

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**

July 10, 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 4:31 PM. Other E.Bd members in person: Diane Mott (DM). E.Bd members present on Zoom: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), Deb Gaynor (DG), and Rhonda Williams (RW) (Waltham Alternate). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (Don), Program Mgr.; Shelly Edson (SE), Admin. Assistant; Emily Johnston (EJ), Public Outreach Coord.; Drew Pettis (DP), Business Mgr.
2. **APPROVE THE AGENDA** –
Motion #1: DG moved to approve the agenda. DM seconded the motion.
VOTE: Yes – 4 (DO, DM, DG, CB). No – 0. Abstain – 0.
3. **APPROVE MINUTES OF JUNE 12, 2024 MEETING** –
Motion #2: DO moved to approve the minutes of June 12, 2024. DM seconded the motion.
VOTE: Yes – 4 (DO, DM, DG, CB). No – 0. Abstain – 0.
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
 - a. **Personnel** – Nothing to report.
 - b. **Health & Safety** – We received notice from the VT Restitution Unit re restitution award to the District to pay for \$3,388.91 in property loss from the stolen vehicle crash into the transfer station entryway on 5/17/2023.
 - c. **General Updates** – The latest BOS and BOS Alternates contact lists were provided. A vacancy remains for the Shoreham Supervisor. Several vacancies remain for Alternates from various member towns. The Addison County Regional Planning Commission is working with us to update the Solid Waste Section of their ACR Plan in preparation for our rewrite of the District’s SWIP.
6. **FINANCIAL REPORTS** –
 - a. **May 2024 Financial Report** – DP presented the May 2024 financials showing a net gain of \$79 with a YTD 2024 net loss of (\$46,248) in the General Fund. May had 3 payrolls issued, adding approx. \$57.5k in expenditures for the month over the typical 2-payroll month. The May 2024 MSW & C&D tonnage of 2,566 was 358 tons higher than May 2023, and YTD 2024 of 9,983 tons was 1,096 tons higher than YTD 2023. The 6,568 transactions in May 2024 were 103 transaction higher than May 2023, and YTD 2024 transactions of 24,618 were 664 transaction higher than YTD 2023. The May 2024 single stream recyclables total of 359 tons received was 16 tons less than May 2023, and YTD 2024’s 1,649 tons were 100 tons less than YTD 2023. In May 2024, 43 tons of tires were hauled, and YTD 2024’s 159 tons were 29 tons more than YTD 2023. In May 2024, 9.07 tons of food waste were hauled to VNAP; 18.4 tons have been hauled YTD 2024, 2.46 tons more than YTD 2023’s 15.94 tons.
 - b. **May 2024 Single Stream Recycling Report** – In May, the Transfer Station delivered 360.41 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling in May 2024 were \$40,534.85, with revenues of \$46,047.25, for a net gain of \$5,512 and a YTD 2024 net gain of \$27,504.
 - c. **Meeting with John Boulay, RHR Smith re Draft CY2023 Financial Audit** – John reviewed the draft CY2023 “Audited Financial Statements & Other Financial Information” and highlighted some of the key indicators of financial position from the audit.

- 56 **Motion #3: TW moved to recommend presenting the audit to the BOS for approval before**
57 **being finalized. DO seconded the motion.**
58 **VOTE: Yes – 4 (DO, DM, CB, TW). No – 0. Abstain – 0.**
59 **d. Municipal Diversion Grant Applications – N/A**
60 **e. School Diversion Grant Applications – N/A**
61
62 **7. NEW BUSINESS –**
63 **a. Vote to Appoint Rhonda Williams to Fill Vacant Position on E.Bd.**
64 **Motion #4: TW moved to appoint Rhonda Williams from Waltham to the E.Bd. DO**
65 **seconded the motion.**
66 **VOTE: Yes – 4 (DO, DM, CB, TW). No – 0. Abstain – 0.**
67 **b. Ltr. of 3-Acre Stormwater Permit Jurisdictional Determination, Middlebury Transfer Station**
68 – After walking the Transfer Station site with staff, Shane Mullen, P.E. of Weston & Sampson sent a
69 letter on 7/1/2024 to the VT DEC Stormwater Management Program stating that our review of the site
70 shows that there is less than 3 acres (2.97 acres) on the property and therefore not subject to the
71 additional requirements of the 3-acre rule. Aaron Ferraro will visit the site on 7/18 to determine whether
72 they agree with our determination.
73 **c. Update on New Haven Regional Residential Transfer Station**
74 **1. Construction of Phase 1 Status** – Phase 1 construction is almost complete. A few final details
75 are left to complete, to be covered by the contract retainage amount. District staff is preparing signs for
76 the gate and the entry to King’s Way from Campground Road.
77 **2. Letters of Interest from Licensed Commercial Haulers** – On 6/5/2024, the District sent a
78 request for letters of interest to licensed haulers in servicing the New Haven Regional Residential
79 Transfer Station. On 6/24/2024, the District followed up with a list of questions asked and our
80 responses. By today’s deadline, only one letter of interest was received – JR & Son’s Junk Removal,
81 Inc. to begin in August. TK would draft an agreement to submit to the BOS next week.
82 **Motion #5: TW moved to recommend a JR and Son’s draft agreement be brought to the**
83 **BOS for approval to provide waste services at New Haven site. DO seconded the motion.**
84 **VOTE: Yes – 4 (DO, DM, CB, RW). No – 0. Abstain – 0.**
85 **d. Draft 2024 VT Materials Management Plan** – Don and EJ reviewed staff-recommended
86 comments on the latest draft of the 2024 VT MMP. We are highlighting a distinction between what is
87 considered chemicals in use v. waste chemicals, the latter being part of our mission to reduce and to
88 responsibly manage the disposal of them. Comments are due to ANR next week.
89 **Motion #6: DO moved to approve the proposed edits for the VT MMP. TW seconded the**
90 **motion.**
91 **VOTE: Yes – 4 (DO, DM, CB, TW). No – 0. Abstain – 0.**
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93 **8. EXECUTIVE SESSION – Purpose of appointment or employment or evaluation of a public**
94 **officer or employee, per 1 V.S.A. 313(a)(3).**
95 **Motion #7: DO moved to enter into executive session for the purpose stated above. DG**
96 **seconded the motion.**
97 **VOTE: Yes – 5 (DO, DM, DG, CB, TW). No – 0. Abstain – 0.**
98 The E.Board entered Executive Session at 5:56 p.m. and exited at 6:52 p.m.
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100 **9. AGENDA ITEMS FOR JULY 18, 2024 BOS MEETING** – Draft CY2023 Annual Audit, Ltr. to VT
101 Stormwater Program and report on visit, New Haven Update (Phase 1 construction completion, Draft
102 Agreement with JR’s), Comments on VT MMR Plan, Rhonda Williams Appointment to E.Bd.
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104 **10. OTHER BUSINESS – N/A**
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106 **11. APPROVAL OF PAYMENTS – Summary of Paid May 2024 Invoices**
107 **Motion #8: DG moved to approve the May 2024 paid invoices. TW seconded the motion.**
108 **VOTE: Yes – 5 (DO, DM, DG, CB, TW). No – 0. Abstain – 0.**
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110 **12. ADJOURN –**

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Motion #9: TW moved to adjourn the meeting at 7:00 p.m. DO seconded the motion.

VOTE: Yes – 5 (DO, DM, DG, CB, TW). No – 0. Abstain – 0.

*I agree that this is an original of the July 10, 2024 minutes that were considered and approved by the E.Bd
at its meeting of _____.*

Teresa A. Kuczynski, District Clerk