

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

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
September 11, 2024, 4:30 PM
Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753
And Virtual Meeting on ZOOM**

1. **CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members in person: Middlebury Alternate Richard McKerr (RM). E.Bd members present on Zoom: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), and Rhonda Williams (RW). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (Don), Program Mgr.; Shelly Edson (SE), Admin. Assistant; Drew Pettis (DP), Business Mgr., Gary Hobbs (GH), Transfer Station Supervisor via Zoom
2. **APPROVE THE AGENDA** –
Motion #1: TW moved to approve the agenda. DO seconded the motion.
VOTE: Yes – 5 (BM, DO, RM, CB, TW). No – 0. Abstain – 0.
3. **APPROVE MINUTES OF AUGUST 7, 2024 MEETING** –
Motion #2: TW moved to approve the minutes of August 7, 2024. BM seconded the motion.
VOTE: Yes – 5 (BM, DO, RM, CB, TW). No – 0. Abstain – 0.
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
 - a. **Personnel** – The District is fortunate to have a new ECO AmeriCorps member, Sarah Biales, starting on 9/16/2024. Sarah will be present at the BOS retreat on 9/19/2024 to meet the BOS.
 - b. **Health & Safety** – The Middlebury Transfer Station experienced a major fire in one of the MBI trailers in the tip building at 9:48 a.m. on 8/30/2024. GH described the event, which involved several Middlebury Fire Dept. trucks, assisted by Salisbury Fire Dept. One of the Transfer Station Supervisors was about to compact the trash in the trailer when flames shot out of the load. Fortunately, no one was injured. The cause of the fire was undetermined, although a tarp full of wood chips might have contributed to the fire. GH praised staff for following our training, working together to address the emergency situation while keeping staff safe and preventing access by the general public. The Transfer Station was reopened by 11:40 a.m. TK referred to recent national data showing that the frequency of reported fires this year has surpassed prior years, with 485 fires as of August. Many fires are caused by the growth of lithium-ion batteries at transfer stations, material recovery facilities and scrap metal yards.
 - c. **General Updates** – GH reported that we have proceeded with the replacement of the overhead door, using the Overhead Door Company. No other companies expressed interest. The work should begin next week. SE reported that 25 BOS members are attending in person the BOS Retreat at the Waybury Inn at 4:00 p.m. on 9/19/2024. Two members are participating via Zoom. We received no response from 8 members, who can still log into Zoom.
6. **FINANCIAL REPORTS** –
 - a. **July 2024 Financial Report** – DP presented the July 2024 financials showing a net gain of \$20,166 with a YTD2024 net gain of \$19,749 in the General Fund. The July 2024 MSW & C&D tonnage of 2,343 was 220 tons higher than July 2023, and the YTD2024's 14,472 tons were 1,250 tons higher than YTD2023. The 6,667 transactions in July 2024 were 496 more than July 2023, and YTD2024 transactions of 37,421 were 1,035 more than YTD2023. The July 2024 single stream recyclables total of 390 tons received was 4 tons more than July 2023, and YTD2024's 2,382 tons were 144 tons less than YTD2023. In July 2024, 21 tons of tires were hauled, and YTD2024's 199

56 tons were 11 tons more than YTD2023. In July 2024, no tons of food waste were hauled to VNAP,
57 and 23.96 tons were hauled YTD2024, 1.05 tons less than YTD2023's 25.01 tons.

58 **b. July 2024 Single Stream Recycling Report** – In July, the Transfer Station delivered 407.28 tons
59 of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling
60 Facility (MRF) in Williston. Costs for hauling and recycling in July 2024 were \$45,420, with
61 revenues of \$50,080, for a net gain of \$4,661 and a YTD2024 net gain of \$38,142.

62 **c. Municipal Diversion Grant Applications** – The E.Bd awarded the Town of Monkton a
63 Municipal Diversion Grant for proposed construction of a barrier gate at their recycling drop-off. A
64 total cost of \$5,176.55 was estimated on the grant application, and 50% of that cost, \$2,588, has
65 been set aside to be issued upon completion.

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

67
68 **7. NEW BUSINESS –**

69 **a. Extension of Recycling Contract with CSWD for CY2025** – TK presented a draft extension of
70 the Single Stream Recycling Contract with the CSWD for CY2025. The per ton processing fee at the
71 MRF will be capped at \$90/ton for CY2025. All other terms of the current contract will remain in effect.

72 **Motion #3: TW moved to recommend to the BOS that the Recycling Contract with CSWD**
73 **be extended. DO seconded the motion.**

74 **VOTE: Yes – 6 (BM, DO, RM, RW, CB, TW). No – 0. Abstain – 0.**

75 **b. Extension of Transport Agreement with LaPete's for CY2025** – TK presented a draft
76 extension of the agreement with LaPete Construction & Trucking, LLC for the Transport of
77 Recyclables to the CSWD MRF. All terms of the current contract will remain in effect.

78 **Motion #4: TW moved to recommend to the BOS that the Transport Permit for LaPete's**
79 **be extended. RW seconded the motion.**

80 **VOTE: Yes – 6 (BM, DO, RM, RW, CB, TW). No – 0. Abstain – 0.**

81 **c. Update on New Haven Regional Residential Transfer Station** – The facility opened on
82 9/16/2024. JR & Sons is now operating on Fris, 7 a.m. – 2 p.m. and Sats, 7 a.m. – noon. An
83 additional weekday could be added depending on customer demand. The Zoning Permit was
84 amended to relocate the sign at the entry of Kings Way, and brush clearing was done to improve
85 visibility. The town assigned a new E-911 address to the facility: 100 Kings Way. They recently
86 installed a road sign with that address, and we have ordered a new sign for the gate that posts the
87 new address. We have requested a GPS road addition for Kings Way, as folks are having difficulty
88 locating the facility without GPS. Our website contains a site map, and one has been provided to JR.
89 The Addison Independent just published an article with a photo and interview at the site. The center
90 grass area is finally growing, after a few attempts to seed the spot had failed, and the construction
91 contract has been fulfilled.

92 **d. Draft #1, CY2025 Annual Budget** – DP and TK presented Draft #1 of the CY2025 annual
93 budget. The proposed budget includes total revenues of \$5,033,955 (5.64% increase), and total
94 expenditures of \$4,943,187 (4.76% increase), with a final General Fund balance of \$90,768. No
95 major rate increases are proposed. TK explained the Fund Balance sheet showing the adopted
96 CY2024 budget and estimated year-end balances in all funds, which are then rolled over to the
97 CY2025 budget. TK reviewed the Capital Reserve Fund 10-year budget. TW noted that the CRF
98 predicts a deficit of (\$5,696) at the end of CY2026, and should be addressed. DO proposed adding
99 the office extension, now proposed for CY2032, to the bond vote anticipated in CY2026 for Phase 2
100 and Phase 3 construction at the New Haven regional residential transfer station. DO also proposed
101 increasing the MSW/C&D Disposal rate at the Middlebury Transfer Station by \$4/ton from \$113/ton
102 to cushion the GF balance. The District Fee portion of the tip fee would remain at \$35/ton. The new
103 total tip fee would be \$152/ton.

104
105 **8. EXECUTIVE SESSION – Purpose of appointment or employment or evaluation of a public**
106 **officer or employee, per 1 V.S.A. 313(a)(3).**

107 **Motion #5: TW moved to go into Executive Session. BM seconded the motion.**

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

109 The E.Bd entered into executive session at 5:54 p.m. and exited executive session at 6:10 p.m.

- 111 **9. AGENDA ITEMS FOR SEPTEMBER 19, 2024 BOS MEETING** – Draft CY2025 budget, CSWD
112 Contract extension, LaPete contract extension, RHR Smith contract extension for CY2024 financial audit.
113
114 **10. OTHER BUSINESS** – N/A.
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116 **11. APPROVAL OF PAYMENTS** – Summary of Paid June 2024 Invoices –
117 **Motion #6:** BM moved to accept CB’s approval of the July invoices. TW seconded the
118 **motion.**
119 **VOTE:** Yes – 5 (BM, DO, CB, RW, TW). No – 0. Abstain – 0.
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121 **12. ADJOURN** –
122 **Motion #7:** BM moved to adjourn the meeting at 6:12 p.m. RW seconded the motion.
123 **VOTE:** Yes – 5 (BM, DO, CB, RW, TW). No – 0. Abstain – 0.
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125
126 *I agree that this is an original of the September 11, 2024 minutes that were considered and approved by*
127 *the E.Bd at its meeting of _____.*
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Teresa A. Kuczynski, District Clerk