

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
June 12, 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: Richard McKerr (RM) (Middlebury Alternate). E.Bd members present on Zoom: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), and Deb Gaynor (DG). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (DM) via Zoom, Program Mgr.; Shelly Edson (SE), Admin. Assistant; Emily Johnston (EJ), Public Outreach Coord.; Drew Pettis (DP), Business Mgr.

2. APPROVE THE AGENDA – TK reported that the RHR Smith auditors would not be able to make the meeting. John had to cancel this meeting due to illness. He will hopefully be able to attend the July 2024 E.Bd and/or BOS meeting. DP asked whether the E.Bd would like to have a review of the audit now or to wait until the auditor can present the audit report. The E.Bd preferred to wait for the official presentation.

Motion #1: TW moved to approve the agenda without Agenda Item 6(c). DO seconded the motion.

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

3. APPROVE MINUTES OF MAY 8, 2024 MEETING –

Motion #2: DO moved to approve the minutes of May 8, 2024. BM seconded the motion.

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

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

5. MANAGER REPORTS –

a. Personnel – Eco AmeriCorps application status - An Eco AmeriCorps candidate for the 2024-2025 term will be interviewing with staff on Friday.

b. Health & Safety – We are still awaiting some reasonable quotes for repair of the blue tip building roof damage.

c. General Updates – S.254, signed into law by Gov. Scott, updates Vt.'s EPR law for batteries by expanding the batteries that are covered under the current program to include portable rechargeable batteries and batteries sold with products. **NERC Commodity Values Report** - TK reviewed the Northeast Recycling Council (NERC) report for the period Jan. 1 – Mar. 30, 2024 showing an increase of 13% - 14% in the market value of single stream commodities from Materials Recovery Facilities (MRFs) in the Northeast. The avg. processing cost of \$86/ton is a decrease of 7.69% from the previous period.

6. FINANCIAL REPORTS –

a. April 2024 Financial Report – DP presented the April 2024 financials showing 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 total of 328 tons received was 7 tons less than April 2023, and YTD2024 tons were 82 tons less than YTD2023. In April 2024, 40 tons of tires were hauled, and YTD2024 tons were 24 tons higher than YTD2023. In April 2024, 0 tons of food waste were hauled to VNAP; 9.33 tons have been hauled YTD2024, 6.61 tons lower than YTD2023 of 15.94.

55 The preliminary draft audited financial statements show an unassigned, unrestricted fund balance of
56 \$364,745 at 12/31/22. This fund balance is what is used as the Beginning General Fund Balance on
57 our Budget v. Actual financial report presented each month once the audit has been finalized. The
58 \$364,745 is a \$66,979 decrease from the \$431,724 that was our calculated balance prior to the audit.
59 The difference is due primarily to an \$80,000 transfer in 2023 from the General Fund to the Capital
60 Reserve Fund for MMI Grant proceeds that were received. The 2023 Budget v. Actual showed the
61 MMI Grant revenues but did not show the transfer to the Capital Reserve Fund coming out,
62 overstating our General Fund balance on that report by the \$80k.

63 **b. April 2024 Single Stream Recycling Report** – In April, the Transfer Station delivered 327.62
64 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials
65 Recycling Facility (MRF) in Williston. Costs for hauling and recycling in April 2024 were \$36,847
66 with revenues of \$42,405, for a net gain of \$5,557 and a YTD2024 net gain of \$21,991.

67 **c. Meeting with John Boulay, RHR Smith re Draft CY2023 Financial Audit** – (Tabled).

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

72 **e. Municipal Diversion Grant Applications** – N/A

73 **f. School Diversion Grant Applications** – N/A

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75 **7. NEW BUSINESS –**

76 **a. Update on New Haven Regional Residential Transfer Station**

77 **1. Construction of Phase 1 Status** – TK inspected the site today with engineers. Some items on
78 the punch list still need to be addressed, but construction is close to completion. The gate is up, and trees
79 were planted. The signs will be prepared.

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

85 **b. Proposals – RFP for HazWaste Vendor Services, FY2025** – DM outlined four proposals
86 received in response to an RFP for HazWaste vendor services for FY2025. DM is recommending
87 that a contract be awarded to Tradebe and US Ecology.

88 **Motion #3: TW moved to recommend to the full BOS to offer a contract, as split, to**
89 **Tradebe and US Ecology for HazWaste vendor services. BM seconded the motion.**

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

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92 **c. Tech Group Extension Proposal, Additional Services** – DP presented a proposal for renewal of
93 the Tech Group managed care (network monitoring and security) services. The monthly cost would be
94 \$1,899. Additional recommended services would be \$264/month.

95 **Motion #4: DG moved to recommend to the full BOS to approve renewal of the Tech**
96 **Group contract without extra optional items. TW seconded the motion.**

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

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

101 **Motion #5: TW moved to enter into Executive Session at 5:44 p.m. for the purpose stated.**

102 **DG seconded the motion.**

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

104 The E.Bd came out of executive session at 6:18 p.m.

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106 **9. AGENDA ITEMS FOR JUNE 20, 2024 BOARD OF SUPERVISORS MEETING** – Financials,
107 AAFM Pesticides Disposal Grant, New Haven Drop-Off Updates, HazWaste Vendor Services Contract
108 Award, Tech Group Extension Proposal.

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10. OTHER BUSINESS – The Chair mentioned that Rhonda Williams, Waltham Supervisor, expressed an interest in filling the vacancy on the E.Bd. The BOS could consider appointing or electing Rhonda at its July 18th BOS meeting.

11. APPROVAL OF PAYMENTS – Summary of Paid April 2024 Invoices –
Motion #6: BM moved to approve the April 2024 paid invoices. TW seconded the motion.

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

12. ADJOURN –
Motion #7: BM moved to adjourn the meeting at 6:26 p.m. TW seconded the motion.

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

I agree that this is an original of the June 12, 2024 minutes that were considered and approved by the E.Bd at its meeting of _____.

Teresa A. Kuczynski, District Clerk