

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

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

6 **ACSWMD Office via Conference Call**

7 **1223 Route 7 South**

8 **Middlebury, VT 05753**

9 **April 1, 2020 3:00 PM**

10
11 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the
12 meeting of the Executive Board (E.Bd) to order at 3:00 PM. TK reported that Bill Kernan from
13 Cornwall has resigned from the BOS upon his relocating out of town, leaving a vacancy on the E.Bd.
14 Other E.Bd members present on the call: Bill Munoff (BM), Steve Huffaker (SH), Richard Reed
15 (RR) and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson
16 (PJ), Business Manager; Don Maglienti, Program Manager (DM); Gary Hobbs (GH), Transfer Station
17 Supervisor.

18
19 **2. APPROVE THE AGENDA –**

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

21 **VOTE: Yes – 5 (BM, SH, RR, CB, TW). No – 0. Abstain – 0.**
22

23 **3. APPROVE MINUTES OF MARCH 11, 2020 MEETING –**

24 **Motion #2: RR moved to approve the minutes of March 11, 2020. TW seconded the**
25 **motion.**

26 **VOTE: Yes – 4 (BM, SH, CB, TW). No – 0. Abstain – 1 (RR).**
27

28 **b. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
29

30 **5. MANAGER REPORT –**

31 **a. Personnel** – Open meeting how amended to include online, no physical location provide #
32 for public, no physical location. Meeting posted. **Salary & Benefit Study w/ CSWD & WSWD**
33 contract was reviewed and approved with MRI. MRI will send out job descriptions to all
34 employees and will gather benefits information.

35 **b. Health & Safety** – Senate Natural Resources & Energy Committee asked TK to testify about
36 what we are dealing with and our needs with COVID-19 issues. Some are asking for Act 148
37 deadlines to be extended, plastic bags, single serving, food waste. Casella asks to suspend
38 recycling & food scraps, and permission to use glass cullet as landfill road base. E.Bd members
39 agreed that too much work has been done on the food scrap deadline. We need to move forward
40 with Act 148 bans. We are committed to food scrap and recycling programs. Some sympathy was
41 expressed with grocery store staff having to handle reusable totes should the plastic bag ban kick
42 in. Perhaps there should be a delay in the ban on polystyrene single use take-out containers due
43 to restaurants who are struggling and focusing on take-out services.

44 **c. Award 2019** -Call2Recycle announced that the District was awarded a 2019 sustainability
45 award for its alkaline battery collection program.
46

47 **6. FINANCIAL REPORTS –**

48 **a. February 2020 Financial Report** – . – PJ presented the Pre-Audited February 2020 Financials.
49 A loss of \$14k for the month was reported for February, traditionally a slow month. MSW & C&D
50 tonnage was down 9 tons over last year, 1386 tons v. 1395 in 2019. For the year, the tonnage is up
51 104 tons over 2019. Single Stream brought in 229 tons, up 80 tons over last year.

52 **b. February 2020 Single Stream Recycling Report** – PJ reported that the processing fee had
53 remained steady at \$108/ton, resulting in a net loss of \$1K in single stream recycling for the year
54 2020.

April 1, 2020 – Exec. Bd. Mins.

- 55 c. **New SWIP Grant Approved by ANR for 2020-2021** – TK reported that the SWIP Grant was
56 approved – higher amount of \$42K, due to Salisbury addition.
57 d. **Delay in RHR Smith Audit Report for 2019** – PJ announced that due to the current crisis and
58 the inability to finish liability and asset reviews with the Auditors in time, the presentation of the
59 2019 Annual Audit will be delayed until the next E.Bd meeting.
60 e. **Municipal Diversion Grant Applications** – None received.
61 f. **School Diversion Grant Applications** – None received.
62

63 7. **NEW BUSINESS** –

64 a. **Nominating Committee Report** – No nominations were received by the Committee. All E.Bd
65 members present expressed an interest in being nominated to serve on the E.Bd for another year.
66 Nominations may also be made from the floor.
67

68 b. **COVID-19 Report on Changes in Solid Waste** – TK reviewed actions taken to address the
69 COVID-19 emergency response:

70 - **Public Notice of Restrictions on Residential Use of Transfer Station**

71 - **Local, State and Federal Agency Directives** –

- 72 - We are critical infrastructure and an essential service.
73 - Letters to staff as critical service, letters identifying as such to be placed in
74 their vehicles.
75 - FEMA assistance - we are tracking for reimbursement.
76 - People driving to town drop-offs is allowed as a “health & safety” matter.
77 - Drop-offs practicing social distancing, “self-serve” money going into box
78 - Moose, R&L and all drop-off haulers want to continue to collect at drop-offs.

79 - **Assistance from Federal Government, Families First Act Policy**- Covers staff with
80 no daycare, sick people at home, quarantined, or ill themselves. Notice will be posted
81 in office.

82 - **Staffing Needs, Schedules** –

- 83 - Keeping staff safe while continuing to operate.
84 - Office staff working from home – non-essential
85 - Yard staff is essential – trying to minimize exposure. Residential visitors can

86 only bring in food scraps. Traffic is way down. Reducing staff hours by giving them extra day
87 off would reduce exposure. GH – We can operate with 3 people in yard – including scalehouse
88 operator. The HazWaste Center is closed. We are not taking HHW from residents unless
89 emergency CEGs by appt only, but many are closed. CB proposing layoff of P/T and postpone
90 hiring of new F/T person in budget.

91 - **All events cancelled.** TW- sounds like reasonable decision. Staff will prepare an
92 online backyard composting class. SH recommended including in any layoff letter to employees
93 a reference to COVID-19 as the reason.

94 **Motion #3: TW moved to lay off 1 Part-Time staff person. RR seconded the**
95 **motion.**

96 **VOTE: Yes – 5 (BM, SH, RR, CB, TW). No – 0. Abstain – 0.**
97

98 - **Open Meeting Law, April Board Meeting by Conference Call** –

- 99 -No meeting places.
100 -Online is ok.
101 -Where to post as a lot of town halls are closed.
102 -ZOOM? Yes!
103 -Room cancelled at ACRPC

104 SH asked why are we still mailing packets? Why not email? The Chair explained that this
105 comes up every year; let’s put on agenda for next year.
106

107 c. **Sewerage Construction Project** - TK reported a delay in delivery of the Fuel tank and
108 dispenser due to mfg. delay from COVID-19

109 - **Delay Issuance of RFP:** BM suggested going out to bid for the summer.

110 **d. Update on Regional Drop-off Siting Process** – The Chair has contacted local realtors to look for
111 sites that meet the District Transfer Station Siting Criteria. Although realtor offices might be closed,
112 this may be something they could do from home.
113

114
115 **8. EXECUTIVE SESSION** – Not necessary.
116

117 **9. AGENDA ITEMS FOR THE APRIL 9, 2020 BOS ANNUAL ORGANIZATIONAL**
118 **MEETING** – The annual organizational meeting is mandated by the Charter as the second Thursday of
119 April, so we are unable to postpone it. However, the meeting is to be held virtually via Zoom. No
120 physical site is required during the COVID-19 Emergency Declaration period. Members will be able to
121 call in as well. The agenda will include the usual annual meeting items – introductions, elections,
122 appointments, meeting schedule and location, and legal representation.
123

124 **10. OTHER BUSINESS** – PJ was informed by NBMVT that we must establish a separate HRA
125 account to manage the copays/deductibles for an employee on Medicare. TK will sign the bank form
126 and then email it to TW and CB for their signatures. TK will then send it to the bank.
127

128 **11. APPROVAL OF PAYMENTS** – TW volunteered to review all invoices paid in March 2020 and
129 to sign the E.Bd sheet. BM would like to review the tally sheet at each monthly meeting.

130 **Motion #4: RR moved to delegate Tim Wickland to review and sign invoices for the**
131 **duration of the COVID-19 crisis. SH seconded the motion.**

132 **VOTE: Yes – 5 (BM, SH, RR, CB, TW). No – 0. Abstain – 0.**
133

134 **12. ADJOURN** –

135 **Motion #5: BM moved to adjourn the meeting at 4:24 PM. RR seconded the motion.**

136 **VOTE: Yes – 5 (BM, SH, RR, CB, TW). No – 0. Abstain – 0.**
137

138 *I agree that this is an original of the April 1, 2020 minutes that were considered and approved by the*
139 *E.Bd at its meeting of _____.*
140

141 _____
Teresa A. Kuczynski, District Clerk