

**CHITTENDEN SOLID WASTE DISTRICT – SPECIAL MEETING
EXECUTIVE BOARD MINUTES
CSWD Administrative Office
Tuesday, October 15, 2019 – 4:30 p.m.**

EXECUTIVE BOARD PRESENT: Michelle DaVia, Alan Nye, Lee Perry, Leslie Nulty
OTHER BOARD PRESENT: Bert Lindholm
CSWD STAFF PRESENT: Sarah Reeves (via conference call), Amy Jewell, Josh Tyler, Josh Estey

OTHERS PRESENT: Kelton Bogasky, Casella Waste Management

AGENDA ITEM:

Agenda #1. Agenda - No changes to the agenda.

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
 - 3.1. **Minutes of 9/16/19**
 - 3.2. **Program Updates**
4. **Hinesburg DOC Update**
5. **Ordinance Change Recommendation**
6. **Ad Hoc Committee – Executive Board Powers and Procedures Review**
7. **Finance Committee Report on activities**
8. **Executive Session – Flynn Avenue MOU**
9. **Other Business**

Agenda #1. Agenda – A. Jewell requested to move Ordinance change recommendation up one item after the consent agenda to accommodate a staff members schedule. **Motion to A. Nye, second Lee Perry, to approve agenda . Voting: unanimous. Move one change**

Agenda #2. Public Comment Period – No public comment.

Agenda #3. Consent Agenda. Motion by L. Nulty, Second by A. Nye to approve the consent agenda. VOTING: unanimous; motion carried.

Agenda #5. Ordinance Change Recommendation – J. Estey clarified that this item was being brought up for discussion with no recommendations to change the ordinance. He noted that he was approached by Mike Casella about being unable to bring shingles to Myers C&D facility because they were full. Myers acknowledged they had issues with equipment and couldn't process and that material had built up. Discussion was held on a request for an exemption to landfill the shingles, which has a landfill ban, but fortunately Myers was able to catch up and take the material. This did start the conversation on best practices for the next time this happens, with the hopes that we can force them to go to other recycling markets rather than allow an exemption to be landfilled. Staff would lean towards allowing Myers to change their fee structure to make them take recycling. Ercco in Maine would take the shingles, but Myers would pay additional costs and would want to be able to recoup their losses by increasing the fees. CSWD Staff met with Jeff Myers who is looking for help with promoting the use of shingles in hotmix for local projects. He has been working on trying to get local project here in Chittenden

County. He does have some state projects but not local. Jeff will be coming to the November board meeting to discuss his proposal for promoting the use of shingles in projects. Further discussion was held on VTrans to change their specifications, which happens every five years and they are only in year 1.5 of the last change. A. Nye suggested that Jen Holliday talk about this during the legislative session. J. Estey said we are willing to look at options for possible PILOT projects to assist in the recycling of shingles. This will be brought to the November Board meeting for further discussion.

Agenda #4. Hinesburg DOC - J. Tyler explained that we went thru the bidding process and signed the lease with the Town of Hinesburg. On 10/4/19 a notice of award to proceed was issued to Stewart Construction and all permits are in place. We hope to have concrete forms in by the end of the week, with the tip wall constructed and all foundations in within the next 15 days. The hope is that paving is done in early November weather permitting. Staff is looking to use sub-base aggregate with PGA in it. The project is due for completion within 90 days and J. Tyler will provide a further update at the November Executive Board meeting.

Agenda #6. Ad Hoc Committee – Executive Board Powers and Procedures Review – M. DaVia said that she would like to have an Ad Hoc Committee look at the Executive Board Powers that have been approved over the years and clean them up. She noted that there are inconsistencies between the power of the Executive Board and some of the duties are likely the responsibility of the Executive Director. She has appointed Paul Stabler, Paul Reuss, Abby Foulk, Caylin McCamp, and Tim Moran to the committee. She will provide a copy of the Executive Director job description, contract, Personnel Policy, and past Board action items that are applicable for review. This will be brought to the Executive Board and then to the Board for approval once complete.

Agenda #7. Finance Committee Report on activities – L. Nulty said that the Finance Committee is working on a more concise and easier to understand presentation of the financials to the board. The format should also work with budget development. She said that at the last Finance Committee meeting the committee grappled with how to handle the overhead, or the non-revenue generating functions of the district. She noted that as she understood it, up until now the department heads determine how much time they anticipate using those non-revenue generating programs and those amounts are then carved up amongst the operating programs. The committee differs on how to provide a better distribution of the overhead. She is hopeful that a meeting will be held before the next Executive Board meeting and that a consensus will be reached.

Agenda #8. Executive Session – Flynn Avenue MOU - Motion by A. Nye, Second by L. Perry to move that the Executive Board of the Chittenden Solid Waste District go into Executive Session to discuss the Flynn Avenue Memorandum of Understanding 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 to be present. VOTING: unanimous; motion carried.

5:05 p.m. entered exec session

MOTION by A. Nye, second by L. Perry to come out of Executive Session and reconvene the meeting. VOTING: unanimous; motion carried.

The Executive Board reconvened the meeting at 5:22 p.m.

Agenda #9 - Other Business –

- **Program Updates** – M. Davia said that staff puts a lot of time into repeating items for both the Executive Board and full board for program updates and provides a lot of information. She would like

to discuss what the board needs to see to drive decisions and whether some of this could be eliminated or done on a monthly, or quarterly basis. A. Nye said that some of the Outreach & Communications information could be done quarterly but he would like to see the swm, ODF, and MRF information every month. He noted that there is duplication of ODF graphs, and he just wants to know where we are financially. He also felt capital project updates should occur monthly and compliance if appropriate. He summarized the financial and direct operation information is important on a monthly basis and the rest could be provided quarterly. L. Nulty agreed and suggested there were too many graphs. She said that Sarah should decide what she feels is important and bring that to the Board. Program Updates will continue to go the Executive Board and the full board.

- Executive Board Meeting Time Change:

Motion by A. Nye, SECOND L. Perry to change the start time of the Executive Board meetings from 4:30 to 5:00 p.m. VOTING: unanimous; motion carried.

AJOURNMENT

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

The meeting was adjourned at 5:42 p.m.

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 11/12/19 meeting held in Williston.

Amy Jewell, Recording Secretary