

**APPROVED**

**CHITTENDEN SOLID WASTE DISTRICT  
EXECUTIVE BOARD MINUTES  
Monday, July 13, 2020 5:00 p.m. via Zoom**

**EXECUTIVE BOARD PRESENT:** Bryn Oakleaf, Leslie Nulty, Alan Nye, Lee Perry, Logan Hegg  
**OTHER BOARD PRESENT:**  
**CSWD STAFF PRESENT:** Sarah Reeves, Jon Dorwart, Josh Tyler

**AGENDA ITEMS:**

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
  - 3.1. Minutes of January 13, 2020
  - 3.2 Minutes of February 19, 2020
  - 3.3. Minutes of May 14, 2020
4. **Executive Board Roles & Duties** – Review and Discussion
5. **Drop-Off Center update** – -South Burlington, Hinesburg, Burlington, Richmond
6. **Executive Session** – possible ongoing pending litigation discussion
7. **Other Business**

**Agenda #1.** Agenda - Request from L. Nulty to table to the Executive Board Roles & Duties until there is more time review. S. Reeves will keep on the agenda item to discuss. **Motion by A. Nye, Second by L. Nulty to accept the agenda. VOTING: unanimous; motion carried**

**Agenda #2.** No public comment

**Agenda #3.** Consent Agenda – **MOTION by A. Nye, Second by L. Perry to approve the minutes. VOTING: 4-0, Absention from Bryn Oakleaf, motion carried.**

**Agenda #4.** Executive Board Rules & Duties – discussion only

- Schedule – Draft schedule was set as the week prior to the full board on Monday at 5:00.
- Frequency of meeting – S. Reeves explained that previously she would work with Chair on setting the agenda and discussed how past chairs recommended agenda items and whether a first review would go to the Board. Alan felt it is important to vet and provide guidance from the Executive Board before going to the full board. L. Nulty felt it helps to keep them effective and focused to

have a review first by the Executive Board. L. Perry agreed to the previous structure of holding the Executive Board meetings for review. L. Hegg worried about using the Executive Board as a sounding board and possible micromanagement from the group. B. Oakleaf summarized that the time and frequency of meetings will remain as scheduled.

- S. Reeves noted that an ad hoc committee was created with Abby Foulk, Paul Reuss, and Caylin McCamp to review the Executive Board roles. Some of those rules were created when there were few staff and the Board played a larger role in day-to-day activity. It was time to be reviewed. The Executive Director 4-year contract was up so that also included reviewing that contract for revised wording that might reconfigure the charge from Executive Board. This will be on the next Exec Board agenda for further discussion. B. Oakleaf will send this via Google Docs, where there is one copy for mark up.

**Agenda #5. Drop-Off Center update** –South Burlington, Hinesburg, Burlington, Richmond – B. Oakleaf requested a summary of how the re-opening is going and POS improvements during COVID response. S. Reeves said that Williston, Essex, South Burlington, and Milton are currently open on various days. The hope that was re-opening other facilities would reduce car trips at the Williston DOC. Hinesburg is next on the list to re-open on July 25<sup>th</sup>. J. Tyler noted that Hinesburg will pull traffic away from Williston, and then we'll reopen Burlington for food scraps only around the middle of August depending on staffing. Richmond will follow. He noted Hinesburg is only open on Saturday. Burlington will likely be a Wednesday and Saturday facility and we'll look at Richmond for social distancing and keeping lines down to keep traffic off of the main road. We will likely limit materials accepted and we're aware of another wave of COVID and being careful with timing of how we continue to re-open. S. Reeves noted that Burlington will require a variance with offering food scraps only. Discussion was held on staffing and some of the staffing will depend on the health of our employees during COVID.

B. Oakleaf asked about credit card options. S. Reeves note Hinesburg would be the first to accept them and we are still negotiating with the credit card company, but we do anticipate that this will be at Hinesburg to start and then will roll out other facilities. A. Nye said if the cost of service for credit cards is passed on to the customer he is not in favor of it. Discussion was held on the ability to pass along the convenience fee to those who use credit cards.

#### **Agenda #6. Executive Session – possible ongoing pending litigation discussion**

**Motion by Leslie Nulty, Second by Alan Nye, to move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss ongoing and pending litigation, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit staff and the Solid Waste District attorneys to be present for this session. MOTION CARRIED. All ayes.** The Board entered Executive Session at 5:40 p.m.

**Motion by Leslie Nulty, Second by Alan Nye, to adjourn executive session and reconvene the meeting. MOTION CARRIED. All Ayes.** The Board adjourned executive session at 5:50 p.m.

#### **Agenda #7. Other Business**

Based on discussion there is no need for a full board meeting in July.

**AJOURNMENT**

**Motion by A. Nye, SECOND L. Nulty by to adjourn the meeting. VOTING: unanimous; motion carried.**

**The meeting was adjourned at 5:53 p.m.**

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Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the 7/13/20 meeting held in Williston.

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Amy Jewell, Recording Secretary