

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. 321
Thursday, September 16, 2021, 6:00 PM
ACSWMD Office Conference Room, 1223 Rt. 7 So., Middlebury, VT
and Virtual Meeting on Zoom**

1. OPEN MEETING – CALL TO ORDER – The Board of Supervisors (BOS) meeting was called to order by Tim Wickland, Chair at 6:01 PM on September 16, 2021. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
<i>Addison</i>	1	Bill Munoff	<i>Orwell</i>	1	
<i>Bridport</i>	1	Ed Payne	<i>Panton</i>	1	Paul Sokal
<i>Bristol</i>	2	Valerie Capels	<i>Ripton</i>	1	Jay Harrington / Steve Zwicky
<i>Cornwall</i>	1	(Vacant)/(Vacant)	<i>Salisbury</i>	1	
<i>Ferrisburgh</i>	2	David Olson/Kimberly Trombley	<i>Shoreham</i>	1	Randy Orvis
<i>Goshen</i>	1	Annina Seiler	<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	Andy Hooper	<i>Weybridge</i>	1	Tim Wickland
<i>Monkton</i>	1	Deborah Gaynor	<i>Whiting</i>	1	Eric Zuesse
<i>New Haven</i>	1	Pat Palmer			
<i>Staff:</i>		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Donald Maglienti (DM), Program Mgr.; Jessie-Ruth Corkins (JRC), Public Outreach Coord; Colin Clarq (CC), Public Outreach Intern	<i>Guests:</i>	N/A	

2. APPROVE THE AGENDA –

Motion #1: R.Orvis moved to approve the agenda. S.Jefferies seconded the motion.

VOTE on Motion #1: Yes – 16 (Addison, Bristol (2), Lincoln, Middlebury (4), Monkton, Panton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

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

4. MEMBER COMMUNICATIONS – None.

5. APPROVAL OF MINUTES FROM MEETING NO. 320 –

Motion #2: C.Brinkman moved to approve the minutes of meeting No. 320. R.Orvis seconded the motion.

Discussion – Item 6(d): V.Capels asked about the language clarifying the status of the contract for the A/V system and whether it had been approved by the Executive Board (E.Bd) or it was an action item. The Chair confirmed that Item 6(d) should have been worded as an information-only item, not something to be voted on.

VOTE on Motion #2 with correction noted: Yes – 16 (Addison, Bridport, Lincoln, Middlebury (4), Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 2 (Bristol (2)).

- 1 **6. FINANCIAL REPORTS –**
2 **a. July 2021 Financial Report** – PJ presented the July 2021 Financials showing a net gain of \$40,378.
3 July tonnage of 2,384 was 274 tons higher than the 2020 total of 2,110. Total YTD tonnage of 12,967 was
4 434 tons higher than YTD tonnage in July 2020. July 2021 received 6,058 transactions, 1,161 fewer than
5 in July 2020, but overall YTD transactions were much higher at 35,850 v. 30,646 in July 2020. We
6 collected 18.59 tons of tires v. 19.38 tons in July 2020, and total YTD 2021 was down by 3.73 tons. Food
7 scraps were not hauled in July 2021, but July 2021 YTD food scrap tonnage of 45.49 tons was much higher
8 than the 21.29 YTD tons in 2020, most likely due to the statewide food scrap ban that took effect on 7/1/2020.
9 **b. July 2021 Single Stream Recycling Report** – In July, the Transfer Station collected 452.45 tons of
10 single stream recyclables. The July 2021 YTD tonnage was 2,652. The single stream recycling processing fee
11 decreased to \$48/ton, resulting in a YTD net gain of \$94,392.
12 **c. Municipal Diversion Grant Applications** – None Received.
13 **d. School Diversion Grant Applications** – None Received.
14
- 15 **7. DISTRICT PROGRAMS REPORT –**
16 **a. Summary of 2021 SWIP & Diversion Reports** – DM, JRC and CC presented the 2021 Solid Waste
17 Implementation Report (SWIP) Report and Municipal Solid Waste (MSW) Diversion Report Summary,
18 beginning with the goals established by the 2021 SWIP. The 2021 SWIP Report analyzed CY2020 data.
19 The CY2020 per capita MSW disposal rate declined to 1.82 lbs. per person per day. The CY2020 MSW
20 diversion rate increased by more than 2% to 58.66%. Staff highlighted the public outreach and waste
21 diversion success during CY2020. Public outreach was conducted alternatively over the year due to the
22 Covid-19 Pandemic. School trainings were administered virtually over Zoom. Business outreach shifted to
23 one-on-one outdoor meetings, and phone and written communications. Success was found in the
24 distribution of proper composting and waste diversion supplies to businesses and schools across the
25 District. Data was also gathered to produce a CY2020 diversion number for the District, a data collection
26 and analysis that the District performs every two years. Some of ACSWMD’s special programs collected
27 less material in 2020 than years prior, in part due to temporary business closures due to Covid-19. The
28 statewide landfill ban on food scraps that came into full effect on 7/1/2020, in combination with special
29 programs being closed for six weeks, and a lower per capita disposal rate provide some explanation as to
30 increased diversion rate. Overall, the 2021 SWIP Report Summary reflected the economic and cultural
31 shifts caused by the Covid-19 Pandemic. Given this tremendous obstacle, the increased diversion number
32 indicates a successful year of working towards meeting ACSWMD’s mission and SWIP goals.
33
34 **b. Programs Report for August** – JRC and DM delivered a combined Outreach and Programs report.
35 JRC reported the District has been tabling at a number of community events taking place locally and
36 making connections with schools as the year has gotten underway. DM reported on trends over the past 10
37 years for books, tires, electronic waste, hazwaste & hazwaste participation, batteries and food scraps.
38 These programs will be described in more detail in the 2021 Annual Report.
39
- 40 **8. DISTRICT MANAGER REPORT –**
41 **a. New Haven Transfer Station Extension Site – General Update** – TK has been working with the
42 District’s attorney, Mark Sperry, Esq. and Shane Mullen, P.E., of Weston & Sampson to draft a Purchase
43 & Sale Agreement for Lot 6 and the Church Lot in New Haven. A Declaration of Covenants, Conditions &
44 Restrictions for the Norris Business Park also had to be drafted. The draft is now with the property owners
45 to review with their attorney.
46
47 **b. Transfer Station Sewerage Construction Update** – With the exception of a few final details, the
48 sewerage construction at the Transfer Station has been completed. The next step will be to coordinate with
49 D&F Paving to begin paving the disturbed areas and the general operational area from the scalehouse to
50 the blue Tipping Building.
- 51 **9. NEW BUSINESS –**

1 **a. Sourcewell Quotes – New Compact Loader Purchase Award** – TK presented the three Sourcewell
2 Quotes for the purchase of a new compact loader. The budgeted amount for the purchase is \$100,000. Staff
3 and the E.Bd recommend the purchase of the Volvo 2021 L30GS Compact Loader for \$74,130. They
4 provided the lowest quote, with the highest trade-in value. TK would like to move quickly on this purchase
5 in order to secure the loader that is currently in stock, and to avoid a delayed delivery in CY2022.

6 **Motion #3: R.Orvis moved to approve the purchase of the Volvo Compact Loader based on**
7 **staff recommendation. D.Olson seconded the motion.**

8 **VOTE on Motion #3: Yes – 22 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Leicester,**
9 **Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro,**
10 **Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

11
12 **b. Weston & Sampson New Haven Permitting & Design Proposal** – TK presented the Weston &
13 Sampson Proposal for Civil Engineering Design & Permitting Services of the proposed drop-off in New
14 Haven. The proposal would continue the design & permitting phase work on a time-and-expense basis, for
15 a not-to-exceed \$93,500, after the Purchase & Sale Agreement has been approved by the BOS. The scope
16 of work would begin with a due diligence assessment of the Church Lot, and a boundary survey for both
17 lots.

18 **Motion #4: C.Brinkman moved to accept the Weston & Sampson proposal for the Civil**
19 **Engineer Design and Permit plan for the New Haven drop-off site. D.Olson seconded the**
20 **motion.**

21 **VOTE on Motion #4: Yes – 18 (Addison, Ferrisburgh (2), Leicester, Middlebury (4),**
22 **Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge,**
23 **Whiting). No – 0. Abstain – 4 (Bridport, Bristol (2), Lincoln).**

24 **c. Draft 2022 Annual Budget** – TK presented the Draft 2022 Annual Budget. The proposed total
25 revenues are \$4,047,913, and total expenditures are \$3,929,263, with an anticipated YE2022 net balance in
26 the General Fund of \$118,650. This is after the transfer of \$200,000 from the anticipated surplus at
27 YE2021 to the Capital Reserve Fund. This would still leave \$100,000 in the Recycling Rate Stabilization
28 Fund, \$100,000 in the Organics Rate Stabilization Fund, and \$58,406 in the Closure Fund. The salaries &
29 wages item assumes a 2.5% merit increase (using the Job Classification Scale), and a 4% COLA, based on
30 the New England Consumer Price Index Data at the Bureau of Labor Statistics. PJ presented a comparison
31 sheet showing an increase in the COLA to 5%; the total annual difference would be \$6,469.76. Fees: TK
32 proposed raising the tip fee for MSW/C&D Disposal by \$1/ton to \$131/ton. The proposed tip fee for single
33 stream recyclables would decrease by \$25/ton to \$100/ton, reflecting the lower processing fees at the
34 MRF. DM reviewed some other miscellaneous changes to the program fees to cover cost increases.

35
36 **Motion #5: C.Brinkman moved to extend a 5% COLA pay increase to all staff in 2022.**
37 **B.Munoff seconded the motion.**

38 **VOTE on Motion #5: Yes – 19 (Addison, Bridport, Ferrisburgh (2), Goshen, Leicester,**
39 **Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro,**
40 **Vergennes (2), Whiting). No – 1 (Lincoln). Abstain – 3 (Bristol (2), Weybridge).**

41
42 **Motion #6: R.Orvis moved to accept the rate changes for 2022 as proposed in the 2022 Budget.**
43 **P.Sokal seconded the motion.**

44 **VOTE on Motion #6: Yes – 23 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen,**
45 **Leicester, Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham,**
46 **Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

47
48 TK: With the addition of the \$6,470 in salaries & wages, the new total expenditures would increase to
49 \$3,935,733, with the resulting reduction in the net balance to \$112,180 in the draft budget. This budget
50 would be included in the 2021 Annual Report to be distributed to the member towns by Nov. 1.
51

1 **Motion #7: R.Orvis moved to approve the 2022 Budget. B.Finger seconded the motion.**

2 **VOTE on Motion #7: Yes – 20 (Addison, Ferrisburgh (2), Goshen, Leicester, Lincoln,**
3 **Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham, Starksboro,**
4 **Vergennes (2), Weybridge, Whiting). No – 1 (Bridport). Abstain – 2 (Bristol (2)).**

5
6 **10. OTHER BUSINESS – None.**

7
8 **11. EXECUTIVE SESSION – None needed.**

9
10 **12. ADJOURN –**

11 **Motion #8: P.Palmer moved to adjourn at 7:49 p.m. B.Finger seconded the motion.**

12 **VOTE on Motion #8: Yes – 23 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen,**
13 **Leicester, Lincoln, Middlebury (4), Monkton, New Haven, Panton, Ripton, Shoreham,**
14 **Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.**

15
16
17 *I agree that this is an original of the September 16, 2021, minutes that were considered and approved by*
18 *the BOS at its meeting of _____.*

19
20 _____
Teresa A. Kuczynski, District Clerk