

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 **November 11, 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), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and
12 Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ),
13 Business Manager; Don Maglienti, Program Manager (DM).
14
- 15 **2. APPROVE THE AGENDA** –
16 **Motion #1: RR moved to approve the agenda. TW seconded the motion.**
17 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.**
18
- 19 **3. APPROVE MINUTES OF OCTOBER 7, 2020 MEETING** –
20 **Motion #2: TW moved to approve the minutes of October 7, 2020, with correction: On**
21 **p. 2, Line 94, the Motion should have used the word “reviewing” rather than**
22 **“approving.” BM seconded the motion.**
23 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain - 0.**
24
- 25 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
26
- 27 **5. MANAGER REPORT** –
28 **a. Personnel** – N/A
29 **b. Health & Safety** – N/A
30 **c. 2020 Annual Report sent to towns** – The District’s 2020 Annual Report was distributed to
31 all member towns prior to the Nov. 1st charter deadline.
32
- 33 **6. FINANCIAL REPORTS** –
34 **a. September 2020 Financial Report** – PJ presented the September 2020 Financials showing a
35 net loss of (\$4,795) for the month. Sept. tonnage of 1,986 was lower than the 2019 total of 2,073.
36 Total YTD tonnage of 16,620 is 700 tons less than tonnage in Sept. 2019. Transactions continue
37 to be high at 6,600 in Sept., higher than the 5,381 recorded in Sept. 2019.
38 **b. September 2020 Single Stream Recycling Report** – In September, the Transfer Station
39 received a total of 368 tons of single stream recyclables. The processing fee remained at \$105/ton,
40 resulting in a YTD net loss of (\$18,727) in single stream recycling.
41 **c. Municipal Diversion Grant Applications** – None received.
42 **d. School Diversion Grant Applications** – None received.
43
- 44 **7. NEW BUSINESS** –
45 **a. COVID-19 Updates** – TK briefed the E.Bd on issues arising from the continued COVID-19
46 threat: **(1) Programs** – If the Transfer Station incurs staff shortages due to illness, quarantine, or
47 general workload, TK might have to recommend a temporary suspension of programs other than for
48 the priority items of trash, single stream recyclables and food scraps in the near future, similar to the
49 closure in March and April. The E.Bd gave TK the authority to suspend non-essential programs if
50 necessary, and to notify the public on short notice. **(2) Vacation Leave Requests:** Gov. Scott just
51 increased the Vermont quarantine restrictions to require anyone (with a few exemptions) returning to
52 Vermont to quarantine for 14 days or for 7 days followed by a negative test. The COVID-19 test
53 results can take days to process. Either way, the result is absence of essential staff for approximately

54 three weeks. The Chair offered to share the language that the State has used to temporarily restrict
55 out-of-state vacations for essential employees at this time.

56 **Motion #3: TW moved to restrict out-of-state travel based on current state mandates/
57 guidelines due to COVID-19 response. DG seconded the motion.**

58 **VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 1 (AH).**

59
60 - **LGER grant, FEMA grant, hazard pay grant** - As we suspected, we did not qualify for a
61 FEMA grant, and our application was rejected. The recent VT hazard pay grant excluded
62 municipalities, so LGER was our only option. We were then informed by LGER that our request
63 for hazard pay did not qualify for their grant, despite the fact that \$200,000 was designated to
64 reimburse the solid waste planning entities for their COVID-19 expenses. We will continue our
65 efforts to obtain the hazard pay compensation from LGER.

66
67 **b. Recommended BCBS/VT Small Group Plan for CY2021** – PJ presented a breakdown of the
68 options for a new 2021 Health Care Insurance plan. BCBS/VT has eliminated the plan the District
69 has been using for the past several years, forcing the choice of a new plan. The new plan will have a
70 higher premium fee than was planned for the 2021 budget, but a lower deductible. Since there is a
71 lower deductible, staff proposes lowering the District’s contribution to the employees’ HRA fund to
72 cover the budget premium shortfall, without diminishing their coverage. An FSA is also allowed
73 under this plan.

74 **Motion #4: BM moved to approve staff’s recommendation to change BCBS/VT Small
75 Group Plan policy in CY2021 and submit it to the full BOS for approval. TW
76 seconded the motion.**

77 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

78 DG asked staff to add definitions of HRA, HSA, and FSA on the summary sheet.

79
80 **c. Addison County Sheriff 2021 Contract for Enforcement of Illegal Burning/Disposal
81 Ordinance** – TK reported that the 2021 draft contract and attached protocols are the same as last
82 year. TK will include a chart showing the history of complaints per town in the BOS mailing.

83 **Motion #5: TW moved to recommend to the full BOS that we accept the Addison
84 County Sheriff Contract for 2021 as written. DG seconded the motion.**

85 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**

86
87 **d. New Haven Transfer Station Extension Site – Proposed Layout, Discussion of Need for
88 Realtor** – The Chair explained the conversation with the realtor who assisted in identifying sites in
89 New Haven and confirmed that the realtor does not represent the seller of the New Haven Property.
90 TK confirmed with the seller that they are not represented by a realtor. The District has the option of
91 procuring representation by a realtor. TK, DM and GH met with Shane Mullen, PE to revise the site
92 plan for a residential drop-off. Shane will make the changes and submit a new site plan. Shane is also
93 busy contacting permitting officials to determine what they would require and is awaiting a few
94 responses. DG asked that we have Shane add lighting for security reasons. The E.Bd would like to
95 invite Shane to attend the next E.Bd meeting on Dec. 9 to present a revised site plan and general
96 update. TK mentioned that an infrastructure grant from ANR might be available in the near future
97 and that the District could apply for funds to pay for some of the project costs. The E.Bd will update
98 the BOS on the status of this project. TK will prepare a timeline for the BOS meeting.

99
100 **e. Update on ACRPC letter re 2020 Draft SWIP, ACSWMD suggested changes to Solid
101 Waste Sections of AC Regional Plan, SWIP public hearings and adoption schedule** – We
102 received a letter dated 10/7/2020 from ANR giving the District preapproval of our 2020 SWIP
103 pending proof of conformance with the ACRPC’s regional plan, in order for the District to proceed
104 with the public process for adoption. The ACRPC approved the letter of conformance at their
105 meeting on 10/14/2020. As of this date, we have not received the letter. TK warned the public
106 hearing for the Nov. 19th BOS meeting. TK also made some suggestions for updating the solid waste
107 sections of the ACRPC regional plan, which will be amended at a later date.

- 109 8. EXECUTIVE SESSION – None.
110
111 9. AGENDA ITEMS FOR NOVEMBER 19, 2020 BOS MEETING – Public Hearing on 2020
112 Draft SWIP, Public Hearing on 2021 Draft Budget, Addison County Sheriff’s 2021 Contract,
113 New Haven Transfer Station Update, BCBS/VT Selected 2021 Plan, General Covid-19 Update.
114

115 10. OTHER BUSINESS – TK was asked to report to the BOS on the following in her District
116 Manager’s Report:

117 - **CSWD glass issue:** A recent VT Digger inflammatory article about the alleged violation and
118 enforcement against the CSWD just came out. The article mentioned that some of the solid waste districts
119 had written a letter objecting to the CSWD’s actions. TK said that the author had not asked her for a
120 comment; if they had, TK would have referred them to the E.Bd decision not to write a letter due to
121 insufficient information regarding the case.

122 - **Annual Hauler Dinner:** No hauler dinner this year due to COVID-19 precautions.
123

124 11. APPROVAL OF PAYMENTS – The lists of payments were set out at the District Office for
125 approval/signature by TW at a later date.
126

127 12. ADJOURN –

128 **Motion #6: BM moved to adjourn the meeting at 4:48 p.m. TW seconded the motion.**

129 **VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.**
130

131 *I agree that this is an original of the November 11, 2020 minutes that were considered and approved by*
132 *the E.Bd at its meeting of _____.*
133

134 *Teresa A. Kuczynski, District Clerk*