

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

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

6 **Virtual Meeting on ZOOM**

7 **1223 Route 7 South**

8 **Middlebury, VT 05753**

9 **June 10, 2020 3:00 PM**

10  
11 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Vice Chair, called the  
12 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the call:  
13 Bill Munoff (BM), Steve Huffaker (SH), Richard Reed (RR), and Deb Gaynor (DG). Staff present: Teri  
14 Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program  
15 Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.

16  
17 **2. APPROVE THE AGENDA –**

18 **Motion #1: RR moved to approve the agenda. BM seconded the motion.**

19 **VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.**  
20

21 **3. APPROVE MINUTES OF MAY 13, 2020 MEETING –**

22 **Motion #2: BM moved to approve the minutes of May 13, 2020. RR seconded the**  
23 **motion.**

24 TK mentioned that total tonnage in the March Recycling Report had been correct and that the  
25 discussion in the May 13th meeting of changing the total was incorrect. The Vice Chair stated  
26 that we will make a note to amend the recycling total for March.

27 **VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.**  
28

29 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.  
30

31 **5. MANAGER REPORT –**

32 **a. Personnel –**

- 33 1. Now advertising to hire a new full-time Tr. St. Operator II (HHW).
- 34 2. An emergency health situation occurred in the yard today; EMTs were called.
- 35 3. The part-time position in HazWaste Center was eliminated.
- 36 4. Ollie Cultrara, our AmeriCorps member for the past two years, is leaving to take a full-  
37 time job. Friday is their last day. We are very grateful to Ollie for their service and all  
38 that they accomplished on our behalf. We interviewed a few candidates and are waiting  
39 to hear back from AmeriCorps.

40 **b. Health & Safety** – See New Business.  
41

42 **6. FINANCIAL REPORTS –**

43 **a. Revised MD&A and Final 2019 Annual Audit Report** – PJ presented the Final MD&A and  
44 2019 Audit. TK made the edits to the MD&A that had been requested by the E.Bd.

45 **b. April 2020 Financial Report** – PJ presented the April 2020 Financials showing a net gain of  
46 \$5,692 for the month. April tonnage of 1,687 was 328 tons lower than 2019 total of 2,015. The  
47 lower tonnage and number of transactions at the Transfer Station resulted from closure to residents  
48 for the month of April due to COVID-19.

49 **c. April 2020 Single Stream Recycling Report** – April recycling tonnage was 341 tons, almost  
50 double the total 176 tons received in 2019. Processing fee was \$118/ton.

51 **d. Municipal Diversion Grant Applications** – Starksboro requested a Municipal Grant of \$1,900 to  
52 replace the Town's Recycling Roll-Off door. Draft minutes were submitted, but not signed yet.

53 **Motion #3: BM moved to approve the Municipal Grant for the Town of Starksboro**  
54 **Recycling Roll-off repair, contingent upon receiving the final, signed minutes. DG**  
55 **seconded the motion.**

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

57 **e. School Diversion Grant Applications – None received.**

58  
59 **7. NEW BUSINESS –**

60 **a. COVID-19 Discussion –** TK: The Transfer Station reopened to residential customers on 5/17. All  
61 staff were provided with COVID-19 Emergency Precautions & Precautionary Guidelines for All  
62 Visitors on 5/15, consistent with CDC & State guidelines. Staff health screening and temperatures will  
63 be taken at the beginning of each shift. Staff has been busy with the increased traffic and volumes since  
64 reopening to residents. The Reuse It or Lose It! sheds remain closed for now. Callers with items to  
65 donate are given info on other reuse stores, Craigs List, FPF, etc. Customers have been cooperative.

66 **Legislative Updates:** S.227 proposes to ban single use personal care products in lodging. An  
67 amendment might be introduced from the floor to add language giving authority to the ANR Secretary  
68 to temporarily suspend services affected by COVID-19. **Office Staff & Transfer Station Staff**  
69 **Personnel Issues:** The office will remain closed, and exempt office staff will work at home. For  
70 essential work that can't be done at home, office staff are rotating visits to the office.

71 **b. HazWaste RFP – Proposals, Recommendation to Full Board re: Award Contract –** DM  
72 reported that the District had received a total of three proposals for the recent RFP for HazWaste  
73 Transportation & Disposal at the District HazWaste Center. Proposals were received from  
74 ENPRO/EVI, Clean Harbors and Tradebe. Although DM still needed to verify the details of the pricing  
75 for two of the proposals, it was apparent that the low bidder would be either Clean Harbors or Tradebe.  
76 DM will complete his analysis of all three proposals for the 6/18 BOS meeting.

77 **c. SWIP Report Updates –** The Annual SWIP Report using 2019 data is due to ANR by 7/1/2020.  
78 Staff is almost done with that report and will have to complete a draft of the new 2020 SWIP by the  
79 same date. TK is going to have to review new facilities that want to be included in the SWIP. TK will  
80 bring any complete applications to the BOS for its consideration at its 6/18 meeting.

81 **d. Bennington County Solid Waste Alliance Interest in Purchasing the extra 30-cu.yd, open-top**  
82 **roll-off for asphalt shingles –** Michael Batchter from the BCSWA inquired about purchasing our extra  
83 roll-off for their asphalt shingle recycling program. We would sell it to them for the same price as we  
84 paid for it. TK proposes giving them a break on delivery cost. They have not made a final decision yet.  
85 The Vice Chair anticipated support for the sale if they return with an offer to purchase.

86 **e. Update on Regional Drop-off Siting Process –** Staff shared a detailed map of some sites of  
87 interest, and plan to visit them. TK is reviewing the number of acres needed for a drop-off and the  
88 HHW building, as well as access road and buffer. It will be more than 4 acres. SH and the BOS Chair  
89 will continue to reach out to realtors.

90  
91 **8. EXECUTIVE SESSION –** Not necessary.

92  
93 **9. AGENDA ITEMS FOR JUNE 18, 2020 BOS MEETING –** Facility applications for inclusion in  
94 SWIP. HazWaste RFP award contract. MD&A & final 2019 Annual Audit. Update on offsite land  
95 acquisition for expansion purposes.

96  
97 **10. OTHER BUSINESS –** Any update on Salary study? TK received first draft of analysis for review.

98  
99 **11. APPROVAL OF PAYMENTS –** The signed lists of payments for the past 3 months approved.

100  
101 **12. ADJOURN –**

102 **Motion #4: BM moved to adjourn the meeting at 4:10 PM. RR seconded the motion.**

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

104  
105 *I agree that this is an original of the June 10, 2020 minutes that were considered and approved by the*  
106 *E.Bd at its meeting of \_\_\_\_\_.*

107 *\_\_\_\_\_*  
*Teresa A. Kuczynski, District Clerk*