

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

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

6 September 8, 2021 4:30 PM  
7 ACSWMD Office Conference Room  
8 1223 Rt. 7 South, Middlebury, VT 05753  
9 AND Virtual Meeting on ZOOM

10  
11 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting  
12 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on the call: Bill Munoff  
13 (BM), Cheryl Brinkman (CB), Randy Orvis (RO), David Olson (DO), Andy Hooper (AH), and Deb  
14 Gaynor (DG). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business  
15 Manager; Don Maglienti, Program Manager (DM); and Gary Hobbs (GH), Transfer Station Supervisor.  
16 Guest: Shane Mullen, P.E. of Weston & Sampson Engineers.

17  
18 **2. APPROVE THE AGENDA –**

19 **Motion #1: CB moved to approve the agenda. DO seconded the motion.**

20 **VOTE: Yes – 5 (BM, DO, DG, CB, TW). No – 0. Abstain – 0.**

21  
22 **3. APPROVE MINUTES OF AUGUST 4, 2021 MEETING –**

23 **Motion #2: DO moved to approve the minutes of August 4, 2021. DG seconded the**  
24 **motion.** TK noted that the meeting date in Motion #2 should read, “August 4, 2021.”

25 **Vote moved forward with correction noted.**

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

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

29  
30 **5. MANAGER REPORT –**

31 **a. Personnel** – We are continuing to interview candidates for the vacant Transfer Station Operator  
32 II position. We have had promising candidates and have a few more to interview, with the goal of  
33 making an offer within the next week.

34 **b. Health & Safety** – Two accidents: (1) A piece of wood broke one of the side windshields of  
35 the backhoe – no one was injured; (2) A customer tripped and fell while dropping off E-Waste and  
36 hit their head, causing injury. Staff came to assist. The Scalehouse operator, who is a trained EMT,  
37 tended to the customer until EMS arrived and took over. Customer refused transport and left.

38  
39 **6. FINANCIAL REPORTS –**

40 **a. July 2021 Financial Report** – PJ presented the July 2021 Financials showing a net gain of  
41 \$40,378. July tonnage of 2,384 was higher than the 2020 total of 2,110. Total YTD tonnage of  
42 12,967 is 434 tons higher than YTD tonnage in 2020. July 2021 transactions total of 6,058 was  
43 1,169 less than June 2020; however, YTD transactions was 35,850, an increase of 5,204 over YTD  
44 2020. We disposed of 18.59 tons of tires v. 19.38 tons in June 2020. The food waste roll-off box was  
45 not hauled in July, but total food scraps YTD 2021 is 45.49 tons v. 21.29 tons YTD 2020 total.

46 **b. July 2021 Single Stream Recycling Report** – PJ presented the July 2021 Single Stream  
47 Recycling Report showing the Transfer Station collected 425 tons of single stream recyclables. The  
48 single stream recycling processing fee decreased to \$48/ton, resulting in a YTD net gain of \$94,392.

49 **c. Municipal Diversion Grant Applications** – None received.

50 **d. School Diversion Grant Applications** – None received.

51  
52 **7. NEW BUSINESS –**

53 **a. Sourcewell Quotes – New Compact Loader Purchase Award** – GH presented quotes from  
54 Sourcewell for the purchase of a new compact loader. Quotes came in slightly lower than the budgeted  
55 \$100,000. GH recommends to the E.Bd that we accept the lowest quote, for the Volvo L30GS. It meets

56 all specs and warranty that the District requested and is in stock. Another factor was the reputable  
57 service department at Woods CRW, in Williston, for any repairs/maintenance of the Loader.

58 **Motion #3: CB moved to recommend to the full BOS the purchase of the Volvo Loader**  
59 **based on staff recommendations. BM seconded the motion.**

60 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**

61 DG inquired, since this was our first purchase though Sourcewell, a government procuring agency,  
62 how we found the process. GH reported the process was simple, thorough and saved the District staff a  
63 great deal of time. He was very pleased with the process and the results.

64 **b. Transfer Station Sewerage Construction Update** – GH reported that the project is 90%  
65 complete. The only items remaining are the removal of the power pole, preparing the area for paving,  
66 and the final landscaping.

67 **c. Weston & Sampson New Haven Permitting & Design Proposal** – Shane Mullen of Weston &  
68 Sampson presented an update on the New Haven project as it enters the next phase of permitting and  
69 design. The Chair wanted to confirm that the contract would not begin until after the Purchase & Sale  
70 Agreement is signed. SM confirmed that they want to be ready to go as soon as the P&S Agreement is  
71 signed.

72 **Motion #4: RO moved to recommend to the full BOS the Weston & Sampson contract**  
73 **proposal for design and permitting. DG seconded the motion.**

74 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**

75 **d. Draft 2022 Annual Budget** – TK presented the first draft of the 2022 Annual Budget. We  
76 assumed that the MSW will decline approx. 2% and C&D tonnage will remain steady, from an  
77 estimated YE2021 of 22,1239 tons to 21,934 tons in 2022, in part due to increased food waste  
78 diversion. Estimated Revenues are \$4,055,713, an increase of 5.01%. The draft assumed that \$200,000  
79 of YE2021 surplus revenues would be transferred to the Capital Reserve Fund, which would still leave  
80 a \$376,935 balance remaining in the GF. The estimated Expenditures in 2022 are \$3,920,702, an  
81 increase of 2.69%, leaving a net balance of \$135,011. Much of the cost increase is due to personnel  
82 increase in wages and benefits, as the District fights to stay fully staffed in a very tight and competitive  
83 job market. The District decreased the single stream recycling rate to \$100/ton as the processing fee  
84 continues to drop. TK suggested adding \$1/ton to the MSW/C&D Disposal Tip Fee for a new rate of  
85 \$131/ton. Other per-piece rate increases were proposed due to our rising costs.

86 **e. 2020 Census per member town, Town Vacancies** – TK reported that the population changes of  
87 the 2020 U.S. census did not affect the allocation of votes per town on the BOS.

88  
89 **8. EXECUTIVE SESSION – For the purpose of discussing private accounts at Transfer Station –**

90 **Motion #5: AH moved to enter into executive session at 6:21 PM. CB seconded the**  
91 **motion.**

92 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**

93 The E.Bd came out of Executive session at 6:49 PM.

94  
95 **9. AGENDA ITEMS FOR SEPTEMBER 16, 2021 BOS RETREAT/MEETING** – Draft 2022  
96 Annual Budget, Weston & Sampson Permitting & Design proposal (New Haven site), Loader Purchase,  
97 Summary of SWIP Reports.

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99 **10. OTHER BUSINESS** – None.

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101 **11. APPROVAL OF PAYMENTS** – The lists of payments, signed by the Chair, were approved.

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103 **12. ADJOURN** –

104 **Motion #6: BM moved to adjourn the meeting at 6:51 p.m. AH seconded the motion.**

105 **VOTE: Yes – 5 (BM, AH, DG, RO, TW). No – 0. Abstain – 0.**

106  
107 *I agree that this is an original of the September 8, 2021 minutes that were considered and approved by*  
108 *the E.Bd at its meeting of \_\_\_\_\_.*

109  
110 \_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*