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
Virtual Meeting on ZOOM
August 12, 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. Other E.Bd members present on the call: Bill Munoff (BM), Steve Huffaker (SH), Deb Gaynor (DG), Tim Wickland (TW), and Richard Reed (RR). 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 – 4 (BM, SH, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF JULY 8, 2020 MEETING –
   Motion #2: TW moved to approve the minutes of July 8, 2020. BM seconded the motion.
   VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
a. Personnel – The new AmeriCorps contract amount is $8,600 for 2020-2021; this is the new rate for participants with >10 FTEs. Otherwise, the contract has not changed from last year.
   Motion #3: TW moved to authorize TK to sign the new AmeriCorps Contract in the amount of $8,600 for 2020-2021. BM seconded the motion.
   VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.

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

c. Municipal Diversion Grant Applications – None received.
d. School Diversion Grant Applications – We are waiting on a few applications, but nothing received as of meeting time. Some school districts have requested assistance with the collection of food scraps. Jessie-Ruth Corkins has been gathering numbers from the school districts and the Town of Orwell and estimates that we will need 450 buckets. We hope to receive a grant from the Agency of Natural Resources DEC toward the purchase of 4-gallon buckets to place in school classrooms for

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

7. NEW BUSINESS –

a. COVID-19 Updates –

- Revised mask policy for customers: TK distributed a summary of the VT Dept. of Health guidance on the new requirement to wear a face mask. The E.Bd supports the posting of a sign, and public notice that customers are to wear masks at the Transfer Station, and that one will be provided if they need it. Staff will not be expected to confront/kick out customers who do not comply. The E.Bd asked TK to send a reminder to the haulers.

- FEMA, state funding, hazard pay, FMLA: TK and PJ are documenting and training to apply for a FEMA grant first, then the VT municipal assistance grant to reimburse the District for eligible COVID-19 expenses.

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

c. Materials Issues –

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

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

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

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

e. Update on Regional Drop-off Siting Process –

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

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

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

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

- Permitting History, New Haven site: The landowner provided documents to Shane with the permitting history of the properties that are for sale. SH would like to see a timeline of the various steps to the site evaluation. At the Aug. meeting, the E.Bd will apprise the full BOS of the site investigation progress.

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

g. MRI Salary/Benefit Study – MRI just provided a draft job classification scale, but TK would like to present it to the E.Bd once it is part of a fuller report. However, it did provide enough information regarding how our current job classification scale and pay grades compare. They appear
to be similar – a bit low on the starting end, and a bit higher on the last grade. This is enough for us to prepare a draft budget, with the full report coming to the E.Bd in Sept.

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

8. EXECUTIVE SESSION – Not necessary.

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

10. OTHER BUSINESS – None.

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

12. ADJOURN –

Motion #6: TW moved to adjourn the meeting at 5:08 p.m. SH seconded the motion.

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

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

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Teresa A. Kuczynski, District Clerk