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
1223 Route 7 South
Middlebury, VT 05753
June 10, 2020 3:00 PM

1. CALL TO ORDER – Tim Wickland (TW), Board of Supervisors (BOS) Vice 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), Richard Reed (RR), and Deb Gaynor (DG). 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: RR moved to approve the agenda. BM seconded the motion.
   VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF MAY 13, 2020 MEETING –
   Motion #2: BM moved to approve the minutes of May 13, 2020. RR seconded the motion.
   TK mentioned that total tonnage in the March Recycling Report had been correct and that the discussion in the May 13th meeting of changing the total was incorrect. The Vice Chair stated that we will make a note to amend the recycling total for March.
   VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.

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

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

6. FINANCIAL REPORTS –
   a. Revised MD&A and Final 2019 Annual Audit Report – PJ presented the Final MD&A and 2019 Audit. TK made the edits to the MD&A that had been requested by the E.Bd.
   b. April 2020 Financial Report – PJ presented the April 2020 Financials showing a net gain of $5,692 for the month. April tonnage of 1,687 was 328 tons lower than 2019 total of 2,015. The lower tonnage and number of transactions at the Transfer Station resulted from closure to residents for the month of April due to COVID-19.
   c. April 2020 Single Stream Recycling Report – April recycling tonnage was 341 tons, almost double the total 176 tons received in 2019. Processing fee was $118/ton.
   d. Municipal Diversion Grant Applications – Starksboro requested a Municipal Grant of $1,900 to replace the Town’s Recycling Roll-Off door. Draft minutes were submitted, but not signed yet.

Motion #3: BM moved to approve the Municipal Grant for the Town of Starksboro Recycling Roll-off repair, contingent upon receiving the final, signed minutes. DG seconded the motion. VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.

e. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. COVID-19 Discussion – TK: The Transfer Station reopened to residential customers on 5/17. All staff were provided with COVID-19 Emergency Precautions & Precautionary Guidelines for All Visitors on 5/15, consistent with CDC & State guidelines. Staff health screening and temperatures will be taken at the beginning of each shift. Staff has been busy with the increased traffic and volumes since reopening to residents. The Reuse It or Lose It! sheds remain closed for now. Callers with items to donate are given info on other reuse stores, Craigs List, FPF, etc. Customers have been cooperative.
   b. HazWaste RFP – Proposals, Recommendation to Full Board re: Award Contract – DM reported that the District had received a total of three proposals for the recent RFP for HazWaste Transportation & Disposal at the District HazWaste Center. Proposals were received from ENPRO/EVI, Clean Harbors and Tradebe. Although DM still needed to verify the details of the pricing for two of the proposals, it was apparent that the low bidder would be either Clean Harbors or Tradebe. DM will complete his analysis of all three proposals for the 6/18 BOS meeting.
   c. SWIP Report Updates – The Annual SWIP Report using 2019 data is due to ANR by 7/1/2020. Staff is almost done with that report and will have to complete a draft of the new 2020 SWIP by the same date. TK is going to have to review new facilities that want to be included in the SWIP. TK will bring any complete applications to the BOS for its consideration at its 6/18 meeting.
   d. Bennington County Solid Waste Alliance Interest in Purchasing the extra 30-cu.yd, open-top roll-off for asphalt shingles – Michael Batcher from the BCSWA inquired about purchasing our extra roll-off for their asphalt shingle recycling program. We would sell it to them for the same price as we paid for it. TK proposes giving them a break on delivery cost. They have not made a final decision yet. The Vice Chair anticipated support for the sale if they return with an offer to purchase.
   e. Update on Regional Drop-off Siting Process – Staff shared a detailed map of some sites of interest, and plan to visit them. TK is reviewing the number of acres needed for a drop-off and the HHW building, as well as access road and buffer. It will be more than 4 acres. SH and the BOS Chair will continue to reach out to realtors.

8. EXECUTIVE SESSION – Not necessary.


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

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

12. ADJOURN –
   Motion #4: BM moved to adjourn the meeting at 4:10 PM. RR seconded the motion. VOTE: Yes – 5 (BM, SH, RR, DG, TW). No – 0. Abstain – 0.

I agree that this is an original of the June 10, 2020 minutes that were considered and approved by the E.Bd at its meeting of ____________.

Teresa A. Kuczynski, District Clerk