

**NOTE: These minutes are subject to review and modification by the ACSWMD Board of Supervisors at its next Board meeting.**

**Addison County Solid Waste Management District  
Minutes  
Board of Supervisors Meeting No. 333  
Thursday, April 13, 2023, 7:00 PM  
Virtual Meeting on Zoom**

**1. OPEN MEETING – ROLL CALL** – The Board of Supervisors (BOS) meeting was called to order by Tim Wickland, Chair at 7:00 PM on April 13, 2023. Present:

<b>Town</b>	<b>Vote</b>	<b>Supervisor/Alternate</b>	<b>Town</b>	<b>Vote</b>	<b>Supervisor/Alternate</b>
<i>Addison</i>	1	Bill Munoff	<i>Orwell</i>	1	Bill Goddard
<i>Bridport</i>	1	Edward Payne	<i>Panton</i>	1	Paul Sokal
<i>Bristol</i>	2	/Valerie Capels	<i>Ripton</i>	1	
<i>Cornwall</i>	1	Jean Raymond	<i>Salisbury</i>	1	
<i>Ferrisburgh</i>	2	David Olson	<i>Shoreham</i>	1	Randy Orvis
<i>Goshen</i>	1		<i>Starksboro</i>	1	Susan Jefferies
<i>Leicester</i>	1	Richard Reed	<i>Vergennes</i>	2	Cheryl Brinkman
<i>Lincoln</i>	1	Bill Finger	<i>Waltham</i>	1	
<i>Middlebury</i>	4	/Richard McKerr	<i>Weybridge</i>	1	Tim Wickland
<i>Monkton</i>	1	Deborah Gaynor	<i>Whiting</i>	1	Eric Zuesse
<i>New Haven</i>	1				
<i>Staff:</i>		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Don Maglienti (DM), Program Manager	<i>Guests:</i>		

**2. APPROVE THE AGENDA –**

**Motion #1: R.Orvis moved to approve the agenda. D.Olson seconded the motion.**

**VOTE on Motion #1: Yes –16 (Addison, Cornwall, Ferrisburgh (2), Leicester, Lincoln, Middlebury (4), Orwell, Panton, Shoreham, Starksboro, Weybridge, Whiting). No – 0. Abstain – 0.**

**3. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.

**4. MEMBER COMMUNICATIONS** – N/A

**5. APPROVAL OF MINUTES FROM MEETING NO. 332 –**

**Motion #2: R.Reed moved to approve the minutes of meeting No. 332. R.Orvis seconded the motion.**

**VOTE on Motion #2: Yes –19 (Addison, Bristol (2), Cornwall, Ferrisburgh (2), Leicester, Lincoln, Middlebury (4), Panton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 1 (Orwell).**

**6. Nominations and Elections of Officers, Executive Board Members for 2023-2024. Appointment of Treasurer & Clerk** – The Chair presented the Slate of Officers on behalf of the Nominating Committee and invited nominations from the floor. Hearing none, the Chair recommended that the Slate of candidates be presented for election: Tim Wickland for Chair; Bill Munoff or Cheryl Brinkman for Vice Chair. Executive Board members: Cheryl Brinkman (or Bill Munoff), Deb Gaynor, David Olson, and Randy Orvis.

1 **VOTE for Tim Wickland, Chair:**

2 **Yes –20 (Addison, Bristol (2), Cornwall, Ferrisburgh (2), Leicester, Lincoln, Middlebury**  
3 **(4), Orwell, Panton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0.**  
4 **Abstain – 0.**

5  
6 The Chair presented two candidates for Vice Chair: Bill Munoff, Addison and Cheryl Brinkman, Vergennes. In  
7 order to provide anonymous voting, the District will use a confidential Zoom poll for voting.

8 **VOTE for Vice Chair: Votes: 8 for Bill Munoff, 6 for Cheryl Brinkman, and Abstain – 0.**  
9 **(Orwell).**

10  
11 The Chair explained that the Chair and Vice Chair automatically are on the Executive Board, and the  
12 Middlebury Supervisor is on the Executive Board, per Host Community Agreement, leaving four vacancies on  
13 the Executive Board. With no nominations received from the floor, the four candidates are Cheryl Brinkman,  
14 Vergennes; Deb Gaynor, Monkton; David Olson, Ferrisburgh; and Randy Orvis, Shoreham.

15 **VOTE: Yes –22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2), Leicester,**  
16 **Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro, Vergennes**  
17 **(2), Weybridge, Whiting). No – 0. Abstain – 0.**

18  
19 **Motion #3: C.Brinkman moved to appoint Teri Kuczynski as Treasurer and Clerk. R.Orvis**  
20 **seconded the motion.**

21 **VOTE on Motion #3: Yes – 22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**  
22 **Leicester, Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro,**  
23 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0**

24  
25 **7. BOARD MEMBER ROLES, CONFLICT OF INTEREST & ETHICAL CONDUCT POLICY;**

26 **INTRODUCTION BY CHAIR** – The Chair gave a broad overview of the duties and responsibilities of the  
27 BOS members, as detailed in the BOS Manual. A Conflict of Interest & Ethical Conduct Policy is included in  
28 the Policy Section of the Manual. Please let staff know if you need a copy of the BOS Manual.

29  
30 **8. FINANCIAL REPORTS –**

31 **a. February 2023 Financial Report and Single Stream Recycling Report** – PJ presented the February  
32 Financials showing a (\$48,118) net loss in the General Fund (GF). The Feb. MSW/C&D tonnage of 1,423  
33 tons was 47 tons higher than Feb. 2022. Feb. 2023 transactions were 3,227 v. Feb. 2022 transactions of  
34 2,918. As for tires, 11 tons of tires were disposed of as tire-derived fuel in Feb. 2023. No Food Waste was  
35 hauled in Feb. The Transfer Station received 317 tons of Single Stream Recyclables in Feb., v. 285 tons in  
36 Feb. 2022. The Transfer Station delivered 307 tons of single-stream recyclables to the Materials Recovery  
37 Facility (MRF) in Feb. The Feb. processing fee was \$142/ton. Net loss in the Recycling Fund for Jan. was  
38 (\$27,196). The Executive Board will discuss any deficits through March at its May meeting.

39  
40 **b. Draft 2022 Annual Financial Audit, RHR Smith & Co., CPAs– PJ & TK** presented the Draft 2022  
41 Annual Financial Audit prepared by RHR Smith, reviewing the major sections of the year-end financials  
42 including net position, fund balances, and the overall health of the District's financial position. TK  
43 reviewed the (unaudited) Management's Discussion & Analysis in the report. It includes 2022 Financial  
44 Highlights, a more detailed explanation of the various funds, and projected 2023 economic factors and  
45 budget/rates. As stated in RHR Smith's March 24<sup>th</sup> Management Letter to the BOS, no material/substantive  
46 issues were found in the review of the District Financials, and RHR Smith noted no transactions of the  
47 District in 2022 for which there was a lack of authoritative guidance or consensus or deviation from best  
48 practice.

49 **Motion #4: C.Brinkman moved to accept the Financial Audit as presented. R.Orvis seconded**  
50 **the motion.**

51 **VOTE on Motion #4: Yes – 22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**  
52 **Leicester, Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro,**  
53 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0**

- 1 **c. Municipal Diversion Grant Applications** – None Received  
2 **d. School Diversion Grant Applications** – None Received.

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5 **9. New Business:**

6 **a. Proposed Meeting Schedule and Location, 2023-2024 –**

7 **Motion #5: R.Orvis moved to adopt the Proposed Meeting schedule and Hybrid between**  
8 **District Conference Room and Online platform. S.Jefferies seconded the motion.**

9 **VOTE on Motion #4: Yes – 22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**  
10 **Leicester, Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro,**  
11 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

12  
13 **b. District Legal Representation, 2023-2024–**

14 **Motion #6: R.Orvis moved to accept the List of District Legal Representation. D.Olson**  
15 **seconded the motion.**

16 **VOTE on Motion #6: Yes – 22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**  
17 **Leicester, Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro,**  
18 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

19  
20 **c. Update on Regional Residential Transfer Station, New Haven** – TK updated the BOS on the next  
21 phase of the regional residential transfer station project. Now that the District has obtained its permits for the  
22 site off of Campground Road and has closed on the properties – Lot 6 and the Church Lot – we are preparing  
23 for construction. The tree removal was completed by Lathrop prior to the deadline established by the State.  
24 The subtenants on the Church Lot have vacated the premises as of today. TK has been editing a draft Request  
25 for Bids (RFB) prepared by Shane Mullen, P.E. of Weston & Sampson. The RFB will be distributed in the  
26 next few days. The scope of the work is Phase 1 of the project, to be completed this summer. It includes some  
27 site work: erosion control, concrete pads, paving, storm drain, buried retaining wall, driveway, landscaping,  
28 gate, and two concrete bunkers – one for leaf & yard waste and one for tires (beginning in Phase 2). E.Payne  
29 asked about the need for a HazWaste Building proposed for the Church Lot. DM explained that we will be  
30 outgrowing the existing HazWaste Center at the Middlebury Transfer Station in the future, which consists of a  
31 few closets that are aging. This new site will be the first location where residents can drop off their HHW and  
32 trash at the same time. The new building will be safer and more secure, and will allow staff to operate indoors,  
33 away from the elements. TK added that although we have completed a conceptual design, the facility was not  
34 included in this permitting. In a few years from now, we will amend our Act 250 permit to add the facility.

35  
36 **d. Tech Group Cloud Conversion Proposal –**

37 **Motion #7: R.Orvis moved to accept the Tech Group proposal to go to the Cloud Conversion.**  
38 **E.Zuesse seconded the motion.**

39 **VOTE on Motion #7: Yes – 21 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**  
40 **Leicester, Lincoln, Middlebury (4), Orwell, Panton, Shoreham, Starksboro, Vergennes**  
41 **(2), Weybridge, Whiting). No – 0. Abstain – 1 (Monkton).**

42  
43 **10. DISTRICT MANAGER REPORT** – TK reported that the two major bills of interest of the District –  
44 H.67, Extended Producer Responsibility (EPR) for Household Hazardous Waste (HHW); and H. 158,  
45 Expansion of the Bottle Bill – passed the House and are now with the Senate Natural Resources & Energy  
46 Committee, chaired by Sen. Bray. TK encouraged the Board members to listen to testimony from the April 12<sup>th</sup>  
47 SNRE hearing on H.158, available streaming on [www.youtube.com](http://www.youtube.com). The Agency of Agriculture, Food &  
48 Markets (AAFM), the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC),  
49 and solid waste districts/alliances have been discussing a possible pesticides disposal grant for FY2024.

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51 **11. PROGRAMS REPORT** – DM summarized recent outreach activities conducted by Emily Johnston (EJ),  
52 Public Outreach Coordinator and Gabriella Stevens (GS), AmeriCorps member. They, along with DM, will be  
53 providing waste management educational programming to all students within Ferrisburgh Central School on  
54 May 17-18. Staff hosted a Transfer Station tour for students from Ripton Elementary on March 20. Staff was

1 contacted by the Montshire Museum for advice on planning a repair event similar to the ones hosted by  
2 ACSWMD. EJ assisted students at both Mary Hogan Elementary and Shoreham Elementary with projects  
3 relating to waste reduction. Staff will provide educational programming for Vergennes Union High School on  
4 May 3. Staff provided workshops on waste reduction at both the Orwell Library and the Ilsley Library in  
5 Middlebury. Staff will also provide a workshop in the coming weeks for the Residence at Otter Creek. EJ and  
6 GS will assist the Bristol Core group with waste reduction and diversion planning for their Pocock Rocks Music  
7 Festival in Bristol later this summer. Staff will table at the Middlebury Coop Green-up Day event. The District  
8 clean wood pile will be chipped soon, and free mulch advertisements should go out soon after. Staff will host a  
9 training event on lithium battery management at the District Transfer Station on April 20. This event will be  
10 organized by the VT DEC and also attended by several other VT solid waste districts. DM offered  
11 informational tours of the Transfer Station and its programs for any interested Board members, especially for  
12 newer members who would like to learn more about our efforts.

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14 **12. EXECUTIVE SESSION** – None needed.

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16 **13. OTHER BUSINESS** – None.

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18 **14. ADJOURN** –

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**Motion #8: B.Munoff moved to adjourn the meeting at 8:25 PM. R.Orvis seconded the motion.**

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**VOTE on Motion #8: Yes – 22 (Addison, Bridport, Bristol (2), Cornwall, Ferrisburgh (2),**

21

**Leicester, Lincoln, Middlebury (4), Monkton, Orwell, Panton, Shoreham, Starksboro,**

22

**Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

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

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*Teresa A. Kuczynski, District Clerk*

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