

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive**  
2 **Board at its next regular meeting.**  
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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Virtual Meeting via ZOOM**

7 **1223 Route 7 South**

8 **Middlebury, VT 05753**

9 **May 13, 2020 3:00 PM**

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11 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the  
12 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the  
13 call: Bill Munoff (BM), Steve Huffaker (SH), Deborah Gaynor (DG) and Tim Wickland (TW).  
14 Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don  
15 Maglienti, Program Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.  
16 Guest: Joshua Quinn from RHR Smith Auditors.

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18 **2. APPROVE THE AGENDA –**

19 **Motion #1: TW moved to approve the agenda. BM seconded the motion.**

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

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22 **3. APPROVE MINUTES OF APRIL 1, 2020 MEETING –**

23 **Motion #2: BM moved to approve the minutes of April 1, 2020. TW seconded the**  
24 **motion.**

25 **VOTE: Yes – 4 (BM, SH, CB, TW). No – 0. Abstain – 1 (DG)**

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

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29 **5. MANAGER REPORT** – (see New Business)

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31 **6. FINANCIAL REPORTS –**

32 **a. Presentation by RHR Smith – Draft Audited Financial Statements for CY2019 –**

33 Joshua Quinn presented the Draft Audit to the E.Bd. This 2019 Year End Audit represents the  
34 second year of a three-year contract with RHR Smith of Maine. Overall, the District ended  
35 CY2019 with a General Fund balance of \$404,189. No deficiencies in the District Accounting  
36 Practices were noted in the Auditor’s Report. TK presented the MD&A and after review, a  
37 few edits were identified. Upon completion of the revised MD&A, which is included as a  
38 non-audited document in the Audit Report, the final Audit will be presented to the E.Bd at its  
39 June 10<sup>th</sup> meeting.

40 **b. March 2020 Financial Report** – PJ presented the March 2019 Financials showing a net  
41 loss of (\$22,236) for the month. March tonnage of 1,652 was close to the 2019 total of 1,680.  
42 Even as the COVID-19 Pandemic closures began, the Transfer Station tonnage did not show  
43 too much of a downturn in March. Transactions were still up in March.

44 **c. March 2020 Single Stream Recycling Report** – PJ presented the March 2020 Single  
45 Stream Recycling report, which contained an error. The 311.22 tons processed figure is  
46 incorrect – it is April’s total. The March total should have been 210 tons, for a total Recycling  
47 Processing Fee of \$24,780. The District was charged a \$118/ton processing fee for recycling  
48 in March, plus hauling. The April report will show the corrections.

49 **d. Municipal Diversion Grant Applications** – None received.

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

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**7. NEW BUSINESS –**

**a. COVID-19 Discussion** – TK shared the first draft of the District’s COVID-19 Exposure Control Plan, using a template from the VT Agency for Commerce & Community Development (ACCD). The purpose of the Plan is to document the measures the District will use to comply with the “Mandatory Health & Safety Requirements for all Business, Nonprofits & Governmental Operations” as required by the VT Dept. of Health, CDC, VOSHA and ACCD. We provided staff with a VOSHA training course, which was required by May 4.

**- Legislative Updates** – The Senate Natural Resources & Energy Committee will be holding another hearing on Thursday to discuss solid waste.

**- Proposed Date for Reopening the Transfer Station to Residents:** Residents have expressed a need to use the Transfer Station again for their special wastes and leaf & yard waste. With the easing of state-at-home guidelines, staff is proposing Monday, May 18 as the date to open the Transfer Station to residential traffic. TK is preparing a public announcement to the public that will list the requirements of using the Transfer Station. These include 6-ft social distancing, self-serve only, and stay home if sick. We are going to strongly encourage customers to wear a mask or face covering to reduce exposure to others.

**Motion #3: TW moved to authorize the District Manager to open the Transfer Station on the date she thinks is appropriate, provided that we have the steps in place to proceed, and following the guidelines of the Governor. BM seconded the motion.**

**VOTE: Yes – 5 (DG, CB, TW). No – 0. Abstain – 0.**

**- Office Staff Personnel Issues, Transfer Station Staff Personnel Issues:** In order to open up the Transfer Station to residents, the District will have to restore the full-time hours per week for yard staff. The office staff will continue to work from home for the most part; we will attempt to schedule only 1-2 visits per office employee on alternating days to reduce exposure. TK is preparing a COVID-19 Emergency Precautions Guidance for staff. All staff will have to wear masks or face coverings when within 6-ft distance from others and when in the office building. We will develop a protocol for screening employees at the beginning of their shifts, taking their temperatures and asking a few questions about symptoms. Employees who are sick are not to report to work, and those who become ill at work will be sent home.

**b. Green Up Day Updates** – Green Up Day has been moved to May 30<sup>th</sup>. The bags have arrived, and Chantel has distributed the bags and gloves to all of the District’s 21 town Green Up Day coordinators. The District has received requests from some members of the public to start bringing in Green Up Day trash earlier than the 30th, but at the April meeting, the Board confirmed that free Green Up Day roadside trash drop-off would be limited to May 30 – June 8. The E.Bd agreed that we continue the practice. If the public brings in roadside trash before the 30<sup>th</sup>, they must pay for it. They could speak with their towns’ public works departments to see if they could drop off the bags for the town trucks to bring in on Green Up Day.

**c. Update on Regional Drop-off Siting Process** – The Chair presented the E.Bd with a list of potential properties, received from a realtor, which could be potential sites for Transfer Station expansion in the future. SH prepared the spreadsheet showing the sites identified so far. While we continue to identify potential sites, staff is encouraged to begin exploring the sites for further analysis.

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

102 **9. AGENDA ITEMS FOR THE MAY 21, 2020 BOS MEETING –**  
103 **Motion #4: TW moved to cancel the BOS meeting for May due to a lack of**  
104 **business. BM seconded the motion.**  
105 **VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.**

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107 **10. OTHER BUSINESS – None.**

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109 **11. APPROVAL OF PAYMENTS –** Since payments cannot be signed by E.Bd members  
110 because of social distancing, Tim Wickland has been delegated to approve all invoices and to sign  
111 the summary sheets on behalf of the E.Bd.

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113 **12. ADJOURN –**  
114 **Motion #5: BM moved to adjourn the meeting at 4:58 PM. TW seconded the**  
115 **motion.**  
116 **VOTE: Yes – 5 (BM, SH, DG, CB, TW). No – 0. Abstain – 0.**

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118 *I agree that this is an original of the May 13, 2020 minutes that were considered and approved by*  
119 *the E.Bd at its meeting of \_\_\_\_\_.*

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