

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

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
Minutes
Board of Supervisors Meeting No. 341
Thursday, July 18, 2024, 7:00 PM
Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753
And Virtual Meeting on Zoom**

1. CALL TO ORDER – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 7:00 PM on July 18, 2024. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
Addison	1	Bill Munoff	Orwell	1	
Bridport	1		Panton	1	Paul Sokal
Bristol	2	Valerie Capels	Ripton	1	Jay Harrington
Cornwall	1	Jean Raymond	Salisbury	1	
Ferrisburgh	2	David Olson	Shoreham	1	
Goshen	1	Annina Seiler	Starksboro	1	Susan Jefferies
Leicester	1	Richard Reed	Vergennes	2	Cheryl Brinkman (in person)
Lincoln	1	Bill Finger/ Randy Trombly	Waltham	1	Rhonda Williams
Middlebury	4	Richard McKerr (in person)	Weybridge	1	Tim Wickland
Monkton	1	Deborah Gaynor	Whiting	1	Eric Zuesse
New Haven	1				
Staff:		Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Manager; Drew Pettis (DP), Business Mgr.; Shelly Edson (SE), Admin. Asst.; Gary Hobbs (GH), TS Supervisor.	Guests:		

2. APPROVE THE AGENDA –

Motion #1: E.Zuesse moved to approve the agenda. R.Reed seconded the motion.

VOTE on Motion #1: Yes – 20 (Bristol (2), Cornwall, Ferrisburgh (2), Goshen, Leicester, Lincoln, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

3. PUBLIC COMMENT PERIOD – The Chair opened the public comment period.

4. MEMBER COMMUNICATIONS – N/A

5. APPROVAL OF MINUTES FROM MEETING NO. 340 – The Chair noted a few corrections on p. 3: Line 9 of D.Mgr. Report, spell out the word “third”; and Line 26 of Programs Report, take out “ARPC’s”...

Motion #2: P.Sokal moved to approve the minutes of meeting #340 with minor edits. E.Zuesse seconded the motion.

VOTE on Motion #2: Yes – 18 (Cornwall, Ferrisburgh (2), Goshen, Leicester, Lincoln, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 2 (Bristol).

6. FINANCIAL REPORTS –

a. May 2024 Financial Reports – DP presented the May 2024 financials showing a net gain of \$79 with a YTD2024 net loss of (\$46,248) in the General Fund. May had three payrolls issued, adding approx.

1 \$57.5k in expenditures for the month over the typical two-payroll month. The May 2024 MSW & C&D
2 tonnage of 2,566 was 358 tons higher than May 2023, and YTD2024 of 9,983 tons was 1,096 tons higher
3 than YTD2023. The 6,568 transactions in May 2024 were 103 transactions higher than May 2023, and
4 YTD2024 transactions of 24,618 were 664 transactions higher than YTD2023. The May 2024 single
5 stream recyclables total of 359 tons received was 16 tons less than May 2023, and YTD2024's 1,649 tons
6 were 100 tons less than YTD2023. In May 2024, 43 tons of tires were hauled, and YTD2024's 159 tons
7 were 29 tons more than YTD2023. In May 2024, 9.07 tons of food waste were hauled to VNAP; 18.4 tons
8 have been hauled YTD2024, 2.46 tons more than YTD2023's 15.94 tons.

9 **b. May 2024 Single Stream Recycling Reports** – In May, the Transfer Station delivered 360.41 tons of
10 single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility
11 (MRF) in Williston. Costs for hauling and recycling in May 2024 were \$40,534.85, with revenues of
12 \$46,047, for a net gain of \$5,512 and a YTD2024 net gain of \$27,504. V.Capels asked about the
13 contamination issue with single stream recyclables. DM responded that staff has worked with haulers and
14 general public to reduce plastic bag contamination in the recyclables. We have not had loads rejected from
15 the MRF since the first few months of the program. P.Sokal asked whether we will be tracking transactions
16 in New Haven. TK responded that both the Operator and the District will be gathering data.

17 **c. RHR Smith Draft CY2023 Audited Financial Statements & Other Financial Information** – The
18 overall unrestricted fund balance for the District decreased by \$630k in 2023, due primarily to \$600k+ in
19 capital investment. The preliminary draft audited financial statements show an unassigned, unrestricted
20 fund balance of \$364,745 at 12/31/23. This fund balance is what is used as the Beginning General Fund
21 Balance on our Budget v. Actual financial report presented each month once the audit has been finalized.
22 The \$364,745 is a \$66,979 decrease from the \$431,724 that was our calculated balance prior to the audit.
23 The difference is due primarily to an \$80,000 transfer in 2023 from the General Fund to the Capital
24 Reserve Fund for MMI Grant proceeds that were received. The 2023 Budget v. Actual showed the MMI
25 Grant revenues but did not show the transfer to the Capital Reserve Fund coming out, overstating our
26 General Fund balance on that report by \$80k. The audited fund balance of \$364,745 will be reflected in
27 the District's internal financial statements upon acceptance of the draft audited financial statements.

28 **Motion #3: T.Wickland moved to accept the draft audit as final. D.Gaynor seconded the**
29 **motion.**

30 **VOTE on Motion #3: Yes – 20 (Bristol (2), Cornwall, Ferrisburgh (2), Goshen, Leicester,**
31 **Lincoln, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2),**
32 **Weybridge, Whiting). No – 0. Abstain – 0.**

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

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

35
36 **7. NEW BUSINESS:**

37 **a. Rhonda Williams Appointment to Executive Board** – The Chair reported that the E.Board voted at its
38 7/18 meeting to appoint Rhonda Williams of Waltham to fill the last vacancy on the E.Bd.

39 **b. Ltr. To VT Stormwater Program and Report on Site Visit, Middlebury Transfer Station** – After
40 reviewing our site, Weston & Sampson determined that total impervious surface at the Middlebury
41 Transfer Station was 2.97 acres, less than the 3-acre maximum in our stormwater permit. Aaron Ferraro
42 from the VT DEC Stormwater Management Program inspected the site with Shane Mullen, GH, DM and
43 TK today. The focal point at the north end of the site was the open, unpaved area and whether it was
44 compacted by enough vehicles and activities that might render it impervious. Aaron indicated that the
45 stump grinding area is pervious and must be maintained pervious, in which case we can expect a
46 determination that the site is exempt from the 3-acre jurisdiction.

47 **c. Update on New Haven Regional Residential Transfer Station** –

48 - **Construction of Phase 1 Status:** The engineers met with Champlain Construction at the site this
49 morning for final inspection. Some erosion in the center of the site, silt filling in the swale, and seed
50 loss were observed. These items will be addressed prior to releasing the final retainage on the project.

51 - **Draft Agreement with JR & Son's Junk Removal, Inc for operation of a Regional Residential**
52 **Waste Transfer Facility at 65 Campground Road, New Haven:**

53 **Motion #4: T.Wickland moved to approve JR & Son's as hauler for the New Haven site.**

54 **D.Gaynor seconded the motion. T.Wickland asked that the language in the draft Agreement re:**

1 state-mandated collection of leaf & yard debris in summer months be clarified and that the
2 District offer the Agreement as amended to JR and Son's.

3 VOTE on Motion #4: Yes – 21 (Addison, Bristol (2), Cornwall, Ferrisburgh (2), Goshen,
4 Leicester, Lincoln, Middlebury (4), Monkton, Ripton, Starksboro, Vergennes (2),
5 Waltham, Weybridge, Whiting). No – 0. Abstain – 1 (Panton).
6

7 **d. Comments on Draft 2024 VT Materials Management Plan** – DM reported that comments on the
8 Draft 2024 VT MMP were due by 7/19. DM and EJ drafted final comments for the E.Bd to approve prior
9 to submitting to ANR. DM reviewed the comments, which emphasized the distinction between hazardous
10 chemicals used in schools and the hazardous waste education that we are responsible for providing in our
11 SWIPs.
12

13 **8. DISTRICT MANAGER REPORT** – We received notice from the VT Restitution Unit re restitution
14 award to the District to pay for \$3,388.91 in property loss from the stolen vehicle crash into the transfer station
15 entryway on 5/17/2023. The final BOS and Alternates lists were sent out – the Shoreham Supervisor post is
16 vacant. A few of the other towns have not returned their appointment forms, but had Supervisors on the BOS
17 who are presumed to be continuing on the BOS until further notice.
18

19 **9. PROGRAMS REPORT** – It has been a busy summer so far. Emily Johnston (EJ) met with Middlebury
20 College Eco-Reps at the Transfer Station re: better recycling and sustainability. EJ and DM did a blue bin
21 recycling workshop at Ilsley Library that was well attended. They are participating in several other events
22 coming up – Pocock Rocks, Bristol Farmer's Market, Addison County Fair & Field Days (would love to get
23 volunteer BOS members to help staff the booth), and X-frames for the New Haven Chicken BBQ. X-frames
24 have been popular lately for special events. We delivered the first load of blue plastic wrap from Porter Hospital
25 to Burlington for recycling. Porter would also like us to do a workshop on recycling.
26

27 **10. EXECUTIVE SESSION (if needed)** – N/A
28

29 **11. OTHER BUSINESS** – N/A
30

31 **12. ADJOURN** –

32 **Motion #5: B.Finger moved to adjourn the meeting at 8:14 p.m. B.Munoff seconded the**
33 **motion.**

34 VOTE on Motion #5: Yes – 21 (Addison, Bristol (2), Cornwall, Ferrisburgh (2), Goshen,
35 Leicester, Lincoln, Middlebury (4), Monkton, Panton, Ripton, Starksboro, Vergennes (2),
36 Waltham, Weybridge). No – 0. Abstain – 0.
37

38 *I agree that this is an original of the July 18, 2024 minutes that were considered and approved by the*
39 *BOS at its meeting of _____.*
40

41 _____
42 *Teresa A. Kuczynski, District Clerk*