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
ACSWMD Office via Conference Call
1223 Route 7 South
Middlebury, VT 05753
April 1, 2020  3:00 PM

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

2. APPROVE THE AGENDA –
Motion #1: TW moved to approve the agenda. BM seconded the motion.
VOTE: Yes – 5 (BM, SH, RR, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF MARCH 11, 2020 MEETING –
Motion #2: RR moved to approve the minutes of March 11, 2020. TW seconded the
motion.

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

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

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

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

6. FINANCIAL REPORTS –
A loss of $14k for the month was reported for February, traditionally a slow month. MSW & C&D
tonnage was down 9 tons over last year, 1386 tons v. 1395 in 2019. For the year, the tonnage is up
104 tons over 2019. Single Stream brought in 229 tons, up 80 tons over last year.

b. February 2020 Single Stream Recycling Report – PJ reported that the processing fee had
remained steady at $108/ton, resulting in a net loss of $1K in single stream recycling for the year
2020.
c. New SWIP Grant Approved by ANR for 2020-2021 – TK reported that the SWIP Grant was approved – higher amount of $42K, due to Salisbury addition.

d. Delay in RHR Smith Audit Report for 2019 – PJ announced that due to the current crisis and the inability to finish liability and asset reviews with the Auditors in time, the presentation of the 2019 Annual Audit will be delayed until the next E.Bd meeting.

e. Municipal Diversion Grant Applications – None received.

f. School Diversion Grant Applications – None received.

7. NEW BUSINESS –

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

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

- Public Notice of Restrictions on Residential Use of Transfer Station
- Local, State and Federal Agency Directives –
  - We are critical infrastructure and an essential service.
  - Letters to staff as critical service, letters identifying as such to be placed in their vehicles.
  - FEMA assistance - we are tracking for reimbursement.
  - People driving to town drop-offs is allowed as a “health & safety” matter.
  - Drop-offs practicing social distancing, “self-serve” money going into box - Moose, R&L and all drop-off haulers want to continue to collect at drop-offs.
- Assistance from Federal Government, Families First Act Policy- Covers staff with no daycare, sick people at home, quarantined, or ill themselves. Notice will be posted in office.
- Staffing Needs, Schedules –
  - Keeping staff safe while continuing to operate.
  - Office staff working from home – non-essential
  - Yard staff is essential – trying to minimize exposure. Residential visitors can only bring in food scraps. Traffic is way down. Reducing staff hours by giving them extra days off would reduce exposure. GH – We can operate with 3 people in yard – including scalehouse operator. The HazWaste Center is closed. We are not taking HHW from residents unless emergency CEGs by apt only, but many are closed. CB proposing layoff of P/T and postpone hiring of new F/T person in budget.
  - All events cancelled. TW- sounds like reasonable decision. Staff will prepare an online backyard composting class. SH recommended including in any layoff letter to employees a reference to COVID-19 as the reason.

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

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

- Open Meeting Law, April Board Meeting by Conference Call –
  -No meeting places.
  -Online is ok.
  -Where to post as a lot of town halls are closed.
  -ZOOM? Yes!
  -Room cancelled at ACRPC

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

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

  - Delay Issuance of RFP: BM suggested going out to bid for the summer.
d. Update on Regional Drop-off Siting Process – The Chair has contacted local realtors to look for sites that meet the District Transfer Station Siting Criteria. Although realtor offices might be closed, this may be something they could do from home.

8. EXECUTIVE SESSION – Not necessary.

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

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

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

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

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

12. ADJOURN –

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

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

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

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Teresa A. Kuczynski, District Clerk