

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board**
2 **at its next regular meeting.**
3

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **August 4, 2021 4:30 PM**

7 **ACSWMD Office Conference Room**
8 **1223 Rt. 7 South, Middlebury, VT 05753**
9 **AND Virtual Meeting on ZOOM**

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11
12 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the
13 meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on the call:
14 Bill Munoff (BM), Cheryl Brinkman (CB), Randy Orvis (RO), David Olson (DO), Andy Hooper (AH),
15 and Deb Gaynor (DG). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ),
16 Business Manager; Don Maglienti, Program Manager (DM); and Gary Hobbs (GH), Transfer Station
17 Supervisor.

18
19 **2. APPROVE THE AGENDA –**

20 **Motion #1: DO moved to approve the agenda. BM seconded the motion.**

21 **VOTE: Yes – 6 (BM, DO, DG, RO, CB, TW). No – 0. Abstain – 0.**
22

23 **3. APPROVE MINUTES OF JULY 7, 2021 MEETING –**

24 **Motion #2: CB moved to approve the minutes of Sept. 9, 2020. DG seconded the**
25 **motion.**

26 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
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28 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
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30 **5. MANAGER REPORT –**

31 **a. Personnel** – Nothing to Report

32 **b. Health & Safety** – Nothing to Report
33

34 **6. FINANCIAL REPORTS –**

35 **a. June 2021 Financial Report and June 2021 Single Stream Recycling Report** – PJ
36 presented the June 2021 Financials showing a net gain of \$57,221. June tonnage of 2,224 was
37 higher than the 2020 total of 2,032. Total YTD tonnage of 10,583 is 160 tons higher than YTD
38 tonnage in 2020. June 2021 transactions total of 6,324 was 359 less than June 2020. We collected
39 23.39 tons of tires v. 59.29 tons in June 2020. Food scraps continued to increase from 2.45 tons in
40 June 2020 to 9.61 tons in June 2021. YTD food scrap tonnage was 45.49 tons, much higher than the
41 13.31 YTD tons in 2020, most likely due to the statewide food scrap ban that took effect on
42 7/1/2020. In June, the Transfer Station collected 393 tons of single stream recyclables. The single
43 stream recycling processing fee decreased to \$55/ton, resulting in a YTD net gain of \$69,930.

44 **b. Variance Report – Jan-Jun 2021** – PJ presented a variance report showing the revenue and
45 expenses of the District through June 2021 v. the annual Budget of 2021.

46 **c. Principal Life v. NY Life Insurance Cost Comparison** – New York Life approached staff to
47 offer a comparison bid of the District's current Life Insurance, STD, and LTD coverage that the
48 District provides to staff. After discussions with our current provider, Principal, and New York Life,
49 PJ presented the E.Bd with a side-by-side comparison of coverages and prices. Based on a more
50 comprehensive package of coverages and a better price point, staff recommended to the E.Bd that we
51 switch our Life Insurance, STD and LTD coverages to New York Life by Sept 1, 2021.

52 **Motion #3: RO moved to recommend to the full Board to approve switch from**
53 **Principal to NY Life as of September 1. BM seconded the motion.**

54 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**

August 4, 2021 – Exec. Bd. Mins.

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d. First Choice Proposal – Conference/Video for Office Conference Room – PJ presented the E.Bd with a \$3,935.38 proposal from First Choice for upgrading the Audio Visual system in the District’s office conference room. First Choice, a company that specializes in Audio Visual systems, was recommended by the District’s IT security company, Tech Group. With so many of our meetings, trainings and presentations now being held virtually, this system will provide the District with the secure technology to hold these meetings in our own conference room, and will allow the BOS and E.Bd meetings to be held both in person and virtually.

Motion #4: RO moved to approve purchase of the First Choice AV System for the conference room. DO seconded the motion.

VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.

e. Municipal Diversion Grant Applications – None received.

f. School Diversion Grant Applications – None received.

7. NEW BUSINESS –

a. Draft Extension – Casella Waste Management Transport & Recycling Contract – CY2022 – TK met with Randy Dapron, of CWM regarding an extension of the existing contract for transport & recycling for CY2022. The extension would include a CPI increase equal to 100% of the CPI for the Garbage & Trash Collection Services for the average of the previous 12 months. The average for July 2020 – June 2021 is 4.1%. All other terms remain the same.

Motion #5: CB moved to recommend to the full Board a one-year extension for the Casella Contract. RO seconded the motion.

VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.

b. Bids – New Aluminum, Closed-Top Recycling Transfer Trailer – The District went out to bid for a new recycling trailer. The three bids received were opened and recorded this morning. The low bidder was Northeast Great Dane for a MAC SP Compactor 2023 trailer for \$91,775 (116 cu.yd, 2-year warranty, and 120-day delivery). The East Hale Trailer bid was \$111,440 (180-240 day delivery). The Titan 48-2-TW-WF 2022 trailer bid was \$112,388 (120 cu.yd, 1-year warranty, and 120-150 day delivery). GH praised the reliability of the Titan trailers that we have owned; he preferred that we purchase a Titan. The E.Bd questioned whether the features of the Titan were worth the \$21,000 extra cost.

Motion #6: CB moved to recommend to the full Board to purchase the Titan Trailer per staff recommendation. DG seconded the motion.

VOTE: Yes – 2 (AH, CB). No – 5 (BM, DO, DG, RO, TW). Abstain – 0.

Motion #7: RO moved to recommend to the full Board to purchase the MAC Trailer. BM seconded the motion.

VOTE: Yes – (BM, DO, DG, RO, TW). No – 1 (CB). Abstain – 1 (AH).

c. Transfer Station Sewerage Construction Update –

- **Champlain Construction Contract Change Order** – Electrical Work, Service to Scale House – The change order to the contract was due to an oversight in the site plans bid out to contractors, which did not include a separate electric conduit from the new pole to the scalehouse. The additional work was \$11,328, which would increase the contract price to \$150,194, an amount that is still within budget.

- **D&F Excavating & Paving, Inc. Proposal** – D&F Excavating & Paving submitted a \$40,740 proposal for paving the areas disturbed by the construction, as well as paving the surface area in front of the scalehouse and office, and the driveway to the shed.

Motion #8: RO moved to approve the contract with D&F Excavating & Paving. DO seconded the motion.

VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.

110 **d. New Haven Transfer Station Extension Site – General Updates** – Aaron Brown, New Haven
111 Town Administrator/Zoning Administrator, requested on behalf of the New Haven Planning
112 Commission requesting future plans, studies, permits, etc. for the proposed drop-off on Campground
113 Road. Aaron explained that the Planning Commission is nearing completion of a revision to its
114 zoning bylaws, and this use is not well defined in their current or draft language. TK referred Aaron
115 to the BOS minutes posted on the ACSWMD website for information. TK informed Aaron that the
116 District would be happy to share any studies, applications, site plans after we submit the District’s
117 application to the Development Review Board. CB added that the first step in the permitting process
118 is the application to the DRB.

119 **e. COVID-19 Response Updates** – TK reported that we implemented the procedures last
120 reviewed by the E.Bd, i.e., unvaccinated staff and visitors are required to wear a mask in the office,
121 or when within six feet of another. Now that the delta variant is spreading, and guidelines/procedures
122 are rapidly changing, we will evaluate the policy on a regular basis as we move through this next
123 phase of pandemic.
124

125 **8. EXECUTIVE SESSION – For the purpose of discussing negotiation of a purchase & sale**
126 **agreement of property -**

127 **Motion #9: AH moved to enter into executive session for the purpose of discussing**
128 **negotiation of a purchase & sale agreement of property. CB seconded the motion.**

129 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
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131 **Motion #10: CB moved to enter into executive session. AH seconded the motion.**

132 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
133

134 The E.Bd entered Executive session at 5:55PM

135 The E.Bd exited Executive session at 6:21 PM.
136

137 **Motion #11: RO moved to authorize TK to fill in the dates as appropriate in the**
138 **Purchase & Sale Agreement, within discussions with our legal counsel. DG seconded**
139 **the motion.**

140 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
141

142 **9. AGENDA ITEMS FOR AUGUST 19, 2021 BOS MEETING** – Recommendations to award
143 trailer bid to MAC and to award paving contract to D&F Paving; possible executive session to discuss the
144 New Haven Purchase; virtual option for BOS retreat in September; and staff update on Addison County
145 Fair & Field Days.
146

147 **10. OTHER BUSINESS** – None.
148

149 **11. APPROVAL OF PAYMENTS** – The lists of payments, signed by CB, were approved.
150

151 **12. ADJOURN** –

152 **Motion #12: BM moved to adjourn the meeting at 6:24 p.m. DG seconded the motion.**

153 **VOTE: Yes – 7 (BM, DO, AH, DG, RO, CB, TW). No – 0. Abstain – 0.**
154

155 *I agree that this is an original of the August 4, 2021 minutes that were considered and approved by the*
156 *E.Bd at its meeting of _____.*

157 _____
158 *Teresa A. Kuczynski, District Clerk*