

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. 311
Thursday, June 18, 2020, 7:00 PM
Via Zoom**

1. OPEN MEETING – CALL TO ORDER – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 7:00 PM on June 18, 2020, via Zoom. Present:

Town	Vote	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
Addison	1	Bill Munoff	Orwell	1	
Bridport	1	Ed Payne / Andrew Manning	Panton	1	Paul Sokal
Bristol	2	/Valerie Capels	Ripton	1	Jay Harrington/Steve Zwicky
Cornwall	1	(Vacant)	Salisbury	1	
Ferrisburgh	2	Steve Huffaker	Shoreham	1	Randy Orvis
Goshen	1	Diane Mott	Starksboro	1	Susan Reit de Salas
Leicester	1	Richard Reed	Vergennes	2	Cheryl Brinkman
Lincoln	1	Bill Finger / Sally Ober	Waltham	1	
Middlebury	4		Weybridge	1	Tim Wickland
Monkton	1	Deborah Gaynor / Jessica Demeritt	Whiting	1	Eric Zuesse
New Haven	1				
Staff:		Teresa Kuczynski (TK), District Mgr.; Patti Johnson (PJ), Business Mgr.; Don Maglienti (DM), Program Manager	Guests:		Tim Jones & Eric Fitch from Tech Environmental

2. APPROVE THE AGENDA –

Motion #1: R.Orvis moved to approve the agenda. T.Wickland seconded the motion.

VOTE on Motion #1: Yes –14 (Bristol (2), Ferrisburgh (2), Goshen, Leicester, Monkton, Panton, Ripton, Shoreham, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

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

4. MEMBER COMMUNICATIONS – The Chair announced the death of former longtime BOS member, Robert Peisch, and a moment of silence was held in his memory.

5. APPROVAL OF MINUTES FROM MEETING NO. 310 –

Motion #2: R.Orvis moved to approve the minutes from meeting no. 310. D.Gaynor seconded the motion.

VOTE on Motion #2: Yes –16 (Bristol (2), Ferrisburgh (2), Goshen, Leicester, Lincoln, Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge, Whiting). No – 0. Abstain – 0.

6. FINANCIAL REPORTS –

a. Review April 2020 Financial Report and Recycling Report– PJ reported a net gain of \$5,692 in the General Fund for the month of April. We collected 328 fewer tons of MSW/C&D than in April 2019. A downturn was to be expected, as the Transfer Station was closed to residents for the month of April due to COVID-19. YTD tonnage is 6,268, a decrease of 251 tons v. last year. In April 2020, we received 341 tons of single stream recyclables, more than double last year's total. YTD total of single stream recyclables was 1,054 tons, 391 tons over last year. YTD recycling processing fees of \$116,321 (at \$112/ton) + hauling

1 fees of \$19,565 totaled \$135,886, v. \$124,293 in revenues. Without inclusion of O/H, the District realized
2 a YTD net loss of (\$11,593).

3 **b. Municipal Diversion Grant Applications** – TK informed the BOS that the E.Bd had approved a
4 \$1,900 grant award to the Town of Starksboro for the repair of their Recycling Roll-Off.

5 **c. School Diversion Grant Applications** – None received.

6
7 **7. NEW BUSINESS –**

8 **a. Middlebury Resource Recovery Center (MRRC) request for inclusion of Anaerobic Digester in**
9 **ACSWMD draft 2020 SWIP** –Tim Jones, of Tech Environmental , Inc. (Tech), presented a draft Full
10 Certification Application on behalf of Middlebury Resource Recovery Center, LLC (MRRC)'s proposed
11 Anaerobic Solid Waste Digestion Facility in Middlebury. MRRC would construct and operate a 1,014 kW
12 biogas plant at 183 Industrial Avenue in Middlebury. Eric Fitch from MRRC was also present. They are
13 seeking approval of the application and inclusion in the ACSWMD SWIP. They explained that the Facility
14 will produce biogas by the anaerobic digestion of food and beverage manufacturing residuals and
15 processed materials. All food processing residuals will be received as a slurry, mixed in the holding tanks
16 and fed into the three digesters. Only liquid loads will be received and stored in tanks; no waste staging or
17 transfer operations will occur. The goal of the Facility is to accept high-quality feedstock streams to
18 maximize biogas production with little contamination. The Facility will not be open to the public, and all
19 haulers using the Facility will be pre-approved by MRRC. The Facility will have an approved feedstock
20 materials list, excluded materials lists and develop a pre-and post-processing testing program that will net
21 consistent feedstock materials and preserve downstream/secondary markets for the digested solids. Tim
22 explained that because one of the proposed feedstock components will be de-packaged food waste derived
23 from a supplier that processes pre-consumer packaged food waste, the Facility requires a Full Solid Waste
24 Certification, and inclusion in the District's SWIP. TK stated that she has reviewed the application and that
25 it is complete. She also mentioned that any solid waste residuals for disposal would have to go to the
26 District Transfer Station for transfer to the landfill, or, with the District's permission, hauled directly to the
27 landfill. Recyclables, if any, would have to go to a Materials Recovery Facility. Q: Would the Middlebury
28 WWTF have the capacity to manage the processed wastewater from the Facility? A: Yes. Q: If
29 contamination is detected in the system, or if maintenance is needed, would the Facility have to close
30 down temporarily? What would happen to the residuals? A: Because the Facility is designed with up to
31 180,000 gallons of liquid/slurry storage capacity consisting of three 60,000-gallon flow equalization tanks,
32 the Facility would be able to use the extra tanks while the tank involved is being cleaned/repared. And
33 there are other facilities that could assist in an emergency.

34 **Motion #3: T.Wickland moved to give TK authority to add the MRRC project to our SWIP**
35 **when she is satisfied with it. R.Orvis seconded the motion.**

36 **VOTE on Motion #3: Yes –17 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen,**
37 **Leicester, Lincoln, Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2),**
38 **Weybridge). No – 1 (Whiting). Abstain – 0.**

39
40 The Chair thanked Tim and Eric for their presentation.

41
42 **b. Hazardous Waste RFP Proposals – Award Contract** - DM reported that the District had received a
43 total of three proposals for the recent RFP for HazWaste Transportation & Disposal at the District HazWaste
44 Center. Proposals were received from ENPRO/EVI, Clean Harbors and Tradebe. DM had to verify the details
45 of the pricing for the proposals. It appeared that the low bidder would be either Clean Harbors or Tradebe.
46 However, after further analysis and taking into consideration a variety of factors, especially the stress on
47 HazWaste Center staff (including training of a new staff member) in adapting to new lab packing systems - in
48 the middle of the COVID-19 pandemic - DM recommended awarding the contract to ENPRO/EVI for the
49 next calendar year.

50 **Motion #4: R.Orvis moved to approve staff recommendation to award HHW contract to Enpro**
51 **for one year. B.Munoff seconded the motion.**

52 **VOTE on Motion #4: Yes –18 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen,**
53 **Leicester, Lincoln, Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2),**
54 **Weybridge, Whiting). No – 0. Abstain – 0.**

1
2 **c. MD&A and Final 2019 Annual Audit Report** – TK presented RHRSmith's letter of significant audit
3 findings, management letter and Independent Auditor's Report for CY2019. TK's Management's
4 Discussion & Analysis (MD&A) summarizes the highlights of the audit report and the financial highlights
5 of the District in CY2019, and includes a discussion of economic factors and budget/rates for CY2020.
6 The Chair asked for any questions from BOS members.

7 **Motion #5: R.Orvis moved to approve the audit report. E.Zuesse seconded the motion.**

8 **VOTE on Motion #5: Yes –18 (Addison, Bridport, Bristol (2), Ferrisburgh (2), Goshen,**
9 **Leicester, Lincoln, Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2),**
10 **Weybridge, Whiting). No – 0. Abstain – 0.**

11
12 **d. Update on Offsite Land Acquisition for expansion purposes** – The Chair summarized current
13 options being pursued. R.Orvis asked to please give us some details of property next time.
14

15 **8. DISTRICT MANAGER REPORT**

16 **a. Legislative Changes – S.227**, a bill that bans single use personal care products in lodging, passed. It
17 includes language giving authority to the ANR Secretary to temporarily suspend services affected by COVID-
18 19. It also provides for a potential discussion of an EPR bill for packaging. **S.349** - The State received federal
19 funds that could be used for reimbursing local governments' COVID-19 expenditures. Despite the solid waste
20 districts having provided essential services throughout the pandemic, the draft of S.349 left out solid waste
21 districts from the list of eligible governments. The VSWDMA members then tallied up their YTD costs to
22 submit to the Govt. Ops Comm. Our District estimate was \$11,000. Some of us provided testimony at two
23 hearings, where we asked the Comm. to consider adding \$200,000 for the solid waste districts, which was
24 added to the bill. **S.113** - The ban on plastic bags and single use plastic containers takes effect on 7/1. ANR
25 will reach out to the Grocers' Association to prepare. ANR is getting the word out to retailers that reusable
26 bags are safe to use. Some retailers had temporarily banned their use due to COVID-19. Paper bags will
27 also be sold for 10 cents each. **Bottle Bill** - The COVID-19 exemption for Redemption Centers to accept
28 bottles/cans expires on 6/22.

29 **b. COVID-19 Response Update** – The Transfer Station reopened to residential customers on 5/17. All staff
30 were provided with COVID-19 Emergency Precautions & Precautionary Guidelines for All Visitors on 5/15,
31 consistent with CDC & State guidelines. Staff health screening and temperatures will be taken at the beginning
32 of each shift. Staff has been busy with the increased traffic and volumes since reopening to residents. The
33 Reuse It or Lose It! sheds remain closed for now. Callers with items to donate are given info on other reuse
34 options. Customers have been cooperative. R.Orvis praised the staff for the great job they did in keeping the
35 Transfer Station open for haulers and businesses. The office will remain closed, and exempt office staff will
36 work at home. For essential work that can't be done at home, office staff are rotating visits to the office.
37

38 **9. DISTRICT PROGRAMS REPORT (DM) – Food Scraps:** Compost bin sales have been heavy, and we
39 are expected to run out of SoilSavers soon. A new order for 108 more units has been placed, but will likely not
40 arrive for 3-4 weeks. We are also currently out of Green Cones and seeking to do a combined order with
41 another District. We recently received a large order of green 5-gallon food scrap pails, which we are giving
42 away free to residents and haulers again. We also continue to give away biodegradable toter liners and rubber
43 bands to haulers for their commercial customers. We continue to sell the Kitchen Collectors as well. Our Spring
44 home composting workshops are about to come to a close, with our 5th and final one scheduled for this Saturday
45 morning. Jessie and Ollie have completed four online composting classes, which were very popular, drawing
46 25-75 registrants per event. BOS members are invited to view a YouTube recorded version of one of our
47 workshops, accessible on our website by clicking on the green apple for “Food Scraps and Composting,” and
48 then clicking on “Home Composting Workshops.” **SWIP:** Staff continues to work on the 2019 SWIP Report
49 and 2020 SWIP rewrite, both due by 7/1/2020.
50

51 **10. OTHER BUSINESS** – V.Capels asked about the format of future meetings considering the ongoing
52 COVID-19 pandemic. After discussion, it was agreed that the ZOOM platform was working well for now, and
53 the BOS would not be able to meet in person for the foreseeable future. V.Capels mentioned that it would be
54 preferable to receive further BOS packets via email rather than mailing, and suggested the District adopt PDF

1 formatting using Optical Character Recognition. PJ stated she would look into whether our scanned PDFs use
2 OCR. TK asked BOS members to send her an email indicating their preference for emailed BOS mailings.
3

4 **11. ADJOURN –**

5 **Motion #6: B.Finger moved to adjourn the meeting at 8:53 p.m. B.Munoff seconded the**
6 **motion.**

7 **VOTE on Motion #6: Yes –15 (Addison, Bristol (2), Ferrisburgh (2), Leicester, Lincoln,**
8 **Monkton, Panton, Ripton, Shoreham, Starksboro, Vergennes (2), Weybridge). No – 0.**
9 **Abstain – 0.**

10
11 *I agree that this is an original of the June 18, 2020 minutes that were considered and approved by the BOS*
12 *at its meeting of _____.*

13 *Teresa A. Kuczynski, District Clerk _____*