

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

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
February 7, 2024, 4:30 PM
Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753
And Virtual Meeting on ZOOM**

1. **CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: Bill Munoff (BM), Deb Gaynor (DG), David Olson (DO), Cheryl Brinkman (CB). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Patti Johnson (PJ), Business Manager; Shelly Edson (SE), Administrative Asst.
2. **APPROVE THE AGENDA** –
Motion #1: DO moved to approve the agenda. CB seconded the motion.
VOTE: Yes –5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.
3. **APPROVE MINUTES OF JANUARY 10, 2024 MEETING** –
Motion #2: DO moved to approve the agenda. BM seconded the motion.
VOTE: Yes –5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.
4. **PUBLIC COMMENT PERIOD** – N/A
5. **MANAGER REPORTS** –
 - a. **Personnel** – Patti Johnson, our Business Manager, will be leaving to pursue a new opportunity in her career advancement. Her last day will be March 15. Over the past nine years with the District, Patti has established new technology and procedures to improve financial and operational systems. Patti ensured the E.Bd that she will be available to train the new person hired for the position. The Chair spoke on behalf of the BOS that we appreciate all that Patti has done for the District, and we wish her success in her new job. TK introduced Shelly Edson, our new Admin. Assistant currently training with PJ. Shelly previously worked as the Scalehouse Operator at the Tr. Station for 16 years.
 - b. **Health & Safety** – We are still awaiting quotes from two new, potential contractors to repair the tip building roof.
 - c. **General Updates** – The new CY2024 recycling contract with the Chittenden Solid Waste District (CSWD) is off to a rocky start with the discovery of too many plastic bags mixed in with the single stream recyclables. To date, one load has been rejected due to bag contamination. We have begun an outreach to the haulers that it is their responsibility to monitor recyclables at the collection point. Once they dump them into the hopper at the Tr. St., it is most likely too late. Our outreach to the general public has been consistent since day one that plastic bags must be kept out of the recyclables. Discussion ensued with staff re: new campaigns to educate residents and haulers about not bagging recyclables. DG pointed out that the general public has been encouraged to place shredded paper in clear plastic bags, as loose shredded paper will contaminate the load. DM will check with CSWD on that issue.
6. **FINANCIAL REPORTS** –
 - a. **December 2023 Financial Report** – PJ presented the Dec. 2023 financials showing a net gain of \$30,108. The not yet audited CY2023 Year-End Financials show a net operational loss of (\$43,565) out of a BFB of \$475,289. Dec. 2023 tonnage of 1,962 was 107 tons higher than Dec. 2022. Final CY2023 tonnage of 24,478 was 772 tons higher than CY2022. The 4,281 transactions in Dec. 2023 were 101 lower than in Dec. 2022, and CY2023 transactions of 65,757 were 6,644 higher than CY2022. The 370 tons of single stream recyclables received at the Transfer Station in Dec. 2023 were 15 tons lower than Dec. 2022. The 4,397 CY2023 tons were 103 tons higher than CY2022. In Dec., 43 tons of tires were hauled, and in CY2023, the 387 tons collected were 84 tons lower than

56 CY2022. In Dec. 2023, 8.88 tons of food waste were hauled to VNAP. The 51.15 CY2023 tons of
57 food waste were 2.03 tons lower than CY2022.

58 **b. December 2023 Single Stream Recycling Report** – In December, the Transfer Station
59 delivered 341 tons of single stream recyclables to the Casella Waste Management (CWM) Materials
60 Recovery Facility (MRF) in Rutland. Despite the lower processing fee of \$122/ton in Dec., the net
61 loss in single stream recycling in CY2023 was (\$168,368).

62 **c. Annual Financial Audit Schedule Update** – PJ has begun the Annual Audit process with RHR
63 Smith by uploading requested documents to their secure website. The Auditors will be onsite March
64 7 - 8 to complete the Audit.

65 **d. Municipal Diversion Grant Applications** –N/A

66 **e. School Diversion Grant Applications** – N/A

67
68 **7. NEW BUSINESS -**

69 **a. Legislative Update** – DM reviewed our letter of support for S.254. the current bill being
70 considered in the Senate Natural Resources & Energy Committee (SNR&E Comm.) for Extended
71 Producer Responsibility (EPR) for batteries. S.254 would expand VT’s current EPR law for batteries
72 - which was passed in 2014 and only covered primary (non-rechargeable) batteries - to include all
73 rechargeable batteries and batteries sold in products if they are easily removable. Currently, most
74 rechargeable batteries are recycled free of cost through a voluntary mfg. program, but this program
75 lacks the force of law and still does not cover certain types of rechargeables that are becoming more
76 prevalent in the waste stream and more costly to manage. The passage of this legislation would help
77 the District with the growing problem of high-wattage lithium batteries as well as damaged and
78 defective lithium batteries. It would also create a true EPR system for all batteries that would result
79 in greater cost reduction for municipalities, additional collection opportunities, improved public
80 education, and higher recovery rates. It would also address the increasing risk of fires at transfer
81 stations and recycling facilities caused by improperly disposed lithium batteries.

82 **b. New Haven Regional Residential Transfer Station Updates and Schedule** – TK reported that
83 the site is secured. Shane Mullen is drafting the new design & permitting contract for Phases 2 and 3.
84

85 **8. EXECUTIVE SESSION** – Purpose of appointment or employment or evaluation of a public officer or
86 employee.

87 **Motion #3: CB moved to approve going into executive session for the stated purpose. DG**
88 **seconded the motion.**

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

90 The E.Bd entered into executive session at 5:16PM and came out of executive session at 5:55PM.
91

92 **9. AGENDA ITEMS FOR FEB. 15, 2024 BOARD OF SUPERVISORS MEETING –**

93 **Motion #4: CB moved to cancel the 2/15/2024 BOS meeting due to a lack of business. DO**
94 **seconded the motion.**

95 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**
96

97 **10. OTHER BUSINESS** – DG suggests that BOS members go on social media to talk about keeping bags
98 out of recyclables.
99

100 **11. APPROVAL OF PAYMENTS – December 2023 –**

101 **Motion #5: BM moved to approve the Dec. 2023 payments. DG seconded the motion.**

102 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**
103

104 **12. ADJOURN –**

105 **Motion #6: BM moved to adjourn the meeting at 6:00PM. DO seconded the motion.**

106 **VOTE: Yes – 5 (BM, DO, CB, DG, TW). No – 0. Abstain – 0.**
107

108 *I agree that this is an original of the February 7, 2024 minutes that were considered and approved by the*
109 *E.Bd at its meeting of _____.*

110 _____*Teresa A. Kuczynski, District Clerk*