

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next**
2 **regular meeting.**
3

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Via Zoom**

7 **June 9, 2021, 3:00 PM**
8

9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of
10 the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill Munoff (BM), David
11 Olson (DO), Cheryl Brinkman (CB), Deborah Gaynor (DG), and Randy Orvis (RO). Staff present: Teri
12 Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Patti Johnson (PJ), Business
13 Manager; and Gary Hobbs (GH), Transfer Station Supervisor. Others: Paul Sokal (PS).
14

15 **2. APPROVE THE AGENDA** – CB would like to see a discussion of the meeting time now that the
16 new E.Bd has convened. It was decided that this would be taken up at the June BOS meeting.

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

18 **VOTE: Yes – 5 (BM, DO, RO, CB, TW). No – 0. Abstain – 0.**
19

20 **3. APPROVE MINUTES OF MAY 12, 2021, MEETING –**

21 **Motion #2: CB moved to approve the minutes of May 12, 2021. DO seconded the motion.**

22 **VOTE: Yes – 5 (BM, DO, RO, CB, TW). No – 0. Abstain – 0.**
23

24 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period. Paul Sokal,
25 Panton Supervisor, asked the E.Bd to consider his questions on the handout he provided regarding the
26 satellite drop-off that the District is considering in New Haven. Paul did not feel that the BOS has
27 enough information for deciding on the New Haven property purchase. Paul also did not think that the
28 BOS has given enough consideration of what would happen to the 18 existing town drop-offs (#2). The
29 Chair asked Paul about why the first two paragraphs of #4 were relevant. Paul agreed to strike the first
30 two paragraphs in #4. RO expressed concern if the District satellite were to syphon off business/
31 revenue from the haulers who service the other drop-offs. CB comments: Objects to Paul’s camp
32 owner statement – the District receives phone calls every day about residents who are unable to take
33 their trash to the drop-off, including vacation home renters who are checking out. CB called attention
34 to the District’s mission: “promote waste reduction and pollution prevention; maximize diversion of
35 wastes through reuse, recycling, and composting; provide for the disposal of remaining wastes; and
36 seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.”
37 Paul stated that he did not intend to disparage vacationers. The small drop-offs have a small margin of
38 return; were they to go under, those residents would have to drive further to the satellite facility. DG: She
39 has been corresponding with Paul. Most of the pressure is from the northwest triangle of the District, and
40 secondly from the northeast triangle. Why would southern towns go all the way to New Haven? They
41 would continue to use their local town drop-offs. DG mentioned that the Monkton Town Drop-off spends
42 \$15,000/year on recycling and has depended on volunteers to operate the recycling program and has lost
43 all of its volunteers. CB – Vergennes allows R&L to use the site and to charge a fee for bagged trash and
44 recycling, but the site is not ideal. The New Haven satellite might begin as a site to allow a private hauler
45 to park there. The Chair confirmed that Paul would resubmit the list with the first two paragraphs of #14
46 and the comments about vacation properties stricken. The E.Bd could decide when we get to Agenda #9
47 whether to add this to the BOS agenda for the June 17th meeting. DO asked what type of info Paul would
48 need to make his decision. TK reminded the E.Bd that one of the tasks of the Municipal Drop-off
49 Advisory Committee had been to inventory the existing town drop-offs and to consider their needs. Their
50 recommendations to the BOS were based on concerns about the future sustainability of some of the areas
51 of the District. Paul will send a revised document for the BOS mailing.

52 **5. MANAGER REPORT –**

53 **a. Personnel** – Nothing to report.

54 **b. Health & Safety** – Nothing to report.
55

June 9, 2021 – Exec. Bd. Mins.

56 **6. FINANCIAL REPORTS –**

57 **a. April 2021 Financial Report** – PJ reported an April net gain of \$36,941. The \$434,272 cash on
58 hand (BFB) was the audited figure (v. the budgeted cash on hand of \$253,109). The Transfer Station
59 collected 2,009 tons in April v. 1,687 tons in April 2020. Accumulated tonnage in April was 6,435, v.
60 6,268 tons in April 2020. Transactions are on the rise: 6,068 in April v. 2,080 in April 2020. YTD
61 transactions totaled 17,586 v. 12,218 YTD in April 2020. We received 375 tons of single stream
62 recyclables in April, and YTD, we received 1,396 tons compared to 1,054 YTD tons in April 2020.
63 Tires increased to 41.24 tons, with 68.72 tons YTD. We did not haul April food scraps until May, so
64 they will be reported in the May totals. YTD food scrap total was 25.96 tons without April, so the
65 totals continue to increase.

66 **b. April 2021 Single Stream Recycling Report** – PJ reported that the monthly processing fee has
67 gone down to \$74/ton. As of April, the District’s net gain was \$34,529.15 without including overhead.
68 TW suggested consideration of a mid-year adjustment to lower the per-ton rate at the Transfer Station.
69 The E.Bd asked staff to look at our expenses, including O/H to determine what the new rate might be.

70 **c. Sourcewell service cooperative for procurement of supplies, new equipment, and new**
71 **vehicles** – TK explained that Sourcewell is a service cooperative created to provide programs and
72 services to participating agencies in government, education and nonprofit sector. Their purpose is to
73 “assist public agencies in meeting specific needs that are more efficiently delivered cooperatively than by
74 an entity individually.” PJ described how Sourcewell would prepare the RFBs, advertise them and present
75 the bids to us for selection. GH gave the example of backhoes. There are six companies that make the
76 backhoes. We would ask them for a quote through Sourcewell, and only have to include the add-ons that
77 we want, such as a warranty. Big players such as John Deere use it. It would save us preparation,
78 distribution and waiting time, and we can evaluate the quotes. We would still be purchasing through a
79 local dealer who could service our equipment. GH offered some references of Vermont municipalities that
80 use Sourcewell. TK spoke with our auditor about this system. As long as the process is transparent and the
81 E.Bd or BOS has the ability to award the final bid, it should be acceptable.

82 **d. Carl Mitchell, VT Auditor of Franchise Tax and District Fee compliance, retiring; new solid**
83 **waste audit system pending** – TK informed the E.Bd that Carl Mitchell, the auditor we have been using
84 for years to track our District fees, is retiring. We had been sharing Carl’s time with the State to track the
85 franchise tax. The State is going to use its own auditor, so the VSWDMA decided to use a different
86 auditor and pay more per hour for their services. However, our VSWDMA dues will go down as a result.

87 **e. Municipal Diversion Grant Applications** – None received.

88 **f. School Diversion Grant Applications** – None received.

89
90 **7. NEW BUSINESS –**

91 **a. Transfer Station Sewerage Construction Bid Award** – TK reported that we received two bids for
92 the Sewerage Construction project: Champlain Construction for \$138,866, and Parker Excavation for
93 \$143,301. After the award, we will put together an intent to award for the contractor. Once all the
94 paperwork is in hand, we can get a “notice to proceed” signed, which will start the contract. Then we will
95 meet with the contractor and Shane Mullen, Weston & Sampson to have the Chair sign all of the
96 paperwork. This is a rush job in that the project has already been delayed for over a year and needs to get
97 done before our construction permit expires. We also need to leave enough time at the end of the
98 construction to contract with the pavers. CB asked that the E.Bd approve this as an emergency purchase
99 due to COVID-19 delays in 2020, and to have the BOS ratify the award. BM agreed that we have to get
100 this project moving or we will run out of time.

101 **Motion #3: RO moved to approve the bid for the sewerage project to Champlain Construction.**
102 **DG seconded the motion.**

103 **VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.**

104
105 **b. New Haven Transfer Station Extension Site –**

106 **- General Update:** TK reported that due to some BOS member questions about types of material to
107 be collected at the New Haven facility, she has included a spreadsheet showing the tonnages/number of
108 units of each type of waste material that the District Transfer Station in Middlebury received in CY2020
109 and the types of materials we would be accepting in New Haven in each Phase of the development.

110 - **Weston & Sampson Traffic Study:** Weston & Sampson (W&S) completed its 74-pg. Traffic
111 Study Report, which is in its first draft for internal review. The Memorandum at the front of the report
112 explains the methodology and findings of the Traffic Study. The W&S analysis finds that there would be
113 no need for a left-hand turn lane for the project. However, some impact fees would be assessed due to the
114 forthcoming VTrans project on a roundabout in Middlebury. Based on the projected PM peak hour trips
115 and the VTrans impact fee rate of \$810/trip, it appears that the project would be responsible for providing
116 an impact fee payment to VTrans in the amount of \$12,960. We will follow up with them on this fee.

117 **c. Draft One-Year Extension of Agreement with ENPRO for Hazardous Waste Services – DM**
118 reviewed the one-year extension of the Agreement with ENPRO for hazardous waste services. The
119 latest Agreement is only one year old and provides for two one-year extensions if the District notifies
120 them 30 days in advance of its intent to extend the Agreement. That would be June 13. DM
121 recommends that we renew for another year: the service has been good, and the rates and other terms
122 of the Agreement would remain the same.

123 **Motion #4: RO moved to approve the extension of the agreement with ENPRO. CB**
124 **seconded the motion.**

125 **VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.**
126

127 **d. COVID-19 Response Updates – TK** reported that she has been attending webinars on the latest
128 COVID-19 guidelines from EEOC, VOSHA and CDC. VOSHA is following the CDC Guidelines while
129 waiting for the OSHA Guidelines. With staff having been vaccinated, the question is whether we need to
130 continue to wear masks at the Transfer Station and/or office, or to have visitors continue to wear them.
131 The Chair stated that the college still requires masks. CB said that the state only requires masks for
132 visitors indoors. TK will follow VOSHA recommendations. Employers should encourage non-vaccinated
133 employees to wear a mask and maintain a 6' distance. Employers may opt to require masks for all staff if
134 they wish to be more cautious. If masks are not required, we should instruct all employees that if they or a
135 family member is immunocompromised, they should wear masks even if vaccinated. The Chair suggested
136 that we continue to require masks until Gov. Scott lifts the state of emergency, which will reportedly be
137 after the State reaches a 80% vaccination rate. CB added that the ACRPC is preparing to hold hybrid
138 meetings. The special open meeting provisions allowing for virtual meetings will end when the state of
139 emergency is lifted. The BOS could continue to hold a virtual meeting as long as there are some members
140 physically present at the meeting location and all members are able to hear and see each other.
141

142 **8. EXECUTIVE SESSION – For the purpose of discussing negotiation of a purchase & sale**
143 **agreement of property – None needed.**
144

145 **9. AGENDA ITEMS FOR JUNE 17, 2021 BOS MEETING –** New Haven update, including Paul Sokal
146 questions, and the Traffic Study summary; ratification of sewerage construction contract award; ratification of
147 ENPRO Agreement extension; meeting time / locations for BOS and E.Bd.
148

149 **10. OTHER BUSINESS – None.**
150

151 **11. APPROVAL OF PAYMENTS –** Invoices paid in May 2021 were reviewed and approved.
152

153 **12. ADJOURN –**

154 **Motion #5: BM moved to adjourn the meeting at 5:05 PM. RO seconded the motion.**

155 **VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.**
156

157 *I agree that this is an original of the June 9, 2021 minutes that were considered and approved by the E.Bd*
158 *at its meeting of _____.*
159
160
161

Teresa A. Kuczynski, District Clerk