

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its**  
2 **next regular meeting.**  
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Via Zoom**

7 **May 12, 2021 3:00 PM**  
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9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the  
10 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill  
11 Munoff (BM), Cheryl Brinkman (CB), David Olson (DO), Andrew Hooper (AH), and Deborah  
12 Gaynor (DG). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (DM), Program  
13 Manager; Patti Johnson (PJ), Business Manager.  
14

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

17 **Motion #1: BM moved to approve the agenda. DG seconded the motion.**

18 **VOTE: Yes – 5 (BM, DO, DG, CB, TW). No – 0. Abstain – 0.**  
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20 **3. APPROVE MINUTES OF MARCH 31, 2021 MEETING** –

21 **Motion #2: CB moved to approve the minutes of March 31, 2021. DG seconded the**  
22 **motion.**

23 **VOTE: Yes – 5 (BM, DO, DG, CB, TW). No – 0. Abstain – 0.**  
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25 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.  
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27 **5. MANAGER REPORT** –

28 **a. Personnel** – A second Transfer Station Operator II - Will Madison - has been hired.

29 **b. Health & Safety** – Nothing to report.  
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31 **6. FINANCIAL REPORTS** –

32 **a. 2020 Annual Financial Audit – Meeting with Josh Quinn, RHR Smith & Company,**  
33 **CPAs** – Joshua Quinn of RHR Smith & Co. presented the Draft 2020 Annual Financial Audit  
34 Report and his Management Letter. Joshua met with TK and PJ and praised them for their efforts.  
35 The modified opinion showed the financials to be in good shape. The Mgmt. Letter mentioned  
36 two items: (1) Payroll Liabilities – No reason to include payroll liability accounts for some  
37 benefits fully paid by the District; Josh gave recommendations for updating the process; and (2)  
38 Account Code Structure – The account code structure does not segregate the District’s various  
39 funds, leading to the need for additional spreadsheets and complex reconciliations; RHR Smith  
40 will make some software recommendations. CB noted some corrections: On p. 1 of the Mgmt.  
41 Letter, change “City Council” to “Board.” On p. 13, underline the Proprietary-Type Funds  
42 heading. On p. 14, 3d para., combine the two sentences into one sentence. The E.Bd thanked  
43 Josh, TK and PJ for their work on this audit, praising staff for managing well during a tough year.  
44 **b. March 2021 Financial Report** – PJ presented the March 2021 Financials showing a net gain  
45 of \$12,424. March tonnage of 1,784 was a bit higher than the 2020 total of 1,652. Total YTD  
46 tonnage of 4,426 is 154 tons less than YTD tonnage in March 2020. March 2021 received 5,006  
47 transactions, 1,331 more than in March 2020. We received 21.48 tons of tires v. the 14.69 tons in  
48 March 2020. Food scraps continued to increase from 2.17 tons in March 2020 to 8.02 tons in March  
49 2021. YTD food scrap tonnage was 25.96 tons, much higher than the 6.42 YTD tons in 2020, most  
50 likely due to the statewide food scrap ban that took effect on 7/1/2020.

51 **c. March 2021 Single Stream Recycling Report** – In March, the Transfer Station received 366  
52 tons of single stream recyclables. The March 2021 YTD tonnage was 1,020 (missing from the chart).  
53 The single stream recycling processing fee decreased to \$79/ton, resulting in a YTD net gain of  
54 \$21,686.80. The Chair suggested that the BOS consider moving any surplus recycling funds to the  
55 Recycling Rate Stabilization Fund.

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56 **d. Infrastructure Grant Award from VT Agency of Natural Resources** – TK reported that  
57 ANR approved both priority projects for a total grant award of \$80,000. We had anticipated  
58 receiving only one project grant award of \$40,000 for the recycling trailer. This will give us the funds  
59 for the composting program as well.

60 **e. Internship 9/2021 – 3/2022 instead of new AmeriCorps member** – TK reported that Colin  
61 Clarcq, our current AmeriCorps member, will not be renewing with AmeriCorps for another year as  
62 we had hoped. Colin is going to pursue an internship instead, that would start at the end of March.  
63 Rather than look for another AmeriCorps person for next year, we would like to pay Colin as an  
64 intern for the 7-month interim period. Although this would cost us \$8,100 more than the \$8,600  
65 already approved for the AmeriCorps contract, we will benefit from Colin’s experience and training.

66 **Motion #3: CB moved to recommend to the full BOS to approve the internship for Colin**  
67 **Clarcq. AH seconded the motion.**

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

69 **f. Municipal Diversion Grant Applications** – None received.

70 **g. School Diversion Grant Applications** – None received.

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72 **7. NEW BUSINESS –**

73 **a. New Haven Transfer Station Extension Site –**

74 - **General Update:** CB and TK reported on their meeting with the New Haven Selectboard as a  
75 courtesy visit to let them know that the District is interested in the New Haven site. The project will  
76 go before the Development Review Board for approval. The Zoning Administrator was present. The  
77 Selectboard members were polite and asked many good questions about issues that will be up for  
78 review in the Act 250 process, such as traffic, hours, odors, and security.

79 - **Weston & Sampson Traffic Study:** Weston & Sampson (W&S) will begin its traffic study  
80 with car counts on Thursday and Saturday. W&S estimates the study will take about four weeks.

81 **b. Sewerage Construction RFB Issued** – TK and W&S have gone out to bid for the final  
82 construction of the sewerage system at the Transfer Station. Final paving will be separate as part of a  
83 larger paving area on the site. Copies of the RFB and site plans are available at Blueprints for \$30.  
84 We are holding an informational meeting and tour for interested contractors this Friday at 10 AM.

85 **c. Member Municipalities that have not returned Appointment Forms** – We are still waiting  
86 to hear from Starksboro, Cornwall, and Waltham.

87 **d. COVID-19 Response Updates** – TK reported that we have been following the guidelines of  
88 Gov. Scott’s State of Emergency declaration that was extended through midnight on Sat., May 15,  
89 2021. State guidelines might change after that. As part of the RFB package, potential bidders were  
90 provided COVID-19 Precautionary Guidelines for Contractors dated 4/23/2021. All contractors  
91 visiting and working at the Transfer Station must also follow the “Vermont Universal Guidance for  
92 Businesses, Organizations, and Operators” on the [accd.vermont.gov/covid-19](https://www.accd.vermont.gov/covid-19) website.

93 **e. Legislative Report** – TK reported on the status of solid waste bills. After the SNR&E  
94 Committee hearing, **S.126** – E-Waste collection & recycling was postponed until the next session.

95 **H.175** - Bottle Bill Extension passed the House. The SNR&E Committee will not take it up until  
96 next session. **H.446** – ANR bill requesting transfer of solid waste funds to the Environmental  
97 Contingency Fund added the VSWDMA’s request for a higher allocation of 20% receipts of the  
98 Solid Waste Management Assistance Fund if a higher portion of the fund was moved over. H.446  
99 passed the House and will most likely wait until next year for Senate action. **URL amendment** –

100 The SNR&E Committee and the House NR,F&W Committee held a joint hearing on April 28<sup>th</sup> with  
101 interested parties regarding food waste de-packaging facilities and the potential for residual  
102 microplastics in the digestate. No immediate action was discussed, but the issue will continue.

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104 **8. EXECUTIVE SESSION – For the purpose of discussing negotiation of a purchase & sale**  
105 **agreement of property –**

106 **Motion #4: CB moved to enter into executive session for the purpose for discussing**  
107 **negotiation of a purchase & sale agreement of property. DG seconded the motion.**

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

109 **Motion #5: CB moved to enter into executive session at 4:19 PM. DG seconded the**  
110 **motion.**

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

The E.Bd came out of executive session at 5 PM. TK was asked to research property value and to contact our attorney to begin drafting a purchase and sale agreement.

**9. AGENDA ITEMS FOR MAY 20, 2021 BOS MEETING** – 2020 Annual Financial Audit; March 2021 Financial and Recycling Reports; Infrastructure Grant Award; Internship; New Haven Transfer Station Extension Site updates; Sewerage Construction RFB; Member Municipality appointments; District Manager Report (COVID-19 and Legislative Action); Programs Report; and Executive Session for the purpose of discussing negotiation of a purchase & sale agreement of property.

**10. OTHER BUSINESS** – None.

**11. APPROVAL OF PAYMENTS** – Invoices paid in March 2021 were reviewed and approved.

**12. ADJOURN** –

**Motion #6: BM moved to adjourn the meeting at 5:05 PM. DG seconded the motion.**

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

*I agree that this is an original of the May 12, 2021 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*