

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. 340
Thursday, June 20, 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 June 20, 2024. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
Addison	1	Bill Munoff	Orwell	1	Bill Goddard
Bridport	1		Panton	1	Paul Sokal
Bristol	2		Ripton	1	Jay Harrington
Cornwall	1	Jean Raymond	Salisbury	1	
Ferrisburgh	2	David Olson	Shoreham	1	
Goshen	1		Starksboro	1	Susan Jefferies
Leicester	1	Richard Reed	Vergennes	2	Cheryl Brinkman (in person)
Lincoln	1		Waltham	1	
Middlebury	4	Richard McKerr (in person)	Weybridge	1	Tim Wickland
Monkton	1	Deborah Gaynor/Jessica Demeritt	Whiting	1	Eric Zuesse
New Haven	1				
Staff:		Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Manager; Drew Pettis (DP), Business Mgr.; Emily Johnston (EJ), Public Outreach Coord.; Shelly Edson (SE), Admin. Asst.	Guests:		

2. APPROVE THE AGENDA –

Motion #1: D.Olson moved to approve the agenda. D.Gaynor seconded the motion.

**VOTE on Motion #1: Yes – 17 (Addison, Cornwall, Ferrisburgh (2), Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, 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. 339 –

Motion #2: P.Sokal moved to approve the minutes of meeting #339. E.Zuesse seconded the motion.

**VOTE on Motion #2: Yes – 17 (Addison, Cornwall, Ferrisburgh (2), Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Vergennes (2), Weybridge, Whiting).
No – 0. Abstain – 0.**

6. FINANCIAL REPORTS –

a. March, April 2024 Financial Reports – DP reviewed the financials, showing a net loss in March 2024 of (\$5,481). The April 2024 financials showed a net gain of \$7,639 with a YTD2024 net loss of (\$46,296). The April 2024 tonnage of 2,145 was 168 tons higher than April 2023, and YTD2024 of 7,417 tons was 738 tons higher than YTD2023. The 5,770 transactions in April 2024 were 553 lower than April 2023, and YTD2024 transactions of 18,050 were 561 higher than YTD2023. The April 2024 single stream recyclables

1 total of 328 tons received was 7 tons less than April 2023, and YTD2024 tons were 82 tons less than
2 YTD2023. In April 2024, 40 tons of tires were hauled, and YTD2024 tons were 24 tons higher than
3 YTD2023. In April 2024, 0 tons of food waste were hauled to VNAP; 9.33 tons have been hauled
4 YTD2024, 6.61 tons lower than YTD2023 of 15.94. The preliminary draft audited financial statements
5 show an unassigned, unrestricted fund balance of \$364,745 at 12/31/23. This fund balance is what is used
6 as the Beginning General Fund Balance on our Budget v. Actual financial report presented each month
7 once the audit has been finalized. The \$364,745 is a \$66,979 decrease from the \$431,724 that was our
8 calculated balance prior to the audit. The difference is due primarily to an \$80,000 transfer in 2023 from
9 the General Fund to the Capital Reserve Fund for MMI Grant proceeds that were received. The 2023
10 Budget v. Actual showed the MMI Grant revenues but did not show the transfer to the Capital Reserve
11 Fund coming out, overstating our General Fund balance on that report by the \$80k.

12 **b. March, April 2024 Single Stream Recycling Reports** – The net gain in March was \$4,820.25. In April,
13 the Transfer Station delivered 327.62 tons of single stream recyclables to the Chittenden Solid Waste
14 District (CSWD) Materials Recycling Facility (MRF) in Williston. Hauling and recycling costs in April
15 2024 were \$36,847 v. revenues of \$42,405, for a net gain of \$5,557.56 and a YTD net gain of \$21,991.

16 **c. AAFM Pesticides Disposal Grant FY2024-2025** – DM reported that we just received a Pesticide
17 Disposal Grant in the amount of \$7,306 from the VT Agency of Agriculture, Food & Markets (AAFM). The
18 grant period would be July 1, 2024 – June 30, 2025. The total costs the District HazWaste Center incurred for
19 pesticides disposal in CY2023 was \$7,668.

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

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

22
23 **7. NEW BUSINESS:**

24 **a. Update on New Haven Regional Residential Transfer Station** –

25 - **Construction of Phase 1 Status:** TK inspected the site with engineers. Some items on the punch list still
26 need to be addressed, but construction is close to completion. The gate is up, and trees were planted. The signs
27 will be prepared.

28 - **Request for Letters of Interest from Licensed Commercial Haulers:** TK issued a request for letters of
29 interest from licensed commercial haulers for a mobile waste collection operation at the New Haven site
30 planned for Phase 1. Statements of interest are due by July 10, 2024, at which time the E.Bd will review them
31 and make recommendations to the full BOS at its July 18, 2024 meeting. The goal is to have services set up by
32 Aug. 1-15, 2024.

33 **b. HazWaste Vendor Services Contract Award, FY2025** – DM outlined four proposals received in
34 response to an RFP for HazWaste vendor services for FY2025. DM is recommending that a contract be
35 awarded to Tradebe and US Ecology.

36 **Motion #3: T.Wickland moved to approve using US Ecology and Tradebe as our HHW**
37 **contractor. E.Zuesse seconded the motion.**

38 **VOTE on Motion #3: Yes – 18 (Addison, Cornwall, Ferrisburgh (2), Leicester,**
39 **Middlebury (4), Monkton, Orwell, Panton, Ripton, Starksboro, Vergennes (2),**
40 **Weybridge, Whiting). No – 0. Abstain – 0.**

41 **c. Tech Group Extension Proposal, Additional Services** – DP explained that this is a renewal of our IT
42 service plan with Tech Group, which includes various IT hardware maintenance services, Microsoft
43 Outlook account subscription maintenance, and web/email protection services. Staff went through the list
44 of managed Outlook licenses (email accounts) and hardware (computers) with the Tech Group, making
45 change proposals as needed for our current situation. These services are a necessity for daily functions of
46 the District. The renewal of these services in the amount of \$1,899/month was recommended by the E.Bd.
47 Tech Group also recommended two new optional services that the District was not currently subscribed
48 to. The first was cyber security awareness training, at a cost of \$2,700 - \$3,000 per year. We have elected
49 to opt out of this service and will look for other cyber security awareness training opportunities. The
50 second optional service offered is a password management software service. This service is on a per user
51 basis at \$6/month/ user. The E.Bd considered this service for staff who feel it would be worth having.

52 **Motion #4: D.Olson moved to approve renewing the Tech Group proposal with extra support**
53 **at District Manager's discretion. T.Wickland seconded the motion.**

1 **VOTE on Motion #4: Yes – 18 (Addison, Cornwall, Ferrisburgh (2), Leicester,**
2 **Middlebury (4), Monkton, Orwell, Panton, Ripton, Starksboro, Vergennes (2),**
3 **Weybridge, Whiting). No – 0. Abstain – 0.**
4

5 **8. DISTRICT MANAGER REPORT – Legislation – S.254.** Gov. Scott has signed S.254 – An Act
6 Relating to including Rechargeable Batteries & Battery-containing Products Under the State Battery
7 Stewardship Program. **Bottle Bill Expansion.** The Senate failed to override the Gov’s veto of S.158, the Bottle
8 Bill expansion bill. Any future BB legislation will have to be redrafted in a future calendar year. **EPR for**
9 **Tires.** A bill was introduced for the 3d year in a row, but did not make the cutoff. EPR for Tires might be
10 reintroduced next year in the new Biennium. **Open Meeting Law** amendments take effect on July 1, 2024.
11 **Stormwater 3-acre Permit Obtainment Assistant Grant Application.** Weston & Sampson prepared a grant
12 application for their engineering services to confirm total acreage of impervious surface and to make
13 recommendations for addressing it before the District Transfer Station stormwater permit expires in November.
14

15 **9. PROGRAMS REPORT – DM** gave a Green-Up Day report: The totals collected this year were 11.62 tons
16 of MSW, 232 tires, 12.53 tons of tires, and small amounts of a few other wastes. As with some prior years, the
17 District received large loads of tires from a few of the member town garages. Staff will discuss this issue with
18 the E.Bd. EJ was asked by the VT DEC to participate in a Business Outreach Training Course for all SWMEs.
19 Additionally, VT DEC’s Materials Management Division staff joined EJ for joint outreach to businesses in our
20 member towns. EJ completed workshops recently with the Counseling Service of Addison County, a Senior
21 Group in Orwell, and a workshop at the Ilsley Public Library titled, “Be A Rot Star: Home Composting.” Next
22 month, EJ will host a workshop titled, “Myth busting: Blue Bin Recycling.” The District is on pace to complete
23 the SWIP mandates by the end of 2024. EJ is working with a champion staff member from the Vergennes
24 Union Elementary School for extended outreach next school year. The District signed up for Fair & Field Days
25 and asked if any BOS members would be willing to volunteer their time at our booth. The District also signed
26 up for the Bristol Harvest Festival, Vergennes Day, and the ARPC’s Addison County Energy Fair in Vergennes.
27 Three events have used the District’s x-frame loan program so far this summer. DM and EJ interviewed an
28 applicant for the open ECO AmeriCorps position. We are awaiting final confirmation of their placement. DM
29 and EJ are working to complete SWIP Reporting on activities completed in 2023 by the 7/1/2024 deadline. The
30 second draft of the new VT Materials Management Plan came out for public comment and will be reviewed by
31 staff for conversation next month.
32

33 **10. EXECUTIVE SESSION –N/A**
34

35 **11. OTHER BUSINESS –** The Chair asked the BOS members how to address the vacancy of a 7th member
36 seat on the Executive Board (E.Bd). Rhonda Williams is willing to be considered. The Chair asked that anyone
37 else interested in the position let her know. The E.Bd will vote in a new member at its July 10th E.Bd meeting.
38 The Chair also asked the BOS members how often to meet, and whether to consider more frequent meetings, as
39 several have been cancelled due to lack of business. The Chair also asked any members with mailing
40 preferences and/or changes to their contact listing to let TK know.
41

42 **12. ADJOURN –**

43 **Motion #5: B.Munoff moved to adjourn the meeting at 8:21 PM. B.Goddard seconded the**
44 **motion.**

45 **VOTE on Motion #5: Yes – 17 (Addison, Cornwall, Ferrisburgh (2), Leicester,**
46 **Middlebury (4), Monkton, Orwell, Panton, Ripton, Starksboro, Vergennes (2),**
47 **Weybridge). No – 0. Abstain – 0.**
48

49 *I agree that this is an original of the June 20, 2024 minutes that were considered and approved by the*
50 *BOS at its meeting of _____.*
51

52 *Teresa A. Kuczynski, District Clerk*