

**APPROVED**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**IN-PERSON/ZOOM MEETING**  
**January 24, 2024 - Regular Meeting**

**PRESENT**

**BOARD MEMBERS:**

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	Mike Sullivan
Hinesburg	-----
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	Henry Bonges
Richmond	Andrew French
Shelburne	Margy Wiener
	Matt Lawless, alt.
So. Burlington	Paul Stabler
	Allison Lazarz, alt.
St. George	Jaymi Cleland
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Rachel Kennedy, alt.

**STAFF:** Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey

**OTHERS PRESENT:** Thomas Melloni, Staff Attorney

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**AGENDA:**

1. Agenda
  2. Public Comment Period
  3. Consent Agenda
  4. MRF – Current & Capital Projects
  5. Executive Session – Town of Williston property
  6. Other Business
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1. **CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:07 p.m.

2. **PUBLIC COMMENT PERIOD** – No members present.

3. **CONSENT AGENDA** – accepted as presented.

4. **Materials Recovery Facility** – S. Reeves reported that the new MRF build estimates are over the initial estimate. She reported that both building costs and equipment cost estimates are higher than the initially anticipated \$26.5 million anticipated costs. CSWD’s bond vote was approved for \$22 million and the estimated

\$4.5 million was to be paid through CSWD's capital reserve and grant money. The new estimates have increased with equipment costs being \$800,000 above initial estimates and construction and building costs being \$4.2 million over estimates. CSWD did not receive the federal EPA grant. Another round of grants may be available and CSWD will be applying for those if/when they are available. CSWD did receive \$250,000 from The Recycling Partnership. S. Reeves noted part of the increased construction costs are because of the need for a large building, the prices of steel and concrete. She noted that the RFP is being written for construction costs and will be sent out and we have changed the contingency amount from 20% to 15%, which could go lower and more towards industry standards to 12%. S. Reeves noted that CSWD has already made modifications to the building specifications to reduce costs to the tip floor and bale storage. Those changes have been thoroughly reviewed and will not negatively impact the operation. Should the need for additional storage be needed in the future, CSWD can add on to the building or build a separate space on location.

*The following discussion was held on the MRF New Build Project:*

- Appropriate contingencies within the contract and CSWD's ability to work with the contractor on sourcing materials to reduce costs where able.
- Grant opportunities are still available and CSWD is actively searching for all opportunities for federal funds for this project and that CSWD has unrestricted funds that can be used.
- Recommendation that all design costs be discussed in executive session to avoid open session information and collusion. This is noted and CSWD has an obligation to be transparent with the increased cost of the project.
- Discussion on how a proposed increase to CSWD's solid waste management fee might negatively impact the community and concern for not using that money as a source to cover the increased costs. It was noted that CSWD raised the SWM fee 12 years ago with the anticipation that it would need to be raised after five years, and it has not been increased in the past seven.
- Discussion on value engineering – It was noted that CSWD has looked at all areas of the project including digging, paving, steel prices, roofing and trusses, the tip floor, and bale storage and have cut costs where possible, already reducing about \$500,000 in expenses.
- Bid documents will go out next month, with a six week return and several weeks of review. The construction contract will come to the full Board for discussion in April.

*Existing MRF Discussion:*

S. Reeves noted that due to circumstances outside of District control, we've had significantly more capital dollars to the current MRF's budget for the next two years. This fiscal year we've had to expend close to \$100,000 to keep the equipment running, replace crucial chains and belts, and patch and repair the roof. Josh Estey is working on a realistic projection for the capital plan, but we expect the total investment between FY23-26 to be \$350,000. Some items will be used in the new MRF, such as the skid steers, compactors, baler, and a portion of the glass processing system.

S. Reeves said that we will be deciding what to do with the building in the future. The 2016 property revaluation by the town is \$1.7 million. The District could sell the MRF to recover costs, we may decide to keep it to use it for other programs, or we could rent the facility. Discussion was held on the future use of the building in considering of making repairs.

**Agenda #5. Motion by A. Nye, Second by P. Stabler, to enter Executive Session: MOTION that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with the Town of Williston regarding the, 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 attorney to be present for this session. VOTING: All Ayes. Motion carried.**

The board entered Executive Session at 7:11 p.m.

**Motion by A. Nye, Second by P. Stabler to exit executive session. VOTING: All Ayes. Motion Carried.**

The board reconvened the regular meeting at 7:16 p.m.

**Agenda #6. Other Business-** No other business

**Motion by P. Stabler, second by Andrew French to adjourn the meeting. VOTING: All Ayes. Motion Carried.**

**Meeting adjourned at 7:16p.m.**



Amy Jewell, 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 February 28, 2024 meeting held in South Burlington.***



Amy Jewell, Secretary