

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next**  
2 **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 **March 11, 2020 3:00 PM**

10  
11 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting  
12 of the Executive Board (E.Bd) to order at 3:01 PM. TK reported that Bill Kiernan has resigned from the  
13 BOS and E.Bd, as he no longer resides in Cornwall. Other E.Bd members present: Bill Munoff (BM),  
14 Steve Huffaker (SH), Eric Murray (EM) and Tim Wickland (TW). Staff present: Teri Kuczynski (TK),  
15 District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program Manager (DM); Gary  
16 Hobbs (GH), Transfer Station Supervisor.

17  
18 **2. APPROVE THE AGENDA –**

19 **Motion #1: TW moved to approve the agenda. BM seconded the motion.**

20 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**  
21

22 **3. APPROVE MINUTES OF FEBRUARY 12, 2020 MEETING** – The Chair asked that on line 40,  
23 the "B" in balance not be capitalized.

24 **Motion #2: SH moved to approve the minutes of February 12, 2020 as amended. EM**  
25 **seconded the motion.**

26 **VOTE: Yes – 4 (BM, SH, EM, CB). No – 0. Abstain – 1 (TW).**  
27

28 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.  
29

30 **5. MANAGER REPORT –**

31 **a. Personnel** – N/A

32 **b. Health & Safety** – COVID-19 Planning

33 **Motion #3: BM moved that the E.Bd entrust TK with authority to address issues with**  
34 **paying employees on a case-by-case basis, should they be quarantined. SH seconded the**  
35 **motion.**

36 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**  
37

38 **Motion #4: TK moved that the E.Bd give authority to TK to consult with the Chair of the**  
39 **BOS to take whatever emergency measures are necessary to continue operations at the**  
40 **Transfer Station as the situation merits. EM seconded the motion.**

41 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**  
42

43 **6. FINANCIAL REPORTS –**

44 **a. January 2020 Financial Report** – PJ presented the Pre-Audited January 2020 Financials. A net loss  
45 of (\$55,690) in the General Fund was incurred in January, traditionally a slow month, and this year  
46 January posted 3 payrolls that contributed to the loss. MSW & C&D tonnage were up by 66 tons over last  
47 year - 1,542 tons v. 1,429 in 2019. Single Stream Recycling totaled 191 tons, up 3 tons over last year.

48 **b. January 2020 Single Stream Recycling Report** – PJ reported that the processing fee had remained  
49 steady at \$108/ton, resulting in a net loss of (\$2,527) in single stream recycling in January.

50 **c. Checking Account Funds and CD options at NBMVT**– PJ reported that she and TK met with Jo  
51 Holm-Hanson at NBM a few weeks ago to discuss the transfer of some of the District's designated funds  
52 to CD's with higher interest yields. We were going to present a plan to the E.Bd, but with the COVID-19  
53 outbreak and the resulting drop in the market and interest rates, we decided to recommend paring down  
54 the transfers to just two transactions: (1) reclassify the Capital Reserve Fund Checking account to a

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55 Master Money account for a higher interest yield; and (2) Roll the Closure Fund sitting in a high-yield,  
56 17-month CD, into a 6-month CD when it matures next week. Hopefully, at the end of six months, interest  
57 will have risen so we can reinvest this Fund into a longer-term, higher-yield CD.

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

59 **e. School Diversion Grant Applications** – None received.

60  
61 **7. NEW BUSINESS –**

62 **a. Revised Sewerage Construction Budget, Proposed Addendum to Weston & Sampson Contract**  
63 **to add Funds for Construction Oversight** – We are about to move from the early design & permitting  
64 phase of the project to the construction phase. The Engineer's Opinion of Probable Cost for construction  
65 oversight is \$171,000, which is within our 2020 budget of \$200,000. In order to get started on preparing  
66 the bid documents, W&S needed to have a commitment to the \$22,000 Engineering Design. TK approved  
67 a not-to-exceed \$10,000, within her spending limit, with the understanding that the E.Bd would review the  
68 revised expenditure of \$22,000. No member objections were raised.

69  
70 **b. 2020-21 ECO AmeriCorps Application** – Ollie Cultrara, our AmeriCorps member for the past two  
71 years, is leaving at the end of her term in August. The deadline for submitting an application for a new  
72 AmeriCorps member for the next term is this Friday. The cost to the District would be \$8,000, a  
73 reasonable amount for all of the benefits we receive from the program members.

74 **Motion #5: TW moved that because of the imminent deadline, the E.Bd authorize TK to**  
75 **approve the 2020-2021 AmeriCorps contract. EM seconded the motion.**

76 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**

77  
78 **c. Update on Regional Drop-off Siting Process** – TK reported that she has not had the time to pursue  
79 sites with realtors. TK has been working on a summary of the former Municipal Drop-off Advisory  
80 Committee conclusions in preparation for public outreach. The Chair and SH offered to begin talking  
81 with realtors and providing them a copy of the Transfer Station Siting Criteria.

82 **d. Form Nominating Committee** – The Chair and TW offered to serve as the Nominating Committee  
83 for the elections to be held at the April 9th BOS Annual Organization meeting. E.Bd members present  
84 expressed a willingness to serve on the E.Bd for another year; their names will be added to the slate of  
85 nominations for the E.Bd.

86  
87 **8. EXECUTIVE SESSION** – Not necessary.

88  
89 **9. AGENDA ITEMS FOR THE MARCH 19, 2020 BOS MEETING –**

90 **Motion #6: EM moved to cancel the BOS meeting on March 19, 2020 due to lack of**  
91 **business. TW seconded the motion.**

92 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**

93  
94 **10. OTHER BUSINESS** – BM announced the New York waste conference coming up. TK reported that a  
95 bidder was selected for the Job Salary Classification Analysis that the Chittenden SWD is conducting  
96 along with the ACSWMD and the Windham SWD. CSWD is checking references and will get back to us.  
97 The budget will not have to be increased to include benefit comparisons. The study is due to be completed  
98 by August, in time for our drafting of the 2021 annual budget.

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100 **11. APPROVAL OF PAYMENTS** – Invoices paid in February 2020 were reviewed and approved.

101  
102 **12. ADJOURN –**

103 **Motion #7: EM moved to adjourn the meeting at 4:28 PM. BM seconded the motion.**

104 **VOTE: Yes – 5 (BM, SH, EM, CB, TW). No – 0. Abstain – 0.**

105  
106 *I agree that this is an original of the March 11, 2020 minutes that were considered and approved by the*  
107 *E.Bd at its meeting of \_\_\_\_\_.*

108  
109 \_\_\_\_\_  
*Teresa A. Kuczynski, District Clerk*