

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at**
2 **its next regular meeting.**
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**
6 **August 9, 2023, 4:30 PM**
7 **Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**
8 **and Virtual Meeting on Zoom**
9

- 10 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting
11 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: Bill Munoff
12 (BM), Deb Gaynor (DG), David Olson (DO) and Cheryl Brinkman (CB). Present in person: Diane Mott
13 (DM). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager.
14
- 15 **2. APPROVE THE AGENDA** –
16 **Motion #1: DO moved to approve the agenda. DM seconded the motion.**
17 **VOTE: Yes – 5 (BM, DM, DO, CB, TW). No – 0. Abstain – 0.**
18
- 19 **3. APPROVE MINUTES OF JULY 12, 2023 MEETING** –
20 **Motion #2: DO moved to approve the minutes of July 12, 2023. DM seconded the motion.**
21 **VOTE: Yes – 5 (BM, DM, DO, CB, TW). No – 0. Abstain – 0.**
22
- 23 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
24
- 25 **5. MANAGER REPORT** – Randy Orvis, BOS Rep. for the Town of Shoreham and E.Bd member will
26 be missing meetings for some time into the future due to illness. There is no alternate for the Town.
27 **Legislative Update** – The legislative session is over; no new action to report.
28
- 29 **6. FINANCIAL REPORTS** –
30 **a. June 2023 Financial Report** – PJ presented the June Financials showing a net gain of \$57,760.
31 June 2023 tonnage of 2,208 was 232 tons below June 2022. YTD tonnage was 351 tons lower than
32 YTD2022. The total of 6,261 transactions in June 2023 was 292 higher than in 2022, and YTD 2023
33 transactions of 30,215 were 3,164 higher than YTD2022. The 392 tons of single stream recyclables
34 received at the Transfer Station in June 2023 were 12 tons higher than June 2022. The 2,141 YTD
35 tons were 41 tons higher than YTD2022. In June, 38 tons of tires were hauled, and YTD2023, the
36 168 tons collected were 44 tons lower than YTD2022. 9.07 tons of Food Scraps were hauled from
37 the Transfer Station in June. YTD2023 tons were 3.8 tons lower than YTD2022.
38 **b. June 2023 Single Stream Recycling Report** – In June, the Transfer Station delivered 388 tons of
39 single stream recyclables to the CWM MRF in Rutland. With a higher processing fee of \$144/ton,
40 the District has lost (\$80,500) in SS Recycling as of June.
41 **c. Municipal Diversion Grant Applications** – N/A
42 **d. School Diversion Grant Applications** – N/A
43
- 44 **7. NEW BUSINESS** –
45 **a. Storm Damage at Middlebury Transfer Station, Quote from D&F Paving** – Some erosion of
46 the driveway behind the tip building occurred due to significant stormwater runoff. It will need repaving
47 as soon as possible. We have \$30,000 in our maintenance budget to pay for it. TK needed to sign the
48 D&F Paving quote in order to get in their queue for paving this fall. They are in high demand. BM
49 recommended that a highway engineer inspect the stability of the roadway prior to reporting to FEMA.
50 The Chair added that the priority should be to stabilize the roadway until paving can be completed.
51 **Motion #3: DG moved to approve signing of the paving contract with D&F Paving for**
52 **\$30,000. DO seconded the motion.**
53 **VOTE: YES – 6 (BM, DO, DM, DG, CB, TW) No – 0. Abstain – 0.**
54
55 **b. Request for Bids Issued for Single-Stream Recyclables Transport to MRF–**

TK issued a Request for Bids (RFB) for the transport of single stream recyclables from the District Transfer Station to the Chittenden SWD for CY2024. Their Materials Recovery Facility (MRF) processing fee is \$85/ton. Bids are due on Sept. 8.

c. New Haven Regional Residential Transfer Station Updates – No updates due to weather. The site is simply too wet due to the torrential downpour in Addison County last week.

d. Preliminary Discussion - CY2024 Annual Budget – Current assumptions:

- Compensation: 1.8% COLA (CPI-U New England Division) and 2.5% merit. E.Bd would like to see a new job classification scale created. TK will include some funds to complete that task in CY2024. (Discuss individual employee salaries in executive session). No new positions will be added. Benefits: 13.3% BC/BSVT increase. Reduce HRA to match the plan deductible. **HHW** financial relief from the Extended Producer Responsibility (EPR) law passed this session should be coming at the end of CY2024. **Pesticide grant:** The new AAFM grant just received will continue until 6/30/2024 (State fiscal year). We are assuming that some type of grant will be provided on 7/1/2024. **New Haven Regional Residential Transfer Station:** Phase 1 will be staffed by a private hauler in CY2024. Phase 2, and possibly Phase 3, construction will begin in CY2025. Engineer final design & permitting of Phase 2 and Phase 3 will be budgeted at \$160,000 in CY2024. Staff will look into a bond vote for Phase 2 and Phase 3 using the engineer's estimate of probable cost.

e. Annual BOS Retreat on Sept. 21 at Middlebury VFW – This will be the first in-person BOS retreat since 2020. Dinner will be provided. The meeting will begin at 4:00 PM, with a break for dinner. Assuming the E.Bd is able to reach a quorum at its Sept. meeting, the first draft of the CY2024 Annual Budget will be ready for the BOS meeting. The BOS also has Oct. to adopt a draft budget.

8. EXECUTIVE SESSION –

Motion #4: DM moved to enter into executive session for the purpose of discussing personal employee compensation information. DO seconded the motion.

VOTE: YES – 6 (BM, DO, DM, DG, CB, TW) No – 0. Abstain – 0.

Motion #5: BM moved to enter into executive session for the stated purpose. CB seconded the motion.

VOTE: YES – 6 (BM, DO, DM, DG, CB, TW) No – 0. Abstain – 0.

The E.Bd entered into executive session at 5:06 PM and exited executive session at 5:20 PM.

9. AGENDA ITEMS FOR AUGUST 17, 2023, BOARD OF SUPERVISORS MEETING –

Motion #6: BM moved to cancel the August BOS meeting due to lack of business. DO seconded the motion.

VOTE: YES – 6 (BM, DO, DM, DG, CB, TW) No – 0. Abstain – 0.

10. OTHER BUSINESS –

CB – Vacancy policy – CB referred to the BOS Charter. With respect to a vacancy on the E.Bd, there is nothing we can do until we know the vacancy is permanent. If so, the BOS is obligated to fill the position as soon as possible. **DG re Town Drop-offs** – DG would like to add to the Sept. agenda a discussion of the cost of town drop-offs and volumes received.

11. APPROVAL OF PAYMENTS FOR JUNE – CB would like the E.Bd to consider having the full E.Bd review the invoices prior to the Chair signing off on them. The Chair thought this might be cumbersome, with so many invoices. He suggested that individual E.Bd members visit the office to review the original invoices. BM added that he calls the office if he has any questions on the copies.

Motion #7: DO moved to approve the June payments. DG seconded the motion.

VOTE: Yes – 5 (BM, DO, DM, DG, TW). No – 0. Abstain – 1 (CB).

12. ADJOURN –

Motion #8: BM moved to adjourn the meeting at 5:40 PM. DO seconded the motion.

VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the August 9, 2023 minutes that were considered and approved by the E. Bd at its meeting of _____. _____ *Teresa A. Kuczynski, District Clerk*