

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
May 8, 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. E.Bd members present on Zoom: Tim Wickland (TW), Bill Munoff (BM), and David Olson (DO). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Manager; Shelly Edson (SE), Admin. Assistant; Emily Johnston (EJ), Public Outreach Coordinator; Drew Pettis (DP), Business Manager.
2. **APPROVE THE AGENDA** –
Motion #1: DO moved to approve the agenda. TW seconded the motion.
VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.
3. **APPROVE MINUTES OF APRIL 3, 2024 MEETING** –
Motion #2: TW moved to approve the minutes. BM seconded the motion.
VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
 - a. **Personnel** – TK introduced Drew Pettis as the new Business Manager, who arrived on 5/1. The VT Dept. of Taxes is implementing a new Child Care Contribution Tax effective 7/1/2024. This tax is .44% of State taxable wages that employers must pay quarterly. Employers have the option of passing on 25% of this tax, or .11%, to their employees. The District’s total cost of this annual tax would be approx. \$3,500. If the .11% is passed on to employees, the total employee portion would be approx. \$900/year and the District cost would be approx. \$2,600.
Motion #3: BM moved to approve the District absorbing the full amount of the cost of the tax. DO seconded the motion.
VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.
 - b. **Health & Safety** – TK mentioned a recent EPA/CDC final report concluding that players are not at elevated risk of exposure to certain chemicals, metals or air emissions from playing fields using crumb rubber infill. This is welcome news for the tire recycling industry.
 - c. **General Updates** – S.254, the EPR Battery Bill, passed on Monday w/ amendment. The bill will next go to the Senate for concurrence with House amendments and then to the Governor.
6. **FINANCIAL REPORTS** –
 - a. **March 2024 Financial Report** – SE presented the March 2024 financials showing a net loss of (\$5,481) with a YTD2024 net loss of (\$52,078). The March 2024 tonnage of 1,832 was 209 tons higher than March 2023, and YTD2024 of 5,272 tons was 570 tons higher than YTD2023. The 4,247 transactions in March 2024 were 468 higher than March 2023, and YTD2024 transactions were 1,114 higher than YTD2023. The March 2024 single stream recyclables total of 301 tons received was 35 tons less than March 2023, and YTD2024 tons were 75 tons less than YTD2023. In March 2024, 15 tons of tires were hauled. YTD2024 tons were 23 tons higher than YTD2023. In March 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.
 - b. **March 2024 Single Stream Recycling Report** – In March, the Transfer Station delivered 298.95 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling in March 2024 were \$33,961 with revenues of \$38,781, for a net gain of \$4,820 and a YTD2024 net gain of \$16,434.

- 56 c. **Draft CY2023 Financial Audit** – DP and TK are reviewing the draft 2023 Audit, which arrived
57 on 4/26, and will contact the auditor on Friday with any questions.
58 d. **New VT Income Tax Withholding for VT Child Care Contribution as of 7/1/2024** – (Covered
59 in DM Personnel Report.)
60 e. **Municipal Diversion Grant Applications** – N/A
61 f. **School Diversion Grant Applications** – N/A
62

63 **7. NEW BUSINESS –**

- 64 a. **Update on New Haven Regional Residential Transfer Station** – TK reported that construction
65 has begun on the site, including soil pile removal, some final grading around the paving, some subbase
66 added and paving. Depending on weather, Phase 1 should be done by July 1.
67 b. **Proposed Scope of Service, Weston & Sampson, re Middlebury Transfer Station Stormwater**
68 **Permit Renewal and 3-Acre Permit Obtainment Assistance Grant Application** – TK explained that
69 Act 64, a clean water act that made stormwater requirements more stringent for certain facilities, is
70 evaluating whether facilities exceed 3 acres of impervious surface. Weston & Sampson will apply for a
71 stormwater grant to cover engineering fees in evaluating and presenting options to the BOS by July, in
72 time to file a new permit application prior to the expiration of the current permit.

73 **Motion #4: TW moved to present the proposal for a Stormwater Assistance Grant**
74 **Application and Evaluation of Permit Options to the BOS at the May 16th meeting. BM**
75 **seconded the motion.**

76 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**

77 Upon further discussion of the urgency in applying for a grant and beginning the scope of service, a
78 second vote was initiated to go ahead with the stormwater grant application now.

79 **Motion #5: TW moved to go ahead with the Weston & Sampson stormwater grant**
80 **application, evaluation, and permit application. BM seconded the motion.**

81 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**
82

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

85 **Motion #6: DO moved to enter into Executive Session for the purpose stated. TW seconded**
86 **the motion.**

87 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**

88 The E.Bd entered into Executive Session at 5:08 PM and came out of Executive Session at 5:33 PM.
89

90 **9. AGENDA ITEMS FOR MAY 16, 2024 BOARD OF SUPERVISORS MEETING –**

91 **Motion #7: TW moved to cancel the May 16, 2024 BOS meeting due to lack of business.**
92 **DO seconded the motion.**

93 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**
94

95 **10. OTHER BUSINESS – None.**
96

97 **11. APPROVAL OF PAYMENTS – Summary of Paid March 2024 Invoices –**

98 **Motion #8: BM moved to authorize the new Chair or Vice Chair to review and approve**
99 **invoices on behalf of the E.Bd. DO seconded the motion.**

100 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**

101 **Motion #9: BM moved to approve the March 2024 paid invoices. TW seconded the**
102 **motion.**

103 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**
104

105 **12. ADJOURN –**

106 **Motion #10: BM moved to adjourn the meeting at 5:37 PM. TW seconded the motion.**

107 **VOTE: Yes – 4 (CB, BM, DO, TW). No – 0. Abstain – 0.**

108 *I agree that this is an original of the May 8, 2024 minutes that were considered and approved by the E.Bd*
109 *at its meeting of _____.*

110 _____ *Teresa A. Kuczynski, District Clerk*