

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 **Virtual Meeting on ZOOM**
7 **February 10, 2021 3:00 PM**
8

9 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the
10 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the call:
11 Bill Munoff (BM), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and
12 Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (DM),
13 Program Manager; and Patti Johnson (PJ), Business Manager. Guest: Shane Mullen, P.E., Weston &
14 Sampson.

15
16 **2. APPROVE THE AGENDA –**

17 **Motion #1: DO moved to approve the agenda. RR seconded the motion.**

18 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
19

20 **3. APPROVE MINUTES OF JANUARY 13, 2021 MEETING –**

21 **Motion #2: TW moved to approve the minutes of January 13, 2021. RR seconded the**
22 **motion.**

23 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
24

25 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
26

27 **5. MANAGER REPORT** – Topics to be covered under New Business.

28 **a. Personnel** – N/A

29 **b. Health & Safety** – N/A
30

31 **6. FINANCIAL REPORTS –**

32 **a. December 2020 Financial Report** – PJ presented the Un-Audited, Year End (YE) December
33 2020 Financials showing a net gain of \$7,146 for December and a YE operations net gain of
34 \$54,266 in the General Fund. Combined with a higher than budgeted Beginning Fund Balance,
35 the total net gain in 2020 was \$306,476 over budget. YE tonnage of 22,197 is 1,163 tons less than
36 the 2019 YE tonnage of 23,360, most likely due to an increase in food scrap diversion and in area
37 business disruptions due to COVID-19. Dec. 2020 transactions continued to be high at 4,694 -
38 1,378 more than the 3,316 in Dec. 2019. The 2020 YE transactions of 61,647 were 2,848
39 transactions higher than the 2019 total of 58,799 despite the six-week program closures last
40 spring due to COVID-19. The 2020 YE single stream recycling tonnage of 4,403 tons is a
41 substantial increase over the 2,214 tons in 2019. Tire tonnage also increased in 2020, with 308.56
42 tons collected v. 269.68 tons in 2019. Staff has begun to tally up the food scrap tonnage as part of
43 its 2021 Implementation Report due on July 1.
44

45 **b. December 2020 Single Stream Recycling Report** – In December, the Transfer Station
46 collected a total of 427 tons of single stream recyclables. The Dec. processing fee was lower at
47 \$92/ton, resulting in a YE net loss of (\$5,897.26) in single stream recycling. All told, the District
48 collected 4,001 tons of recyclables in 2020, almost double the 2019 total of 2,214 tons.
49

50 **c. 2020 Financial Audit Delay** – The start of the 2020 Financial Audit, originally scheduled to
51 begin in February, is being postponed to March at the request of the District's audit firm of RHR
52 Smith. Due to the wide range of COVID-19 related programs that were established in 2020,
53 including payroll changes, tax cuts, grants and PPP loans, the Auditors are taking time to evaluate the
54 correct process for handling all of these programs as part of their municipal audits.

February 10, 2021 – Exec. Bd. Mins.

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

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

57
58 **7. NEW BUSINESS –**

59 **a. Shane Mullen, P.E., Weston & Sampson Presentation – New Haven Transfer Station**

60 **Extension Site** – Shane Mullen presented the latest conceptual design of the New Haven site. As
61 background, Shane showed the 8 lots that had been offered for sale by the owner. Only one lot has
62 been developed, Lot 7, which contains a solar farm. The District asked Shane to look at Lot 6 and
63 Lot 1, both set back from the other lots, with access via Campground Road. The evaluation of these
64 lots showed that Lot 1 held little value for the District’s needs – only ½ acre of buildable area out of
65 2 ½ acres, due to the presence of wetlands on the lot. In addition, the stormwater swale in between
66 Lot 1 and Lot 6 needs to remain intact for drainage and septic. Shane worked with TK, DM and Gary
67 Hobbs to design the facility on Lot 6. There have been several adjustments to the site design,
68 including those due to Shane’s findings in researching the required permits for this site. The “Church
69 Lot” adjacent to Lot 6 is also of interest for future use as a Hazardous Waste Center, but that design
70 would not occur until after the Transfer Station design & permitting is underway. Shane does not
71 recommend linking Lot 6 and the Church Lot; the latter has its own access to Campground Road and
72 would be a separate facility. These properties are subdivisions with an Act 250 permit in 2006. AH
73 asked about the shared upkeep for the road. Shane confirmed that the homeowners’ agreement
74 requires each property owner to share in the cost of utilities and road upkeep. BM suggested that if
75 the District considers development and management of the HazWaste Center as a regional facility,
76 we will provide the facility as a separate enterprise.

77
78 This facility will not have scales. It is designed for residential bagged waste and recyclables, along
79 with other items required by the State, and will serve all member towns of the District. TK explained
80 that the VT Universal Recycling Law requires that if a facility (or parked vehicle) collects MSW, the
81 facility or vehicle must offer collection of Mandated Recyclables, food scraps, and leaf & yard debris
82 (at least seasonally). The other proposed items to be collected – scrap metal, tires, and Special
83 Wastes (E-Waste, Fluorescent Bulbs, and Batteries in a later phase) – were the most requested by
84 residents in the several planning surveys distributed by the District. TK added that although
85 appliances were also popular, they would be too difficult to manage on this site and would be
86 redirected to the District Transfer Station in Middlebury.

87
88 Shane described the method of collection for each material type: Compactors for MSW and
89 Recyclables, a bunker for tires and one for leaf & yard debris; a scrap metal roll-off; and a roll-off
90 “sludge” box for food scraps. The roll-offs and compactors would be accessed by receding the roll-
91 off boxes below a 4-5’ concrete block wall. TK added that it was decided not to use stairs leading up
92 to the compactors and the roll-off boxes. Food scraps would be collected in toters that would be
93 emptied by staff into the roll-off box and then power-washed onsite. Eventually, converted sea
94 containers would collect the Special Wastes. A 1,000 sq.ft “scalehouse” with water and sewer service
95 would be constructed, along with a driveway with enough queuing area for 25 vehicles. A traffic
96 study will be needed.

97
98 In order to make the site costs more manageable, and to start out slowly until we have a better idea of
99 the demand for these services, the E.Bd asked Shane and TK to add another phase to the timeline
100 after design & permitting, to begin with mobile vehicle collection. Shane was invited to present to
101 the full BOS at its February 18th meeting.

102
103 **b. Solid Waste Infrastructure Grant Application – Priority Projects** – This new ANR Solid
104 Waste Infrastructure Grant may be used for recycling, food scrap diversion and/or HHW diversion,
105 with a maximum budget of \$100,000. The HHW projects will receive up to a 60% grant, with an
106 applicant match of 40%. The recycling and organics projects will receive up to a 40% grant, with an
107 applicant match of 60%. The applicant may submit up to three projects with a maximum cost of
108 \$100,000 each but must prioritize the projects. Due to the short turnaround time to apply for the RFP,
109 and the need to have some type of ownership or control of the site (e.g., lease, purchase & sale

110 agreement) by the time the grant agreement is signed in March, TK recommends that the District
111 apply for a grant to meet its recycling needs as priority number 1, the food scrap management needs
112 as priority number 2, and the purchase of the land for the HazWaste Center as priority number 3,
113 with each project totaling \$100,000.
114

115 **c. COVID-19 Response Updates** – We are following guidance from the DOH and Governor as
116 circumstances change. The vaccination requirements have not been an issue yet, as “essential
117 workers” are not included in the next two eligible groups. It will be a while. PJ is attending a webinar
118 tomorrow re: issues of mandating vaccines. DG suggested that the District provide extra paid sick
119 days for vaccines in case someone has a bad reaction or feels sick from the vaccines.
120

121 **d. SEP Funds – Possible Uses** – The VT Attorney General has SEP Funds available from the
122 enforcement action against the Chittenden Solid Waste District in the management of its glass. The
123 total would be about \$222,000. District Managers have been discussing what waste diversion uses to
124 include in a request for these funds. The CSWD may not benefit directly from the project.
125

126 **e. Legislative Report – New Bills Introduced** – Two new Bottle Bill amendments were
127 introduced in the House Natural Resources & Energy Committee: one to fund a new analysis of the
128 Bottle Bill and the other to expand the Bottle Bill to include more water and non-carbonated
129 containers and to raise the deposits for all containers. TK would like some guidance from the BOS
130 re: their position on Bottle Bill expansion. DM will provide a summary of the Bottle Bill issues at the
131 Feb. 18th BOS meeting. Staff’s biggest concern is to prevent any amendments that will take valuable
132 materials away from the State’s Materials Recovery Facilities, which need the valuable materials to
133 subsidize the materials with little or no market value in order to survive. On the other hand, adding
134 more glass to the Bottle Bill would help the MRFs.
135

136 **8. EXECUTIVE SESSION** – None needed.
137

138 **9. AGENDA ITEMS FOR FEBRUARY 18, 2021 BOS MEETING – New Business:** New Haven
139 Transfer Expansion presentation from Shane Mullen; and the Solid Waste Infrastructure Grant application.
140 DM summary of Bottle Bill issues. **Manager Report:** The SEP Grant update, new bills introduced in the
141 Legislature, and an update on COVID-19.
142

143 **10. OTHER BUSINESS** – None.
144

145 **11. APPROVAL OF PAYMENTS** – The signed lists of payments will be approved by TW on 2/11.
146

147 **12. ADJOURN** –

148 **Motion #3: TW moved to adjourn the meeting at 5:26 p.m. BM seconded the motion.**

149 **VOTE: Yes –6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.**
150

151 *I agree that this is an original of the February 10, 2021 minutes that were considered and approved by*
152 *the E.Bd at its meeting of _____.*
153

154 *Teresa A. Kuczynski, District Clerk*