

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**

April 3, 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 4:30 PM. E.Bd members present on Zoom: Bill Munoff (BM), Deb Gaynor (DG), Cheryl Brinkman (CB), and David Olson (DO). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Manager; Shelly Edson (SE), Admin. Assistant/Interim Business Manager.
2. **APPROVE THE AGENDA** –
Motion #1: DO moved to approve the agenda. DM seconded the motion.
VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.
3. **APPROVE MINUTES OF MARCH 13, 2024 MEETING** –
Motion #2: CB moved to approve the minutes. DG seconded the motion.
VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
 - a. **Personnel** –
 - b. **Health & Safety** – We are still awaiting quotes for repair of the tip building roof damage. DM has begun scheduling annual RCRA and HAZWOPER for those employees who need it.
 - c. **General Updates –Legislative Update:** Since the last E.Bd meeting, we have not heard an update on S.254, the EPR for Rechargeable Batteries bill that was passed by the Senate Natural Resources & Energy Committee.
6. **FINANCIAL REPORTS** –
 - a. **February 2024 Financial Report** – SE presented the February 2024 financials showing a net loss of (\$47,365). The Feb. 2024 tonnage of 1,697 was 274 tons higher than Feb. 2023, and YTD2024 of 3,440 tons was 361 tons higher than YTD2023. The Feb. 2024 transactions of 4,008 were 781 higher than Feb. 2023, and YTD2024 transactions were 646 higher than YTD2023. The Feb 2024 single stream recyclables total of 307 tons received was 10 tons less than Feb. 2023, and YTD2024 tons were 40 tons less than YTD2023. In Feb 2024, 19 tons of tires were hauled, which is 8 tons more than Feb. 2023. YTD2024 tons were 8 tons higher than YTD2023. In Feb. 2024, 9.33 tons of food waste were hauled to VNAP, which has been our only haul in 2024.
 - b. **February 2024 Single Stream Recycling Report** – In February, the Transfer Station delivered 292 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. The District has a year-to-date net gain of \$11,613.
 - c. **Draft CY2023 Financial Audit** – The draft CY2023 Audit presentation was intended to be today, but we are still waiting to hear back from RHR Smith on a revised due date.
 - d. **Municipal Diversion Grant Applications** –N/A
 - e. **School Diversion Grant Applications** – N/A
7. **NEW BUSINESS** –
 - a. **Meeting with Shane Mullen, Westen & Sampson re ACSWMD New Haven Phase 2 & 3 Proposal for Architecture, Civil Engineering, Design & Permitting Services** – Shane reviewed the proposal scope of service:

- 56 (1) Moving the permit-ready design plans into a construction-ready state in Phase 2 of the Lot 6
57 Regional Residential Transfer Station; prepare a reviewed Engineer's Opinion of Probable Cost
58 (EOPC); and coordinate with Weimann Lamphere Architects (WLA) for review of the design of the
59 administrative building to be constructed.
60 (2) Final design & permitting with WLA to take the concept designs of the HazWaste Building on the
61 Church Lot and develop a 60% design in Phase 3. T
62 (3) Architectural services by WLA for construction-ready documents for the Lot 6 building and the
63 HazWaste Facility.
64 (4) Environmental Permitting for the HazWaste Facility.
65

66 The proposal estimates that the scope of work on a time-and-expense basis will not exceed \$235,700.
67 The Chair asked whether the District could decide to proceed with one project at a time, including the
68 option of beginning with the HazWaste Facility first. Shane is preparing separate cost estimates for
69 Phase 2 and Phase 3. TK added that Phase 2 was designed and permitted, with anticipated construction
70 by the end of CY2025, and Phase 3 was to be added at a later time. However, this proposal will provide
71 the BOS with preparation of both Phase 2 and Phase 3. Phase 1 construction will be completed in mid-
72 summer, and commercial haulers will be asked whether they would like to commit to at least one year
73 of service on Lot 6. The Weston & Sampson proposal, with Phase 2 and/or Phase 3 final design and
74 EOPCs, along with one year of mobile operation of the drop-off on Lot 6, will provide the information
75 needed for the BOS to make decisions moving forward. The Chair thanked Shane for meeting with the
76 E.Bd.

77 **Motion #3: DO moved to recommend the Weston & Sampson proposal to the full BOS. BM**
78 **seconded the motion.**

79 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**
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81 **b. Nominating Committee for Election of Officers, Executive Board - nominations –** The
82 Nominating Committee members received two nominations for officers: Bill Munoff and Cheryl
83 Brinkman for Chair or for Vice Chair. Assuming that Bill and Cheryl will be elected officers and
84 automatically are on the E.Bd, the E.Bd nominations for the four vacancies are Dave Olson, Tim
85 Wickland and Deb Gaynor. The fourth slot will have to be a nomination from the floor at the April 11th
86 meeting. The Middlebury Supervisor is automatically on the E.Bd, per the Host Community Agmt.
87

- 88 **8. EXECUTIVE SESSION –** Purpose of appointment or employment evaluation of a public offer or
89 employee.

90 **Motion #4: DG moved to enter into Executive Session for the purpose stated. CB seconded**
91 **the motion.**

92 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0**
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94 The E.Bd entered into Executive Session at 5:20 PM. The E.Bd came out of Executive Session at
95 5:45 PM.
96

- 97 **9. AGENDA ITEMS FOR APRIL 11, 2024 BOARD OF SUPERVISORS ANNUAL**
98 **ORGANIZATIONAL MEETING –** Election of officers and E.Bd members, Appointment of
99 Treasurer and Clerk, Chair Orientation to BOS Members, Proposed Meeting Schedule, Proposed Legal
100 Counsel, Weston & Sampson Proposal.
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- 102 **10. OTHER BUSINESS –** None.
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- 104 **11. APPROVAL OF PAYMENTS –** Summary of Paid February 2024 Invoices –

105 **Motion #5: BM moved to approve the February 2024 payments. DO seconded the motion.**

106 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**
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- 108 **12. ADJOURN –**

109 **Motion #6: BM moved to adjourn the meeting at 6:00 PM. DG seconded the motion.**

110 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**

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*I agree that this is an original of the April 3, 2024 minutes that were considered and approved by the
E.Bd at its meeting of _____.*

Teresa A. Kuczynski, District Clerk