

**Minutes of the CVSWMMD Board and Executive Board of Supervisors
 – All members and others participated electronically – warned and held in keeping with the Open Meeting Law during COVID-19**

June 3, 2020

Draft until approved

A meeting of the CVSWMMD Board of Supervisors – Towns represented and Board of Supervisors/Alternates present were:

Representative	Town	4/20	5/20	6/20
Micheli, S.	Barre City	X	X	X
Ahearn W. (alt)	Barre City			
Thumm, F.	Barre Town	X		X
Mitchell, J. (alt)	Barre Town			
Levin, M.	Berlin	X	X	X
Vacant	Bradford			
Powell, B.	Calais	X	X	X
Brabant, J. (alt)	Calais			
Vacant	Chelsea			
Vacant	Duxbury			
Stanton, A.	E. Montpelier		X	
Nunez T.	Fairlee	X	X	X
Cornish, S.	Hardwick	X	X	X
Fielder, S. (alt)	Hardwick			
Krauth, A.	Middlesex			X
Barlow-Casey, D	Montpelier	X	X	X
Cattaneo, L.	Orange	X	X	X
Holmgren, E. (alt)	Orange			
Ziegler B.	Plainfield	X	X	X
Vacant	Tunbridge			
Hatch R.	Walden			
Carbee, P	Washington	X	X	X
Rouleau, M	Williamstown	X	X	X
Covey, F (alt)	Williamstown			
Nold-Laurendeau, J.	Woodbury		X	X

Other in attendance - Cathleen Gent, Brenna Toman, Lisa Liotta, Barb Baird --District Staff

Barb Baird conducted a roll call electronically.

Call to order (1)

Fred Thumm called the meeting to order at 6:35.

Agenda Revisions (2)

None

Public Comment Period and Announcements (3)

None

Consent Agenda (4)

- a) Adopt the minutes of the Board of Supervisors meeting of May 6 2020
- b) Accept the minutes of the Executive Board meeting of May 19 2020
- c) Accept the minutes of committee meeting and hear committee reports:
 - Program Oversight Committee – May 6, 2020
 - Financial Oversight Committee – May 26, 2020
 - Grants Committee – none

Lee Cattaneo moved to accept the consent agenda. The motion was seconded and passed unanimously.

Appoint new member to Ad Hoc Facility Committee (5)

Fred Thumm appointed Jon Jewett of East Montpelier to the Ad Hoc Facility Committee.

Solid Waste Implementation Plan (6)

- a. Final changes to draft 2020 CVSWMD SWIP

Brenna Toman explained that the Board already approved a draft and that the Program Oversight Committee recommended some changes that may occur to School/Events/HHW programs to COVID-19. There will be public hearings on the SWIP and the process will be completed in November.

Peter Carbee moved to accept the final changes to the 2020 SWIP. The motion was seconded and passed unanimously.

- b. CVSWMD SWIP report for 2019

Brenna Toman said that the POC approved the report on May 6 and it will be submitted to ANR by July.

Peter Carbee moved to accept the SWIP report for 2019. The motion seconded and passed unanimously.

Proposed FY 21 price changes (7)

Cathleen Gent discussed the compost equipment price changes in the packet that were approved by the POC and the FOC.

Donna Barlow Casey moved to accept the recommended changes in the composting equipment. The motion was seconded and passed unanimously.

Lisa Liotta went over the proposed changes for pricing at ARCC. The POC and FOC wanted the discussion to come to the full Board. Liotta explained that the new fee structure is consistent with other Solid Waste Management entities and will help meet the decided-upon ARCC program goals. After much discussion, **Peter Carbee moved to accept the new fee structure for ARCC. The motion was seconded and the vote was not unanimous. Vermont Open Meeting Law requires a roll call vote if a motion is not unanimous when any member participates by electronic means.**

The motion passed with Barre City, Berlin, Calais, Fairlee, Hardwick, Montpelier, Plainfield Washington and Williamstown voting for the motion. Barre Town, Orange and Woodbury voting against. Middlesex abstaining.

Additional Recycling Collection Center ARCC (8)

- a. Add new material – small appliance units

Lisa Liotta discussed accepting small refrigerated (CFC) appliances. The POC has recommended this new material.

Matt Levin moved to accept small CFC appliances to the approved list of ARCC items. The motion was seconded and passed unanimously.

- b. Criteria to discontinue accepting materials

Lisa Liotta explained that due to COVID-19, the staff used several criteria to determine what items to discontinue in the program – from health and safety considerations to market value to staff time.

Peter Carbee moved that staff can make decisions about discontinuing items with the presented criteria without specific approval by the Board. The criteria will officially be a part of the FY 21 ARCC Program Plan. The motion was seconded and passed unanimously.

- c. Materials to discontinue accepting

Lisa Liotta explained that several materials require extensive handling by staff or volunteers which is problematic due to COVID-19 –the largest category to discontinue involves health, personal care and nutrition items. Items dropped will represent a very small portion of materials taken at ARCC.

Peter Carbee moved to approve the discontinuation of 18 items for intake at the ARCC. The motion was seconded and passed unanimously.

Municipal Services Program Grants update – FY 21 Round one applications (9)

Brenna Toman and Matt Levin described the 3 applications received. Barre City and Chelsea applications were recommended for approval by Grants committee. Plainfield's application did not have enough program plans in place and was sent back for further work.

Bill Powell moved to grant Barre City \$1,500 for a tire collection and Chelsea \$1,500 for a paint, battery and bulb collection. The motion was seconded and passed unanimously.

FY 21 Final budget (10)

- a. Staffing update

Cathleen Gent explained that Brenna Toman has been hired for the Planning Analyst position and that Annette Martin, bookkeeper, retired. Gent will begin advertising for that 20 hour a week position. Open positions are a School Zero Waste Coordinator and Special Programs Coordinator.

- b. Approve FY 21 Budget

Cathleen Gent went over the FY 21 Budget and stated that it does not include the HHW facility – that will be FY 22. She pointed out that the per capita assessment for towns includes a one-time reduction of 50% which will be offset from the Grant programs. Staff will receive a 0.8% COLA and no merit or performance award.

Peter Carbee moved to approve the FY 21 budget with the caveat that staff bring any revisions to the FOC over the summer which will then be brought to the full Board in September. The motion was seconded and passed unanimously.

COVID-19 Response actions (11)

a. District operations update

Gent explained that the *COVID-19 Exposure Control Work Plan* is in place at both the office and the ARCC. Staff are monitoring any changes that would result in changes to the plan.

b. Staff compensation beyond June 26

Gent stated that staff who cannot work 40 hours after June 26th can use their sick, vacation or unpaid time. Full benefits will continue to be paid. Sick bank hours may be used once staff have depleted their sick and vacation hours.

For staff members covered under FFCRA (through December 31, 2020), the District will cover the portion of wages for up to 12 weeks of qualifying reasons. Staff may supplement work week hours with sick or vacation accrued time. Full benefits will continue to be paid.

Peter Carbee moved to approve the staff compensation plan as presented beyond June 26th with the use of sick bank hours at the discretion of the General Manager.

c. Other COVID-19 related topics

Gent shared that the Legislature has not changed the July 1st food scrap landfill ban date.

HHW Facility (12)

a. General update

Gent stated that the Ad Hoc Facility committee will meet on June 25th. Gent has been meeting with our municipalities about the project. She and Brenna met with a USDA representative to discuss possible grants.

b. Commence project activities

Matt Levin moved to authorize staff to commence the project including: pursuing land acquisition, issuing a Request for Qualifications for Build to Suit, permitting and beginning to expend project advisor expenses. The motion was seconded and passed unanimously.

Authorize Executive Board to take actions July & August (13)

Bill Powell moved that the Board authorize the Executive Board to take actions during the months of July and August if the Chair and the General Manager do not think it necessary to request full Board meetings for items.

The motion was seconded and passed unanimously.

Motion to adjourn at 8:15 – unanimous.

Prepared by:
Barb Baird