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
November 11, 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), David Olson (DO), Richard Reed (RR), Andy Hooper (AH), Deb Gaynor (DG), and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program Manager (DM).

2. APPROVE THE AGENDA –
   Motion #1: RR moved to approve the agenda. TW seconded the motion.
   VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF OCTOBER 7, 2020 MEETING –
   Motion #2: TW moved to approve the minutes of October 7, 2020, with correction: On p. 2, Line 94, the Motion should have used the word “reviewing” rather than “approving.” BM seconded the motion.
   VOTE: Yes – 6 (BM, DO, RR, DG, CB, TW). No – 0. Abstain - 0.

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

5. MANAGER REPORT –
   a. Personnel – N/A
   b. Health & Safety – N/A
   c. 2020 Annual Report sent to towns – The District’s 2020 Annual Report was distributed to all member towns prior to the Nov. 1st charter deadline.

6. FINANCIAL REPORTS –
   a. September 2020 Financial Report – PJ presented the September 2020 Financials showing a net loss of ($4,795) for the month. Sept. tonnage of 1,986 was lower than the 2019 total of 2,073. Total YTD tonnage of 16,620 is 700 tons less than tonnage in Sept. 2019. Transactions continue to be high at 6,600 in Sept., higher than the 5,381 recorded in Sept. 2019.
   b. September 2020 Single Stream Recycling Report – In September, the Transfer Station received a total of 368 tons of single stream recyclables. The processing fee remained at $105/ton, resulting in a YTD net loss of ($18,727) in single stream recycling.
   c. Municipal Diversion Grant Applications – None received.
   d. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. COVID-19 Updates – TK briefed the E.Bd on issues arising from the continued COVID-19 threat: (1) Programs – If the Transfer Station incurs staff shortages due to illness, quarantine, or general workload, TK might have to recommend a temporary suspension of programs other than for the priority items of trash, single stream recyclables and food scraps in the near future, similar to the closure in March and April. The E.Bd gave TK the authority to suspend non-essential programs if necessary, and to notify the public on short notice. (2) Vacation Leave Requests: Gov. Scott just increased the Vermont quarantine restrictions to require anyone (with a few exemptions) returning to Vermont to quarantine for 14 days or for 7 days followed by a negative test. The COVID-19 test results can take days to process. Either way, the result is absence of essential staff for approximately

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

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


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

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

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

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

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

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

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

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

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

e. Update on ACRPC letter re 2020 Draft SWIP, ACSWMD suggested changes to Solid Waste Sections of AC Regional Plan, SWIP public hearings and adoption schedule – We received a letter dated 10/7/2020 from ANR giving the District preapproval of our 2020 SWIP pending proof of conformance with the ACRPC’s regional plan, in order for the District to proceed with the public process for adoption. The ACRPC approved the letter of conformance at their meeting on 10/14/2020. As of this date, we have not received the letter. TK warned the public hearing for the Nov. 19th BOS meeting. TK also made some suggestions for updating the solid waste sections of the ACRPC regional plan, which will be amended at a later date.
8. EXECUTIVE SESSION – None.


10. OTHER BUSINESS – TK was asked to report to the BOS on the following in her District Manager’s Report:
    - CSWD glass issue: A recent VT Digger inflammatory article about the alleged violation and enforcement against the CSWD just came out. The article mentioned that some of the solid waste districts had written a letter objecting to the CSWD’s actions. TK said that the author had not asked her for a comment; if they had, TK would have referred them to the E.Bd decision not to write a letter due to insufficient information regarding the case.
    - Annual Hauler Dinner: No hauler dinner this year due to COVID-19 precautions.

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

12. ADJOURN –
    Motion #6: BM moved to adjourn the meeting at 4:48 p.m. TW seconded the motion.
    VOTE: Yes – 7 (BM, DO, RR, AH, DG, CB, TW). No – 0. Abstain – 0.

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

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Teresa A. Kuczynski, District Clerk