



**Joint Meeting of the Executive Board Meeting
& Program Oversight Committee
April 21, 2020**

Minutes

Members present by Zoom: Fred Thumm (EB), Lee Cattaneo (EB and POC), Peter Carbee (EB), Matt Levin (EB), Bill Powell (EB), Matt Rouleau (POC)

Others present by Zoom: General Manager Cathleen Gent, ARCC Operations Manager Lisa Liotta

1. Chair Fred Thumm called the meeting to order at 5:45 PM.
2. Agenda Revisions – No revisions were made to the agenda.
3. ARCC Facility

a. Big Picture Review – Lisa Liotta reviewed information included a memo provided in advance of the meeting, She has analyzed budgetary, user trends, and materials volumes between 2012 and today. The ARCC has grown every year in the number and diversion volumes and the number of users. One major assumption that has not proven to work is that more materials and higher volumes leads to an increase in revenues. As the complexity of the program has increased, so have operational needs including staffing and overhead costs. Markets for materials are volatile, outlets are not consistent, and variations exist in the value of materials. In addition, there is simply not enough on-site storage to amass sufficient volumes to get better pricing for materials. Most recently, health and safety concerns related to COVID-19 have emerged, in particular for personal products accepted at the ARCC that require direct handling by staff. Liotta said that she will bring a proposal in May to the Board of Supervisors for adjusting pricing and cutting back the numbers of materials accepted at the ARCC, but wanted to bring the concepts to the EB and POC while she is formulating those recommendations.

EB and POC members thanked Lisa for her in-depth analysis and asked a number of questions about details included in the memo. A number of members noted that the ARCC is a great resource for people who are passionate about recycling. While it may be necessary to cut back on taking selected items, it is important to communicate with town officials, users and the public with as much lead time as possible. EB and POC members also offered suggestions about including an analysis of the financial picture for the full Board. No formal action by the EB and POC was needed.

b. Considerations for Re-Opening the Facility

Lisa Liotta explained that there will be a phased approach to reopening the ARCC in keeping with Governor Scott's executive orders for businesses to begin operating again, per COVID-19. Expected to begin in mid-May, Phase One for the ARCC re-opening involves accepting state-mandated Extended Producer Responsibility (EPR) materials – batteries, bulbs, paint and covered E-waste – as well as food scraps on a donation basis.

Accepting those materials only will allow staff to ensure safe social distancing since no fees will be collected. COVID-19 has resulted in a reduced set of staffing and volunteers, but Liotta said current staffing can handle Phase One operations. A full set of safety measures will be in place. Future phasing will be developed over time. No formal action by the EB and POC was needed.

4. Adjourn – *At 6:25 PM, Bill Powell made a motion to adjourn the meeting, seconded by Matt Levin. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent, General Manager