

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 Retreat & Meeting, No. 313
Thursday, September 17, 2020, 6:00 PM
Via Zoom**

1. OPEN MEETING – CALL TO ORDER – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 6:01 PM on September 17, 2020, via Zoom. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
Addison	1	Bill Munoff	Orwell	1	
Bridport	1	Ed Payne	Panton	1	Paul Sokal
Bristol	2	/Valerie Capels	Ripton	1	Jay Harrington/Steve Zwicky
Cornwall	1	(Vacant)/(Vacant)	Salisbury	1	Pedie O'Brien
Ferrisburgh	2	Steve Huffaker	Shoreham	1	Randy Orvis
Goshen	1		Starksboro	1	
Leicester	1	Richard Reed	Vergennes	2	Cheryl Brinkman
Lincoln	1		Waltham	1	
Middlebury	4		Weybridge	1	Tim Wickland
Monkton	1	Deborah Gaynor	Whiting	1	Eric Zuesse
New Haven	1				
<i>Staff:</i>		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Don Maglienti (DM), Program Manager; Jessie Ruth Corkins (JRC), Public Outreach Coordinator	<i>Guests:</i>		

2. APPROVE THE AGENDA –

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

VOTE on Motion #1: Yes –15 (Bridport, Bristol (2), Ferrisburgh (2), Leicester, Monkton, Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

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

4. MEMBER COMMUNICATIONS – The Chair shared that her Aunt Connie and Uncle Chet Hawkins were victims of a head-on car crash in Charlotte last week. Her Uncle was well-known as the former Town Clerk in Ferrisburgh for 30+ years. A funeral service will be held at 11 a.m. this Saturday, at the Addison County Eagles Club Pavilion in Vergennes. The public are welcome to come and to bring a mask.

5. APPROVAL OF MINUTES FROM MEETING NO. 312 – Corrections: T.Wickland – on p. 2, Section 7(c), line 29, “hazardous materials” should read “truck traffic.” P.Sokal – on p. 1, Section 6(a), line 33, “June 2020” should read “June 2019.”

Motion #2: R.Orvis moved to approve the minutes as amended from meeting no. 312. R.Reed seconded the motion.

VOTE on Motion #2: Yes –16 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester, Monkton, Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

6. FINANCIAL REPORTS –

1 **a. July 2020 Financial Report and July 2020 Single Stream Recycling Report** – PJ reported a net gain
2 of \$894 in the General Fund for the month of July. YTD tonnage is 12,553, a decrease of 434 tons v. last
3 year. In July 2020, we received 364 tons of single stream recyclables, an increase of 165 over July 2019
4 totals. YTD total of single stream recyclables was 2,090 tons, 827 tons over last year. YTD recycling
5 processing fees of \$228,554 (at \$112/ton) + hauling fees of \$37,926 totaled \$266,480, v. \$250,908 in
6 revenues. Without inclusion of O/H, the District realized a YTD net loss of (\$15,572).

7 **b. Municipal Diversion Grant Applications** – None received.

8 **c. School Diversion Grant Applications** – None received.

9
10 **7. NEW BUSINESS –**

11 **a. RFP Proposals – 3-year Financial Audit (2021-2022-2023)** – The E.Bd recommends awarding the 3-
12 year Financial Audit contract to RHR Smith.

13 **Motion #3: T.Wickland moved to award the 3-year Audit contract to RHR Smith. V.Capels**
14 **seconded the motion.**

15 **VOTE on Motion #3: Yes –16 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**
16 **Monkton, Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge, Whiting). No –**
17 **0. Abstain – 0.**

18
19 **b. RFB Bids – Lower Truck Scale Self-Checkout Kiosk** – The E.Bd recommends awarding the Lower
20 Scale Self-Checkout Kiosk contract to Carolina Software (WasteWORKS).

21 **Motion #4: R.Orvis moved to award the contract to install the Lower Scale Self-Checkout**
22 **Kiosk to Carolina Software (WasteWORKS). E.Zuesse seconded the motion.**

23 **VOTE on Motion #4: Yes –16 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**
24 **Monkton, Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge, Whiting). No –**
25 **0. Abstain – 0.**

26
27 **c. Response from ANR re draft 2020 SWIP** – We received a letter from the ANR Department of
28 Environmental Conservation (DEC) with comments on the draft 2020 Solid Waste Implementation Plan
29 (SWIP) that we submitted on 7/1/2020. Most were requests to add various sentences to the goals and
30 action items, which JRC was able to do. However, the letter also required us to obtain from the ACRPC a
31 letter of conformance with the Regional Plan. We did not anticipate this request until after the draft SWIP
32 had been approved by ANR for public hearing. The solid waste sections of the Regional Plan are also in
33 need of some updating. TK will work with Adam Lougee at the ACRPC to both obtain a letter of
34 conformance by Oct. 5th and to suggest some updates to the Regional Plan after that.

35
36 **d. Draft #1 – 2021 Annual Budget** – TK presented a draft of the 2021 Annual Budget. The budget
37 assumes a decline in MSW/C&D tonnage to 21,764 tons from est. YE2020 of 22,209 tons, in part due to
38 the increase in food scrap diversion. Revenues are estimated to be \$3,862,205, an increase of 5.07%.
39 Expenditures are estimated to be \$3,818,063, an increase of 8.35%, with a net gain of \$44,142. The cost of
40 single stream recycling is expected to be \$10/ton higher than the \$120/ton we charge now. Staff proposes
41 increasing the tip fee for SSR to \$125/ton and the MSW/C&D tip fee to \$130/ton. Various other per-unit
42 price increases were proposed in order to cover increased costs. The 10-year Capital Development and
43 Acquisition budget includes funds for site investigation and conceptual design of a regional drop-off for
44 residential bagged waste & recyclables, special wastes and HHW building, and a deposit on land in 2020.
45 In 2021, final design/permitting and land acquisition is budgeted and assumes a \$500,000 bridge loan to
46 cover. Projected 2022 includes funds for site development. Projected 2023 includes construction of a
47 HHW building, assuming at least half of the cost is covered by a state grant. B.Munoff asked about the
48 bridge loan repayment amounts. TK will research and provide that information in 2021 once a loan
49 application is presented to the BOS. As with the prior construction loan, the first six months will most
50 likely be interest payments only. The Chair thanked staff for their hard work on a comprehensive budget.

51 **Motion #5: E.Zuesse moved to approve the budget as proposed. D.Gaynor seconded the**
52 **motion.**

1 **VOTE on Motion #5: Yes –15 (Addison, Bristol (2), Ferrisburgh (2), Leicester, Monkton,**
2 **Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge, Whiting). No – 1**
3 **(Bridport). Abstain – 0.**
4

5 **8. DISTRICT MANAGER REPORT**

6 **a. Legislative Changes, Misc.** – (1) A discussion of Covid-19 hazard pay for essential services (which
7 include solid waste workers) is happening in the Legislature. We are waiting to hear about the outcome
8 and to receive guidance on the criteria for funds. (2) As part of ANR’s biennial solid waste report to the
9 Legislature, Act 69 requires a report on siting and opening a second landfill in VT. DEC just sent out a
10 Landfill Assessment Survey. TK asked the BOS if they accepted her proposed response to the survey that
11 the District: (a) has not completed any investigation or plan in the past 10 years to develop a new landfill
12 site; (b) is not planning to site a landfill in the near future and instead has focused on waste diversion
13 priorities; and (c) listed some challenges/ restrictions to siting a landfill in VT. BOS members did not
14 object to these comments. (3) ANR may be able to consider another round of infrastructure grants for
15 organics and/or HHW. Recycling might be considered. The Solid Waste managers were asked to provide a
16 list of some possible projects that could be submitted for a 40%-60% grant. (4) New compost haulers are
17 popping up across the state in response to the recent food scrap ban. Please let them know that they need a
18 VT Waste Transporter Permit and a commercial hauler’s license from the District.

19 **b. COVID-19 Response Update** – We submitted an application to the VT Local Government Expense
20 Reimbursement (LGER) Grant for \$12,311 to cover our eligible expenses due to COVID-19.
21

22 **9. DISTRICT PROGRAMS REPORT (DM)** – DM announced the arrival of Colin Clarcq, our new
23 AmeriCorps member. JRC gave an outreach update: ANR has ordered 4-gallon food scrap buckets with lids for
24 classrooms in schools across the state as part of a grant program. Colin and JRC are distributing the 2,000
25 buckets that arrived today at the Transfer Station to Addison County schools and other Solid Waste
26 Management Entities who will pick up theirs at our facility. Businesses continue to sign up for food scrap
27 collection through their haulers. JRC and Colin visited four businesses this week to discuss the program as well
28 as recycling and other waste diversion.
29

30 **10. OTHER BUSINESS** – None.
31

32 **11. ADJOURN** –

33 **Motion #6: R.Reed moved to adjourn the meeting at 7:49 p.m. B.Munoff seconded the motion.**

34 **VOTE on Motion #6: Yes –14 (Addison, Bristol (2), Ferrisburgh (2), Leicester, Monkton,**
35 **Panton, Ripton, Salisbury, Shoreham, Vergennes (2), Weybridge). No – 0. Abstain – 0.**
36

37 *I agree that this is an original of the September 17, 2020 minutes that were considered and approved by*
38 *the BOS at its meeting of _____.*

39 *Teresa A. Kuczynski, District Clerk _____*