

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board**
2 **at its next regular meeting.**
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Virtual Meeting on ZOOM**

7 **August 12, 2020 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), Steve Huffaker (SH), Deb Gaynor (DG), Tim Wickland (TW), and Richard Reed
12 (RR). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don
13 Maglienti, Program Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.
14

15 **2. APPROVE THE AGENDA –**

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

17 **VOTE: Yes – 4 (BM, SH, CB, TW). No – 0. Abstain – 0.**
18

19 **3. APPROVE MINUTES OF JULY 8, 2020 MEETING –**

20 **Motion #2: TW moved to approve the minutes of July 8, 2020. BM seconded the**
21 **motion.**

22 **VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.**
23

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

26 **5. MANAGER REPORT –**

27 **a. Personnel** – The new AmeriCorps contract amount is \$8,600 for 2020-2021; this is the new
28 rate for participants with >10 FTEs. Otherwise, the contract has not changed from last year.

29 **Motion #3: TW moved to authorize TK to sign the new AmeriCorps Contract in**
30 **the amount of \$8,600 for 2020-2021. BM seconded the motion.**

31 **VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.**
32

33 **b. Health & Safety** – Jim Carrien, VLCT PACIF conducted a random site inspection of the
34 Transfer Station on July 28, 2020. The inspection was mostly favorable. Two issues raised: (1)
35 conduct an inspection, documented in writing, of the forklift prior to operation at the beginning of
36 the shift; and (2) annual review of Exposure Control Plan with regular updates. GH has a PIT
37 checklist; DM will create a checklist/clipboard, and GH will train staff in the inspections. TK will
38 send Jim a copy of our Environmental Health & Safety Plan, which contains the required
39 elements, and will attach a copy of the COVID-19 Emergency Precautions for All Staff.
40

41 **6. FINANCIAL REPORTS –**

42 **a. June 2020 Financial Report** – PJ presented the June 2020 Financials showing a net loss
43 (\$3,866) for the month. June tonnage of 2,032 was close to the 2019 total of 2,077. After the
44 Transfer Station reopened to residents, transactions rose to 6,683 in June, the 2^d highest total ever
45 recorded at the gate.

46 **b. June 2020 Single Stream Recycling Report** – In June, the Transfer Station received a total of
47 346 tons of single stream recyclables. The processing fee rose to \$112/ton, resulting in a YTD net
48 loss of (\$9,878) in single stream recycling through June.

49 **c. Municipal Diversion Grant Applications** – None received.

50 **d. School Diversion Grant Applications** – We are waiting on a few applications, but nothing
51 received as of meeting time. Some school districts have requested assistance with the collection of
52 food scraps. Jessie-Ruth Corkins has been gathering numbers from the school districts and the Town
53 of Orwell and estimates that we will need 450 buckets. We hope to receive a grant from the Agency
54 of Natural Resources DEC toward the purchase of 4-gallon buckets to place in school classrooms for

55 food scraps, as the students will be eating their meals in the classroom instead of the cafeteria. The
56 disbursement of the \$3,000 ANR grant will be based on population. TK asked the E.Bd for support
57 of our plan to process a bulk grant request for 75% of the cost of the buckets that are not covered by
58 the ANR grant. The school districts would then provide a 25% match. The E.Bd was supportive of
59 that approach.

60
61 **7. NEW BUSINESS –**

62 **a. COVID-19 Updates –**

- 63 - **Revised mask policy for customers:** TK distributed a summary of the VT Dept. of Health
64 guidance on the new requirement to wear a face mask. The E.Bd supports the posting of a
65 sign, and public notice that customers are to wear masks at the Transfer Station, and that one
66 will be provided if they need it. Staff will not be expected to confront/ kick out customers
67 who do not comply. The E.Bd asked TK to send a reminder to the haulers.
- 68 - **FEMA, state funding, hazard pay, FMLA:** TK and PJ are documenting and training to
69 apply for a FEMA grant first, then the VT municipal assistance grant to reimburse the
70 District for eligible COVID-19 expenses.

71 **b. Discussion – BOS Meeting Decorum in a Zoom World –** PJ brought up some issues with
72 tracking when BOS members leave a meeting, tracking votes, etc. The Chair will review the topic at
73 the beginning of the next BOS meeting.

74
75 **c. Materials Issues –**

- 76 - **Excavator treads no longer accepted by BDS**
- 77 - **Textiles no longer accepted by H.O.P.E.**
- 78 - **Reuse Sheds remain closed**

79
80 **d. Amendment to Policy Related to Accepting HHW from Licensed Haulers –**

81 **Motion #4: TW moved to recommend to the full BOS the changes recommended**
82 **in the HHW acceptance policy. BM seconded the motion.**

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

84
85 **e. Update on Regional Drop-off Siting Process –**

- 86 - **Amend Scope of Service, Weston & Sampson Contract:** TK explained that in order to
87 assist with a site evaluation, Weston & Sampson will need an amended Scope of Services, as
88 presented.

89 **Motion #5: TW moved to recommend to the full BOS the changes recommended**
90 **to the existing Weston & Sampson contract to include the New Haven properties.**
91 **RR seconded the motion.**

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

- 93
94 - **Shane Mullen, P.E., Weston & Sampson – Notes of 8/6/20 Site Visit:** TK reported on a
95 recent site visit with Shane and Peter Norris, the property owner, as summarized in Shane's
96 notes.

- 97
98 - **Permitting History, New Haven site:** The landowner provided documents to Shane with
99 the permitting history of the properties that are for sale.

100 SH would like to see a timeline of the various steps to the site evaluation. At the Aug. meeting, the
101 E.Bd will apprise the full BOS of the site investigation progress.

102
103 **f. BOS Retreat on Sept. 17 – virtual? –** The September Board Retreat this year will be held
104 virtually due to ongoing COVID-19 social distancing concerns.

105
106 **g. MRI Salary/Benefit Study –** MRI just provided a draft job classification scale, but TK would
107 like to present it to the E.Bd once it is part of a fuller report. However, it did provide enough
108 information regarding how our current job classification scale and pay grades compare. They appear

109 to be similar – a bit low on the starting end, and a bit higher on the last grade. This is enough for us to
110 prepare a draft budget, with the full report coming to the E.Bd in Sept.

111
112 **h. List of contracts to bid or renew: New Kiosk RFB, New Annual Audit (3-yr), Renew**
113 **CWM Transport & Recycling (1-yr), New Cleaning RFB** – TK gave an update on RFP’s that
114 have been, or will soon be posted.

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

117
118 **9. AGENDA ITEMS FOR AUGUST 20, 2020 BOS MEETING** – HHW Policy change approval;
119 Amendment to Weston & Sampson Contract and Site Selection Update; Mask Policy; Recycling changes
120 (no more excavator tracks, textiles); Reuse It or Lose It! Center closed; New Backhoe.

121
122 **10. OTHER BUSINESS** – None.

123
124 **11. APPROVAL OF PAYMENTS** – The signed lists of payments were approved.

125
126 **12. ADJOURN** –
127 **Motion #6: TW moved to adjourn the meeting at 5:08 p.m. SH seconded the**
128 **motion.**
129 **VOTE: Yes – 6 (BM, SH, DG, CB, TW, RR). No – 0. Abstain – 0.**

130
131 *I agree that this is an original of the August 12, 2020 minutes that were considered and approved by the*
132 *E.Bd at its meeting of _____.*

133
134 _____
Teresa A. Kuczynski, District Clerk