

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 **November 8, 2023, 4:30 PM**
7 **Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**
8 **And Virtual Meeting on ZOOM**
9

- 10
- 11 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting
12 of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present on Zoom: Bill Munoff
13 (BM), Deb Gaynor (DG), Dave Olson (DO) and Cheryl Brinkman (CB). Diane Mott (DM) participated in
14 person. Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don
15 Maglienti (Don), Programs Manager. Guest: Shane Mullen, PE, CPESC, Weston & Sampson.
16
- 17 **2. APPROVE THE AGENDA** –
18 **Motion #1: DO moved to approve the agenda. DM seconded the motion.**
19 **VOTE: Yes – 5 (BM, DM, CB, TW, DO). No – 0. Abstain – 0.**
20
- 21 **3. APPROVE MINUTES OF OCTOBER 11, 2023, MEETING** –
22 **Motion #2: DM moved to approve the minutes of October 11, 2023. DO seconded the**
23 **motion.**
24 **VOTE: Yes – 5 (BM, DM, CB, TW, DO). No – 0. Abstain – 0.**
25
- 26 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
27
- 28 **5. MANAGER REPORT** –
29 **a. Personnel** – Staff participated in 11/7/2023 annual Bloodborne Pathogen, Fire Safety and
30 HAZCOM training. Gary Hobbs, Transfer Station Supervisor, asked TK to convey to the BOS the
31 staff’s appreciation for the benefits in the draft CY2024 Annual Budget.
32 **b. Health & Safety** – Accident Report: This morning, 11/8/2023, a contractor damaged the
33 Transfer Station’s blue tipping building roof structure and ceiling by overextending his tip body
34 while dumping a load of C&D. The contractor’s insurance has been contacted, and staff filed an
35 incident report with VLCT PACIF. The claim will require an engineer to verify any structural
36 damage and to provide estimates for repairs.
37 **c. 2023 Annual Report, Schedule Public Hearing on CY2024 Annual Budget** – TK informed
38 the E.Bd that the 2023 Annual Report went out to all BOS supervisors/ alternates and to the member
39 towns prior to the Nov. 1st deadline. DM credited staff for a great team effort. CB asked TK to
40 extend praise to the staff for an excellent job. The public hearing on the CY2024 Annual Budget has
41 been scheduled for the Nov.16th BOS meeting. TK sent the legal ad to the Addison Independent for
42 publishing in its Nov. 9th issue.
43
- 44 **6. FINANCIAL REPORTS** –
45 **a. September 2023 Financial Report** – PJ presented the September Financials showing a net gain
46 of \$10,111. Sept. 2023 tonnage of 2,212 was 56 tons higher than Sept. 2022. YTD tonnage of 18,116
47 was 264 tons higher than YTD2022. The total of 6,280 transactions in Sept. 2023 was 713 higher
48 than in Sept. 2022, and YTD transactions of 49,537 were 5,699 higher than YTD2022. The 362 tons
49 of single stream recyclables received at the Transfer Station in Sept. 2023 were 22 tons lower than
50 Sept. 2022. The 3,319 YTD tons were 103 tons higher than YTD2022. In Sept., 20 tons of tires were
51 hauled, and YTD2023, the 246 tons collected were 65 tons lower than YTD2022. The 7.96 tons of
52 Food Waste hauled to VNAP in Sept. 2023 were 7.96 tons higher than Sept. 2022. The 42.27 YTD
53 tons were 5.36 tons higher than YTD2022.
54 **b. September 2023 Single Stream Recycling Report** – In September, the Transfer Station
55 delivered 370 tons of single stream recyclables to the Casella Waste Management (CWM) Materials

56 Recovery Facility (MRF) in Rutland. With the lower processing fee charge of \$143/ton, the District
57 has lost (\$133,666) in single stream recycling as of September.

58 **c. Municipal Diversion Grant Applications – N/A**

59 **d. School Diversion Grant Applications – N/A**

60
61 **7. NEW BUSINESS –**

62 **a. Award CY2024 Scrap Metal Contract to New England Quality Services, Inc., dba Earth**
63 **Waste & Metal, and Approve Contract –** TK reported that Kevin Elnicki, President, has requested a
64 five-year term for the contract.

65
66 **Motion #3: CB moved to recommend to the BOS to award the CY2024 Scrap Metal**
67 **Contract to New England Quality Services, Inc., dba Earth Waste & Metal, for a term of**
68 **five years, after legal opinion has been obtained that we are in good standing with the**
69 **wording of the bid to offer a five-year term and to approve the Contract. DG seconded the**
70 **motion.**

71
72 Discussion: An alternative to the five-year term might be to offer one year with the option to renew, or
73 an auto renewal unless a party objected. BM raised the question of whether we can offer five years, as
74 the RFP requested a one-year proposal, with the option to renew. CB recommended getting legal
75 guidance to make certain we can indeed offer Earth Waste a five-year contract rather than a one-year
76 contract with option to renew or auto renewal.

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

78
79 **b. Approve Chittenden Solid Waste District (CSWD) Materials Recovery Facility (MRF)**
80 **Contract for CY2024 –**

81 **Motion #4: DM moved to recommend to the BOS to award the Chittenden Solid Waste**
82 **District Materials Recovery Facility Contract for CY2024. CB seconded the motion.**

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

84
85 **c. Approve LaPete CY2024 Contract for Single Stream Transport to the CSWD MRF –**

86 **Motion #5: CB moved to recommend to the BOS to approve the LaPete CY2024**
87 **Contract for Single Stream Transport to the CSWD MRF. DG seconded the motion.**

88
89 Discussion – DG noticed that the items in CSWD’s list of acceptable items in Article 4 of their
90 contract did not line up with LaPete’s list. The Chair asked TK to match the lists in the two
91 contracts.

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

93
94 **d. New Haven Regional Residential Transfer Station Updates –** The construction progress is to be
95 discussed in Executive Session with project engineer Shane Mullen, of Weston & Sampson.

96
97 **8. EXECUTIVE SESSION –**

98 **Motion #6: CB moved to enter into executive session for the purpose of discussing terms**
99 **of a contract. DG seconded the motion.**

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

101
102 The E.Bd entered Executive Session at 5:22 PM.

103 The E.Bd exited Executive Session at 5:50 PM.

104
105 **9. AGENDA ITEMS FOR NOVEMBER 16, 2023, BOARD OF SUPERVISORS MEETING –**

106 Public Hearing on the Draft CY2024 Annual Budget, Earth Waste Scrap Metal Contract, CSWD MRF
107 Contract, LaPete Transport to CSWD MRF Contract.

108
109 **10. OTHER BUSINESS –** None.

111 **11. APPROVAL OF PAYMENTS FOR SEPTEMBER –**
112 **Motion #7: DO moved to approve September payments. BM seconded the motion.**
113 **VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.**
114

115 **12. ADJOURN –**
116 **Motion #8: BM moved to adjourn the meeting at 5:53 PM. DO seconded the motion.**
117 **VOTE: Yes – 6 (BM, DO, DM, DG, CB, TW). No – 0. Abstain – 0.**
118

119
120 *I agree that this is an original of the November 8, 2023 minutes that were considered and approved by the*
121 *E.Bd at its meeting of _____.*
122

123
124

Teresa A. Kuczynski, District Clerk