

**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 2, 2021**

**Draft until approved**

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

<b>Representative</b>	<b>Town</b>	<b>4/21</b>	<b>5/21</b>	<b>6/21</b>
Micheli, S.	Barre City	X	X	X
Ahearn W. (alt)	Barre City		X	
Thumm, F.	Barre Town	X	X	X
Mitchell, J. (alt)	Barre Town			
Levin, M.	Berlin	X	X	X
Vacant	Bradford			
Powell, B.	Calais	X		X
Brabant, J. (alt)	Calais			X
Vacant	Chelsea			
Vacant	Duxbury			
Stanton, A.	E. Montpelier	X	X	X
Nunez T.	Fairlee	X	X	
Cornish, S.	Hardwick	X	X	X
Fielder, S. (alt)	Hardwick			
McDonough, A.	Middlesex		X	X
Udis, J. (alt)	Middlesex	X		
Barlow-Casey, D	Montpelier	X		X
Cattaneo, L.	Orange	X		X
Holmgren, E. (alt)	Orange			
Ziegler B.	Plainfield	X	X	X
Vacant	Tunbridge			
Vacant	Walden	X		
Carbee, P	Washington	X	X	X
Rouleau, M	Williamstown	X	X	X
Wildman, E.	Woodbury		X	X

Other in attendance – Lisa Liotta, Brenna Toman, Cassandra Hemenway, Barb Baird – District Staff  
Jim Ludwig – Tunbridge, Kim Crosby - Casella

#### Call to Order (1)

Fred Thumm called the meeting to order at 6:30.

#### Agenda Revisions (2)

Add item 8a – ICMA resolution to change Plan Coordinator to General Manager’s position.

#### Public Comment Period and Announcements (3)

John Brabant, Calais Alternate, spoke about the HHW facility project. Brabant explained that after the Chittenden Solid Waste District’s mismanagement of managing recyclables, he hoped the board would consider exploring the operation of their own MRF at the HHW facility. He would like to see a regional approach to managing materials, perhaps working with NEK or Lamoille districts.

#### Consent Agenda (4)

- a) Adopt the meeting minutes of the Board of Supervisors: May 5, 2021
- b) Accept the meeting minutes of the Executive Board: May 18, 2021
- c) Accept the minutes of the committee meetings and hear committee reports
  - Program Oversight: May 5, 2021*
  - Financial Oversight: May 25, 2021*
  - Grants: May 24, 2021*
  - Ad Hoc Facility: None*

**Steve Micheli moved to accept the consent agenda. The motion was seconded and passed unanimously.**

#### Outreach FY22 Program Plan (5)

Cassandra Hemenway reviewed the plan included in the packet. It included: ongoing outreach for SWIP and programming, and the addition of new items: landlord assistance for food scraps in Barre City and HHW facility outreach. The district webinars are available to watch on the district’s YouTube channel.

**Matt Levin moved to accept the FY22 Outreach Program Plan as presented. The motion was seconded and passed unanimously.**

#### HHW FY22 Program Plan (6)

Brenna Toman reviewed the plan included in the packet, explaining that HHW collections will be separate from the Special Collections plan. There were more households participating in HHW collections the past year – was it outreach or pandemic related?

The plan will also focus on the new HHW facility to open in FY23.

**Lee Cattaneo moved to accept the FY22 HHW program plan. The motion was seconded and passed unanimously.**

#### FY21 OWRRP grant application – Trash Tramps (7)

Matt Levin stated that the grant would provide branded high-visibility vests and materials for the ongoing cigarette butt collections.

**Steve Micheli moved to reallocate \$1,477.50 from the School Zero Waste fund (FY21 applications are closed) to the OWRRP grant fund, and; approve the OWRRP grant award to the Trash Tramps for their application in the amount of \$1,477.50 in FY21. The motion was seconded and passed unanimously.**

Presentation of FY20 Audit results – Telling & Hillman, PC – approve FY20 audit report (8)

Tom Telling went over the FY20 audit that was included in the packet, covering assets, liabilities and net position.

**Bill Powell moved to accept the FY20 audit report. The motion was seconded and passed unanimously.**

ICMA resolution (8a)

Lisa Liotta explained that the current plan coordinator for CVSWMD's ICMA account is a former General Manager. A resolution must be approved to change the title so that current staff can appropriately administer the account.

**Steve Micheli moved to adopt the following resolution:**

***Be it resolved that the General Manager shall be the ICMA-RC Coordinator for the plan for Central Vermont Solid Waste Management District: shall receive reports, notices, etc. from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of CVSWMD, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate staff; and, Be it further resolved that CVSWMD Board of Supervisors hereby authorizes the General Manager to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.***

**The motion was seconded and passed unanimously.**

Schools/Recycling and Compost Equipment, SWIP revision (9)

Brenna Toman explained the POC's recommendation to phase out providing free recycling receptacles and composting pails at schools and offer them for purchase with a 10% discount.

**Lee Cattaneo moved to discontinue providing recycling receptacles and 5 gallon buckets and begin charging schools for 1.5 gallon compost pails with a 10% discount from the established fee schedule beginning July 1; and revise the CVSWMD 2020 SWIP to reflect that schools will no longer be provided receptacles at no cost. The motion was seconded and passed unanimously.**

Covid-19 Plan for Reopening Office, Staff Telecommuting (10)

Lisa Liotta went over the plan for reopening that was provided in the packet and answered questions.

**Steve Micheli moved to approve staff return to on-site work in the Montpelier office on June 21 with pre-COVID hours of business and; authorize the GM to approved administrative staff to telecommute up to one day per week to reduce congestion, uncrowd workspaces, and perform occasional focus work with GM pre-approval. The motion was seconded and passed unanimously.**

Household Hazardous Waste Facility (11)

- a. Update
- b. Funding update
- c. Wilson Industrial Park
- d. Public information session, June 30<sup>th</sup>

Brenna Toman stated that staff is working on a Host Town Agreement draft and a purchase and sale agreement. There will be a public information session in person at the Barre Town offices the evening of June 30<sup>th</sup> from 6:00-7:30. All are welcome to attend. Staff is nearly finished with the Neagley and Chase contract and Toman went over the funding update:

- State of Vermont - \$600,000 for construction and \$56,100 for a new box truck
- Applied for Northern Border Regional Commission's State Economic and Development grant for the amount of \$815,144 - awardees will be notified by August 31, 2021

Authorize Executive Board to take actions: July and August (12)

Lisa Liotta explained that the board does not regularly meet in July and August. Some items that may come up for necessary action before September are:

- HHW Facility – Neagley and Chase Contract
- HHW Facility – purchase and sale agreement
- Personnel Policy revision

The meetings would be held on the Executive Board's regular date and time and warned as both a full board and EB meeting. If no quorum of the full board, the EB could take the matters up.

**Bill Powell moved that the Board of Supervisors grant authority to the Executive Board to take up the listed items over July and August when action is necessary. The motion was seconded and passed unanimously.**

Roundtable (13)

Adjourn (14)

**Bill Powell moved to adjourn at 8:25 – unanimous.**

Prepared by:

Barb Baird