

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**ZOOM MEETING**  
**April 27, 2022**

**PRESENT**

**BOARD MEMBERS:**

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
	Abby Foulk, alt.
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	Alan Nye
Hinesburg	Doug Taff
	Rick McCraw, alt.
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	-----
Shelburne	Tim Loucks
So. Burlington	-----
Underhill	Paul Ruess
	Dan Steinbauer, alt.
Westford	Katie Frederick
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf

**STAFF:**

Sarah Reeves  
Amy Jewell  
Jeannine McCrumb  
Jen Holliday  
Nancy Plunkett  
Nola Ricci  
Josh Estey  
Michele Morris  
Josh Tyler

**OTHERS PRESENT:**

Thomas Melloni, Esq.  
Mike Casella, Casella Waste Systems  
Tim Langlois, Casella Waste Systems  
Kelsey McWilliams, Waste-d.com (Burlington)

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**AGENDA:**

1. Agenda
  2. Public Comment Period
  3. Consent Agenda
  4. FY23 Budget Adoption
  5. Redmond Road Water Line Expansion, ODF Phase II Expansion
  6. Household Solid Waste Survey Report
  7. 2022 Rover Schedule
  8. Solid Waste Management Ordinance
  9. Executive Session
  10. Other Business
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**1.0 CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:01 PM.

**2.0 PUBLIC COMMENT PERIOD** - No discussion held

**3.0 CONSENT AGENDA**

The minutes of the 3.23.22 Full Board meeting were pulled from the agenda; the other two items were accepted.

*Minutes correction from 3.23.22 - page three, under "Discussion", the third paragraph has some text in bold that ends with "in the packet, there is some discussion....". In the discussion, Leslie Nulty questioned this statement and felt there was not sufficient explanation or analysis to support that, and Leslie did not see her concern or questions reflected in the minutes. There was an additional edit made to the Roll Call vote, changing the text from 'Vacant' to 'Absent' for Huntington, Richmond, and St. George. The corrections will be made and brought back for review for the May meeting.*

**4.0 FY23 BUDGET ADOPTION**

Paul Ruess introduced the budget and outlined the approval process. Sarah Reeves presented the proposed FY 23 Budget. Highlights of the presentation included the following: bottom line of budget is \$14,031,725 in revenue and \$13,808,706 in expenses; hauling and MRF operation expenses are driving increased expenses, MRF materials sales are budgeted conservatively, FY 23 -FY 26 will be capital projects intensive (ODF – Phase 2, Admin Building, MRF, and DOC upgrades); there is no change to the swm fees and projected tons are flat, the MRF has no increased tip fee with an \$80 ACR rate; ODF tip fees increased to \$65/ton, compost sales are leveling; DOC revenue is flat, increased expenses due to hauling, and support programs continue to be funded by the swm fee revenue.

**RESOLUTION**

**Moved by Ken Spencer, Second by Katie Frederick, BE IT RESOLVED, that the Board of Commissioners of the Chittenden Solid Waste District approves the proposed FY2023 Budget and that it be submitted to the member legislative bodies for approval as presented.**

**DISCUSSION:**

Finance Committee chair Leslie Nulty cited a challenging year given internal changes and the global economy. She noted the importance of the CPI and changes that have occurred since the onset of the budget development. Paul Ruess noted that one potential adjustment that can be considered is the MRF ACR rate. Leslie noted the discussions that were held this budget process regarding salaries and wage and the concern for the COLA.

**MOTION by Katie Frederick, SECOND by Ken Spencer that the FY23 Budget as presented by the Executive Director be amended to approve the twenty-five-step compensation schedule as recommended by the Ad-Hoc Committee and Gallagher Flynn, for a budget increase of \$78,000.00.**

**Discussion:**

Discussion was held on the following: review of the current 20 step schedule where steps decrease over time, that regular review of the Total Compensation Philosophy will be done every 3-5 years or at a regular cadence; the desire to retain staff; concern that the Ad Hoc Committee reviewed and recommended a change to the step schedule; the Ad-Hoc Committee moved this to the Finance Committee for review, the committee wanted longer-term information on the impact of implementing this change; concern for the of salary increases to higher paid employees versus lower paid employees, concern that with an upcoming bond vote in November this is not the ideal time for pay structure changes and this could be reviewed the following year, and discussion on former staff making a motion for pay increases of existing staff.

**A weighted roll call vote is held on the amendment proposed by Katie Frederick, that the FY23 Budget as presented by the Executive Director be amended to approve the twenty-five-step compensation schedule as recommended by the Ad-Hoc Committee and Gallagher Flynn, for a budget increase of \$78,000.00. VOTING: 28 Nayes; 3 Ayes. The motion does not pass.**

Burlington – No  
Charlotte- Yes  
Colchester- No  
Essex- No  
Essex Junction – No  
Hinesburg- No  
Huntington- Absent  
Jericho- No  
Milton – Absent  
Richmond- Absent  
Shelburne – No  
South Burlington – Absent  
St. George – Absent  
Underhill – Yes  
Westford- Yes  
Williston – No

Winooski – No

**Motion by Leslie Nulty, Second by Tim Loucks, to propose adding five steps to all pay grades at the same percentage between steps as exists between step 19 and 20 (1%).**

Discussion: total impact estimated at \$2,738, clarification this will be for the FY 23 Budget and can be reviewed in future years, and that previously employees who reached the end step were eligible for a 1/2 % lump sum versus this 1% step to salary. **VOTING: one nay vote (Alan Nye) and the motion carries, the budget is amended.**

Further discussion was held on the ACR and whether it should be increased in the FY 23 Budget.

**VOTING is held on the RESOLUTION that the Board of Commissioners of the Chittenden Solid Waste District approves the proposed FY2023 Budget and that it be submitted to the member legislative bodies for approval as presented. VOTING: All Ayes. Motion Passes**

#### **5.0 REDMOND ROAD WATER LINE EXPANSION, ODF PHASE II EXPANSION**

Josh Tyler presented an update on the Municipal Water Line Expansion for Redmond Road which serve the new Administrative building, MRF, and ODF. The proposed bid is \$466,000. The budgeted amount is \$400,000 and the higher cost is due to higher cost of materials.

**MOTION by Alan Nye, second by Lee Perry, BE IT RESOLVED that the Board of Commissioners hereby authorizes the Executive Director to enter into a contractual agreement with Ormond, Bushey and Sons of Essex Junction, Vermont, the total amount not to exceed \$583, 000 for the purpose of extending municipal water down Redmond Road to the ODF. Voting: unanimous; motion passed.**

Josh Tyler presented Phase II of the ODF Facility, including replacing the scale and transitioning the offices to 860 Redmond Road. Farrington Construction was awarded the contract for the initial cleanup of the spaces which includes the window and roof replacement.

**MOTION by Alan Nye, second by Leslie Nulty, BE IT RESOLVED that the Board of Commissioners hereby authorizes the Executive Director to enter into a contractual agreement with Farrington Construction of Shelburne, Vermont, the total amount not to exceed \$270, 000 for the purpose of retrofitting the 860 Redmond Road, scale house and garage. Voting: unanimous; motion passed.**

J. Tyler reviewed the new approach road for ODF. Ormond, Bushey and Sons is the recommended bidder on this project which will bring the total of this project to \$445, 000. Discussion was held on the payback for construction, which is estimated at 10-15 years and a request to have return investments included with capital project proposals. Discussion was held on the timeline of projects. The waterline is slated for September. It was noted that listing the contingency for the contract is not needed and could leave the contractor with an unfair advantage.

**MOTION by Alan Nye, second by Leslie Nulty, BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Executive Director to enter into a contractual agreement with Ormond, Bushey and Sons of Essex Junction, Vermont, the total amount not to exceed \$405, 000 for the purpose of constructing a new approach road component of the phase two construction of the ODF in Williston, Vermont. Voting: unanimous; motion passes.**

## **6.0 HOUSEHOLD SOLID WASTE SURVEY REPORT**

Nancy Plunkett shared her presentation on the results of the Household Solid Waste Survey. She noted the survey is done regularly and quantifies waste management behaviors, obtains a measure of public perception, and provides information on public opinion. Partners in Brainstorming conducted a phone and online survey of 507 residents with a 95% confidence level with 88% completed online. Some of the conclusions of the survey are the high participation enjoyed by CSWD facilities and programs; resident satisfaction and participation, and a large majority of respondents support a consolidated collection. Additionally, there is strong support for a MRF bond, and most residents have a positive impression of CSWD with a desire for better communication.

Discussion: Paul Ruess notes that the community's positive impression of CSWD. Bryn adds her thanks for the thoroughness of the survey; notes that it is intriguing to see the change in responses moving from phone to online. Additionally, Bryn adds her thanks to Nancy for her years of service to CSWD. Paul Ruess seconds the thanks to Nancy for her years of service to CSWD.

## **7.0 2022 ROVER SCHEDULE**

Josh Estey reviewed the proposed Rover Schedule which includes a four-year schedule that would see the Rover visit every member town on a rotation. He said the staff is trying to balance serving the community's need for Rover events with the labor shortages they are currently experiencing.

Katie Frederick requested that Westford be moved up on the schedule since they are not close to a Drop-Off Center. Bryn Oakleaf adds the need for a Rover to visit Winooski, which has a higher percentage than most communities of residents who do not own cars and who also rent. Bryn requested a three-year schedule versus a four-year schedule.

## **8.0 SOLID WASTE MANAGEMENT ORDINANCE**

Josh Estey outlined the work thus far involved in the Ordinance, which included thanking Jeannine McCrumb for her work on this project. He noted that changes were brought to the board in December, and a letter of proposed changes went to the haulers in January. At the January Full Board meeting, a public meeting was held with comments coming from Myers, Casella, and Board members. Recently additional comments were received from Casella. It was noted those comments were not included in the Board packet. Discussion was held on whether to discuss the Ordinance now, or to present at the May meeting with all proposed changes. Discussion was held on the frequency of curb side pickup and proposed ordinance changes related to this. It was determined that this be brought back to the Board for further discussion at the next board meeting.

Sarah also requested additional feedback from the Board, the additional comments will be distributed to commissioners from Josh Estey. Leslie asks about the process for review in May; with a preference for reviewing section by section.

## 9.0 EXECUTIVE SESSION

**Motion by Leslie Nulty, seconded by Kelton Bogasky to move into Executive session; passed unanimously. I move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with respect to the City of Burlington Flynn Avenue Property 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 authorized staff, other invited interested parties, and the Solid Waste District attorneys to be present for this session. Motion by Leslie Nulty, seconded by Kelton Bogasky to move into Executive session; passed unanimously.**

**Alan Nye moves to exit Executive Session, seconded by Lee Perry. Voting: unanimous, Executive Session closed.**

**BE IT RESOLVED that the Board of Commissioners hereby authorizes the Executive Director to extend the MOU with the City of Burlington , under the same terms and conditions, to not later than December 31, 2022. Moved by Alan Nye, seconded by Leslie Nulty. Lee Perry recused himself from the vote. Voting: unanimous, with one recusal. Motion carries.**

## 10.0 OTHER BUSINESS & ADJOURNMENT

The meeting was adjourned at 9:57 PM. Motion by Bryn Oakleaf, second by Leslie Nulty. Voting: unanimous, motion carried.

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Becky Johnston, Recording Secretary

*I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the meeting held in Williston.*

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*Amy Jewell, Secretary*