
87

88 **11. APPROVAL OF PAYMENTS FOR AUGUST** –

89 **Motion #5: DO moved to approve August payments. CB seconded the motion.**

90 **VOTE: Yes – 4 (BM, DO, CB, TW). No – 0. Abstain – 0.**  
91

92 **12. ADJOURN** –

93 **Motion #6: BM moved to adjourn the meeting at 5:48 PM. DO seconded the motion.**

94 **VOTE: Yes – 4 (BM, DO, CB, TW). No – 0. Abstain – 0.**  
95  
96

97 *I agree that this is an original of the October 11, 2023 minutes that were considered and approved by the*  
98 *E.Bd at its meeting of \_\_\_\_\_.*  
99

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