

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

6 **April 5, 2023, 4:30 PM**
7 **Virtual Meeting on ZOOM**
8

9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting
10 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: David Olson
11 (DO), Diane Mott (DM), Randy Orvis (RO), Cheryl Brinkman (CB), Bill Munoff (BM), Diane Mott (DM)
12 and Deb Gaynor (DG). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business
13 Manager; Don Maglienti (Don), Program Manager. Guest: John Boulay, CPA, RHR Smith & Co.
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15 **2. APPROVE THE AGENDA –**

16 **Motion #1: RO moved to approve the agenda. DG seconded the motion.**

17 **VOTE: Yes – 6 (DO, DG, BM, RO, TW, CB). No – 0. Abstain – 0.**
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19 **3. APPROVE MINUTES OF MARCH 8, 2023 MEETING** – TK correction, p. 1, Item 5(a): Feb.
20 23^d should be Feb. 25th. The Chair added that in Item 4: Insert “Vice” before “Chair.”

21 **Motion #2: RO moved to approve the minutes of March 8, 2023. BM seconded the**
22 **motion.**

23 **VOTE: Yes – 5 (DO, DG, BM, RO, CB). No – 0. Abstain – 1 (TW).**
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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** – The District has applied for another ECO AmeriCorps member to start in
29 September 2023. We will be notified when a member is interested and available.

30 **b. Health & Safety** – Jake and TK have just completed the HAZWOPER 8-hour refresher course
31 and soon will complete the RCRA training. Don is scheduling other health & safety courses for staff.

32 **c. Legislative Update** – The Bottle Bill expansion (H.158) and EPR for HHW Bill (H.67) have
33 both passed the House and are now in the Senate Natural Resources Committee, which hopefully
34 will have time to work on each bill before the end of the session.
35

36 **6. FINANCIAL REPORTS –**

37 **a. February 2023 Financial Report** – PJ presented the February 2023 Financials. The Chair
38 pointed out an apparent error in Governmental Tip Fees in the current period revenue section. PJ
39 will recalculate and present a corrected version at the BOS meeting. Feb. tonnage of 1,423 was 47 tons
40 higher than in Feb. 2022. The 3,227 transactions in Feb. 2023 exceeded the 2,918 transactions in
41 Feb. 2022 by 309. The Transfer Station received 317 tons of single stream recyclables in Feb. 2023,
42 or 32 tons more than in Feb. 2022. Tire disposal tonnage in Feb. 2023 was 11 tons v. 0 tons in Feb.
43 2022. The food waste box was not hauled in February, so YTD 2023 remains at 7.12 tons.

44 **b. February 2023 Single Stream Recycling Report** – In February, the Transfer Station delivered
45 307 tons of single stream recyclables to the MRF. With a higher processing fee of \$142/ton, the
46 District YTD net loss was (\$27,196) in SS Recycling. PJ just learned that the March processing fee
47 will rise to \$147/ton. TK told the E.Bd that at its May meeting, we will present options for a course
48 of action to cover YTD losses.

49 **c. Review of Draft 2022 Annual Audit with John Boulay, CPA, RHR Smith & Co.** – John
50 Boulay, RHR Smith & Co., CPAs, presented the Draft 2022 Annual Audit, reviewing the major
51 sections of the year-end financials including net position, fund balances, and the overall health of the
52 District's financial position. As stated in the March 24th Management Letter to the BOS, no material/
53 substantive issues were found in the review of the District Financials, and RHR Smith noted no
54 transactions of the District in 2022 for which there was a lack of authoritative guidance or consensus
55 or deviation from best practice. John noted the books were very clean, and the requested information

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56 for any testing was made readily available by PJ. CB asked if there were any suggestions for
57 improvements, but John said he did not see any areas at this time that would suggest changes to how
58 the District was handling their financials.

59 **Motion #3: RO moved to recommend to the full BOS that they approve the 2022 Draft**
60 **Audit as presented. CB seconded the motion.**

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

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63 **d. Municipal Diversion Grant Applications – N/A**

64 **e. School Diversion Grant Applications – N/A**

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66 **7. NEW BUSINESS –**

67 **a. More Information on Cloud Conversion** – As requested by the E.Bd, PJ presented references for
68 other local businesses that have utilized the services of Tech Group to convert to the Cloud and
69 Microsoft SharePoint. RO brought up that in the E.Bd meeting in March, the presenter had said he
70 would prepare and send a comparison of options available to use for moving to the Cloud. That
71 information was not received by the District, so PJ will follow up with Tech Group and hopefully have
72 that info by next week's BOS meeting. The Chair suggested that staff prepare a summary comparing the
73 costs of continuing the existing system to the costs of moving to the Cloud.

74 **b. Update on Design & Permitting, and Construction – New Haven** – TK updated the E.Bd on the
75 next phase of the regional residential transfer station project. Tree removal was completed by Lathrop
76 prior to the deadline established by the State. TK will be reviewing a draft RFB prepared by Shane
77 Mullen.

78 **c. Nominating Committee Slate of Nominees for Chair, Vice Chair, & Executive Board** – The
79 Nominating Committee reported that all current E.Bd members have expressed their interest in
80 continuing to serve on the E.Bd for next year. CB and BM have both expressed interest in serving as the
81 Vice Chair of the E.Bd. The E.Bd proposes appointing TK as the District Treasurer and Clerk.

82 **d. List of Attorneys for 2023-2024** – TK presented the list of attorneys that currently serve the
83 District for legal, real estate, and personnel matters, and requested to have these same firms represent the
84 District in the coming year.

85 **e. Meeting Options for 2023-2024** – TK mentioned that at the March BOS meeting, a member
86 requested that the BOS discuss going back to in-person meetings. However, it was noted that at least
87 one potential member stated that she would not be able to join if we did in-person only. For this reason,
88 and concerns amongst many members about Covid's continued presence, TK suggested that we hold
89 hybrid meetings, both on ZOOM and utilizing the District's conference room as the physical site for
90 those who wish to attend in person.

91 **Motion #4: CB moved to recommend to the full BOS that we move to hybrid meetings,**
92 **with the District office conference room as the physical location. RO seconded the**
93 **motion.**

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

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96 **8. EXECUTIVE SESSION – To discuss pending or probable civil litigation or a prosecution, to**
97 **which the District is or may be a party, where premature general public knowledge would**
98 **clearly place the District or a person involved at a substantial disadvantage.**

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100 **Motion #5: RO moved that the E.Bd enter into Executive Session for the purpose stated**
101 **on the agenda. CB seconded the motion.**

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

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104 The E.Bd entered into Executive Session at 5:35 PM.

105 The E.Bd exited Executive Session at 5:58 PM.

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107 **9. AGENDA ITEMS FOR APRIL 13, 2023, BOARD OF SUPERVISORS ANNUAL**

108 **ORGANIZATIONAL MEETING** – Draft 2022 Annual Audit, Update on New Haven Site. Annual
109 meeting: BOS Nominations and Election of Officers for 2023-2024; List of Attorneys; Proposed 2023-
110 2024 Meeting Schedule; Appoint District Treasurer and Clerk. Tech Group Cloud Conversion Proposal.

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10. OTHER BUSINESS – CB noted that the Vermont League of Cities & Towns (VLCT) has a new website and is hosting a free webinar on VT’s Open Meeting Law.

11. APPROVAL OF PAYMENTS –

Motion #6: RO moved that the E.Bd. approve the payments for the month of February as approved by Bill Munoff. DO seconded the motion.

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

12. ADJOURN -

Motion #7: BM moved to adjourn the meeting at 6:02 PM. RO seconded the motion.

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

I agree that this is an original of the April 5, 2023 minutes that were considered and approved by the E. Bd at its meeting of _____.

Teresa A. Kuczynski, District Clerk