

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its**  
2 **next regular meeting.**  
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **ACSWMD Office**

7 **1223 Route 7 South**

8 **Middlebury, VT 05753**

9 **January 8, 2020 3:00 PM**  
10

11 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the  
12 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill  
13 Kernan (BK), Steve Huffaker (SH), and Tim Wickland (TW). Staff present: Teri Kuczynski (TK),  
14 District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Programs Manager (DM);  
15 Gary Hobbs (GH), Transfer Station Supervisor.

16  
17 **2. APPROVE THE AGENDA –**

18 **Motion #1: TW moved to approve the agenda. BK seconded the motion.**

19 **VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.**  
20

21 **3. APPROVE MINUTES OF DECEMBER 11, 2019 MEETING –**

22 **Motion #2: TW moved to approve the minutes of December 11, 2019. SH seconded the**  
23 **motion.**

24 **VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.**  
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26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.  
27

28 **5. MANAGER REPORT –**

29 **a. Personnel** – The Chittenden Solid Waste District RFP for Salary Analysis that included the  
30 ACSWMD and the Windham SWMD did not receive any proposals. We are waiting to hear  
31 whether the CSWD is going to reissue the RFP. If not, the ACSWMD will issue its own RFP to  
32 receive the study in time for drafting the CY2021 budget.

33 **b. Health & Safety –**

34 (1) PJ informed the E.Bd that a new security system was installed in the office building area  
35 which now includes new fire sensors as well as sensors for water overflow and temperature  
36 warnings. A security pad was also installed in the scalehouse. Both systems now include  
37 panic buttons for extreme emergencies and come with an APP that management can use to  
38 better track and respond to issues.

39 (2) There were no reportable injuries or deaths in 2019.  
40

41 **6. FINANCIAL REPORTS –**

42 **a. November 2019 Financial Report** – PJ reported that November ended with a net gain in the  
43 General Fund of \$18,522. Tonnage was up 201 tons over the same period in 2018. Overall tonnage is  
44 up by 2,010 tons over YTD2018.

45 **b. November Single Stream Recycling Report** – PJ reported that the processing fee had climbed  
46 to \$108/ton, resulting in a net loss of \$55K in single stream recycling through November 2019.

47 **c. SWIP Grant Amount for CY2020** – TK reported that the SWIP Grant amount is expected to  
48 remain the same as last year, approx. \$39,000.

49 **d. Municipal Diversion Grant Applications** – None received.

50 **e. School Diversion Grant Applications** – None Received.  
51

52 **7. NEW BUSINESS –**

53 a. **New Supervisor and Alternate from Salisbury** – TK reported that Pedie O’Brien was  
54 appointed by the selectboard as the BOS Supervisor for Salisbury, and Jonathan Blake was appointed  
55 as the BOS Alternate for Salisbury.

56 b. **Update on Cybersecurity research and progress in preparing RFP** – PJ updated the E.Bd on  
57 the research she had done into improving the District’s overall IT security. After speaking with  
58 several area vendors, a list of necessary upgrades was presented. An RFP for the installation and  
59 service of the upgrades should be going out within the week. SH suggested adding an option in the  
60 RFP for ongoing system support.

61 c. **Decision on 27-Paycheck year for exempt employees** – In CY2020, the year will contain a  
62 27-week payroll rather than the usual 26-week payroll. This rare occurrence will only affect  
63 biweekly payment of the exempt employees. TK reviewed the options: no paycheck for the last  
64 two weeks of December; an extra paycheck at the end of the year; or deductions from each  
65 paycheck to cover the difference. TK recommended an extra paycheck; both the no paycheck and  
66 the reduced paycheck options would be a hardship on the exempt employees. The approved 2020  
67 Annual Budget reflected a 26-week payroll; an extra pay period would add \$23,726 in expenses  
68 to the General Fund. TK suggested that we cover the extra costs with savings from postponing the  
69 hiring of a new Transfer Station Operator until the end of March. This will not be a hardship  
70 during our slow period.

71 d. **Update on Construction Schedule and ANR Asphalt Shingle Grant RFP** – The construction  
72 for 2019 is almost complete. We are awaiting news about the ANR Asphalt Shingle Grant before  
73 completing that portion of the project. The drywall roll-off pad is installed, and a 20-cu.yd roll-off  
74 has been purchased. The fuel tank/dispenser pad has been installed, and we will order the dispenser  
75 this month. The grant review team questioned the need for a 30-cu.yd roll-off due to weight capacity;  
76 TK explained the reasoning behind that decision, but if the team would only support a 20-cu.yd roll-  
77 off, we could accept that. It would be a savings of \$900 in price, but would increase the number of  
78 hauls to the recycler. The team also questioned the need for a bunker; TK responded that the asphalt  
79 shingles primarily arrive in trailers, and that trailers cannot tip into an open-top roll-off box without a  
80 tip wall. A new tip wall would be much more expensive than the concrete bunker with concrete  
81 block walls, and there would probably be no room for another tip wall on the north end of the site.  
82 Even if we could construct a new tip wall, it would be too valuable to devote only to source-  
83 separated asphalt shingles, which are of unknown quantity and tend to be seasonally generated.

84  
85 **8. EXECUTIVE SESSION** – Not necessary.

86  
87 **9. AGENDA ITEMS FOR THE JANUARY 16, 2020 BOS MEETING** –

88 **Motion #3: TW moved to cancel the January 16, 2020 BOS meeting due to a lack of**  
89 **business. BK seconded the motion.**

90 **VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.**

91  
92 **10. OTHER BUSINESS** – SH called into question the Wheels for Warmth administrative costs, which  
93 are top-heavy. SH would like to add to the next meeting agenda the discussion of searching for properties  
94 for a regional drop-off. The Chair suggested that staff begin to contact real estate companies for  
95 assistance in identifying potential sites. TK will check with ANR on the requirements for public  
96 participation in the siting process.

97  
98 **11. APPROVAL OF PAYMENTS** – Invoices paid in December 2019 were reviewed and approved.

99  
100 **12. ADJOURN** –

101 **Motion #4: SH moved to adjourn the meeting at 4:08 PM. TW seconded the motion.**

102 **VOTE: Yes – 4 (BK, SH, CB, TW). No – 0. Abstain – 0.**

103  
104 *I agree that this is an original of the January 8, 2020 minutes that were considered and approved*  
105 *by the E.Bd at its meeting of \_\_\_\_\_.*

106  
107 \_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*