

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**EXECUTIVE BOARD MINUTES**  
**CSWD Administrative Office**  
**Wednesday, June 19 - 4:30 p.m.**

**EXECUTIVE BOARD PRESENT:** Michelle DaVia, Alan Nye, Paul Stabler  
**OTHER BOARD PRESENT:** Bert Lindholm, Caylin McCamp  
**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell, Josh Estey, Michele Morris, Dan Goossen, Jeannine McCrumb, Nancy Plunkett, Josh Tyler, Jen Holliday, Brian Wright

**OTHERS PRESENT:** Rob Conboy, Glavel  
Kelton Bogasky, Casella Waste Management  
Lee Perry, City of Burlington  
Chapin Spencer, City of Burlington

**AGENDA ITEM:**

1. **Agenda**
2. **Public Comment Period**
3. **Minutes of May 13, 2019 - Board Action Requested: Approve Minutes**
3. **FY 20 License Applications – Board Action Requested: Accept/Conditionally Accept License Applications**
4. **Rob Conboy, Glavel, presentation**
5. **Budget Timeline - Discussion Only**
6. **Community Correspondence – Richmond & Newport- Discussion Only**
7. **Hinesburg DOC cost estimates**
9. **MRF ACR update**
10. **Legislative round-up**
11. **Donations Policy - Discussion Only**
12. **Personnel Policy – Proposed change to compensatory time – Discussion Only**
13. **Executive Session – Personnel Discussion & Flynn Avenue Lease-Purchase Agreement**
14. **Program Updates**
15. **Other Business**

**Agenda #1. Agenda – NO changes**

**Agenda #2. Public Comment Period**

**Agenda #3. Minutes of May 13, 2019 Motion by A. Nye, Second by M.DaVia to approve the minutes of 5/13/19 with corrections if any. There were no corrections. VOTING: unanimous; motion carried**

**Agenda #4. FY 20 License Application - J. McCrumb handed out the revised FY 20 Hauler’s License Applications memo, with additional haulers and processors that were added after the packet went out. She noted that there are roughly 10 haulers and 3 processors that need to complete applications. Motion by A. Nye, Second by M. DaVia to approve the hauler’s license applications as presented in the revised memo and applicants missing information are granted conditional approval pending submittal of missing information. VOTING: unanimous; motion carried**

**Agenda # 5. Rob Conboy, Glavel Presentation** - Rob Conboy presented information regarding Glavel, a company that transforms recycled glass into a sub-slab insulation material and high-grade aggregate. He noted that the product has been used in Europe and now they are working on offering solutions to glass dilemma closer to home and have been in discussions for siting a facility in Franklin County and a processing facility in Rhode Island and Massachusetts. Glavel is trying to eliminate the fear that there is no value and no market for glass. The Executive Board asked questions about the structural integrity of the product, moisture and freezing temperature issues, and funding for new facilities. Rob Conboy stated that he was not at the meeting to request funding and knows that is not available but was there to discuss options the Board may have to give glass value. P. Stabler thanked him for coming in and said CSWD is very interested in having options for glass and will watch the progress of Glavel.

**Agenda # 6. Budget Timeline – Discussion Only** – S. Reeves reported that our current budgeting process is not conducted in a way that allows towns the opportunity to have input early on in our budget process and we would like to change the timeline to match the Charter. She said that with a new Finance Director coming in, we may not be able to do this for FY 21 but would like to for FY 22. A. Nye had concerns about budgeting so far in advance and not knowing increases including the COLA, which would make numbers less accurate. M. DaVia asked about changing from a fiscal year to a calendar year. S. Reeves noted there are several options that we could consider improving the process and will bring this to the next finance committee meeting for discussion. P. Stabler requested that a schedule be brought to the finance committee so they could see the proposed timeline change.

**Motion by A. Nye, Second by M. DaVia to move that the Executive Board of the Chittenden Solid Waste District go into Executive Session to discuss Flynn Avenue Lease-Purchase Agreement 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.**

**The Board entered Executive Session at 5:45 p.m.**

**Motion by A. Nye, Second by M. DaVia to come out of Executive Session.**

**The Board came out of Executive Session at 6:05 p.m.**

**Agenda # 7. Community Correspondence** – Richmond & Newport- Discussion Only - S. Reeves reviewed that the Richmond Select Board voted on our budget and were required to provide specific objections to the budget. They did not site a specific issue within the budget to be changed but requested that the narrative that S. Reeves wrote be revised to include ReUse Zones. She noted that Richmond did not fulfill the requirements of the Charter and she will respond back to the Town. Discussion was held on possible ways to work with Richmond, including a suggestion to offer grant money to assist them with their own ReUse Zone. S. Reeves will reach out to Richmond to meet with CSWD’s Rep. Logan Hegg.

S. Reeves explained that the Town of Newport sent a letter regarding glass. She noted that Michele Morris has been working closing with reporters to correct the errors that are being reported. S. Reeves responded to the letter and invited the Mayor to come on a tour of the MRF and the Quarry and to attend the Board meeting. S. Reeves said that J. Tyler will present a “Glass 101” at the Board meeting explaining where it goes and our restraints.

**Agenda # 8. Hinesburg DOC cost estimates** – B. Wright reviewed the Lamoreaux & Dickinson’s preliminary engineer’s estimate for the new Hinesburg DOC, which was based on existing survey conditions and a schematic design. He noted that we received four options and narrowed it down to one. He showed a layout of the design. Brian explained the upgrades include a permanent special waste building instead of a container, interior lighting, a concrete foundation for the booth, and included two compactors to take advantage of trucking efficiencies. This proposal also includes not accepting appliances, furniture, and scrap metal. The estimated costs of this DOC is \$445,000, which includes a 10% contingency. P. Stabler asked about the cost difference if only MSW, recycling, and compost is accepted there. B. Wright noted that operationally we would not save money. S. Reeves said the town is concerned about traffic and we are too. She also noted that ideally, we would have a rectangular space with more acreage. B. Wright said that the memo will go to the full Board and will include the space constraints in the memo and the map of the site.

**Agenda #9. MRF ACR update** – J. Tyler explained that the recycled scrap commodity markets have been volatile over the last 18 months due to trade restrictions and policy changes. Secondary markets are saturated. The pricing of OCC has not been this low in over a decade. The decreased markets have driven the ACR rate to an all time low of \$30.00 per ton. We negotiated a market stabilization fee with Casella and the model we used was a floor of \$40/ton. The only other place to find revenue is to increase the tip fee. Casella is looking to change outlets and sell domestically. On July 1<sup>st</sup> when we raise the tip fee, the ACR is estimated to be above the \$40 range. J. Tyler said that July 1, 2019 the tip fee will increase from \$55 to \$65 per ton and we will continue to evaluate a third quarter CY 19 tip fee increase (first quarter FY 20) in anticipation of future commodity volatility and to ensure all operational and capital obligations are met. If we bring the tip fee up to \$75/ton in September that allows our model to tolerate a lower floor in case, there is more volatility. This will be brought to the Board and discussed first, followed by the glass conversation, and then a MRF siting update.

**Agenda #10. Legislative round-up** – J. Holliday updated the three bills that occurred in the 2019 legislative session relating to solid waste:

**S.113** – Three sections to this bill including restrictions on single-use plastic bags, plastic straws, expanded polystyrene food service products and single-use plastic stirrers. This takes effect 7/1/20. The second part establishes a single-use product working group to begin on 7/1/19 and report to the legislature by 12/31/19. It is likely CSWD will serve on the working group. The third piece directs ANR to report to the legislature a feasibility study addressing issues related to opening a second landfill in the State. M. DaVia asked if anyone is talking about packaging and the excess packaging that is used with products. S. Reeves this is why we want to be on the committee, to help steer the conversation. She noted there is a lot of excitement around the issue, but it needs to be harnessed and that is what we want to redirect and refocus.

**S.160** – This modifies the Act 148 requirement for commercial haulers to collect food residuals. The change now requires commercial haulers to offer food residual collection to nonresidential customer and buildings with 4 or more residential units. Residences falling below the hauling requirement threshold can backyard compost, use a garbage disposal, drop off food scraps to a DOC or composter, or they can try to find a hauler that offers service. Discussion was held on other options including table-top composters.

**S.49** – The law concerns PFAs in landfill leachate. CSWD has tested and found PFAs in our landfill leachate at levels that do not warrant any further action at this time. The law requires ANR to submit a report by January 15, 2020 to the legislature regarding the management of leachate containing contaminants of emerging concern.

**Agenda #11. Donations Policy** - Discussion Only- M. Morris said that we feel a Board policy is needed to address CSWD staff routinely receiving requests for donation of compost or Local Color products as well as non-District products like backyard compost bins. We would like to bring this to the full Board for approval. A. Nye said he is not in favor a government agency using citizen's money to provide free things to others. M. DaVia thinks it is a good idea, is thoughtfully done and helps maintain our image with the communities that are a part of CSWD. M. Morris noted that we do have contests and offer promotions to encourage people to use our products. P. Stabler asked about the IRS limits. M. Morris will research this and bring back to the Board for approval.

**Agenda #12. Personnel Policy – discussion on compensatory for hourly employees.** A. Jewell explained the compensatory time for non-exempt employees with the current payout being June 30<sup>th</sup>, which falls in the middle of a busy period for some employees and under the current policy do not have the option to carry it over and use it at a later date. The proposed change would be to extend the payout for those that would like to December 31<sup>st</sup>, so they can take the time off during the slower months of October, November, and December. A. Jewell noted that because the pay rate changes July 1<sup>st</sup>, if the payout is carried over to December the rate of pay would be higher. If all employees carried over their current time it would be a \$330 (total) difference from the payout in June. Amy Jewell noted that last month the Executive Board asked about the liability of carrying over into another fiscal year. She noted the auditor's response was that the amount would be changed on July 31<sup>st</sup> to reflect the new carry over rate. This will be brought to the Board for approval.

**Agenda #14. Program Updates** – A. Nye asked about tonnage numbers getting straightened out with Casella. S. Reeves said that J. Dorwart & N. Plunkett have been working hard with Casella to finalize this.

J. Tyler said he would update the Board on the MRF Siting process, which after further review, narrows down the five possible sites to two.

#### **Agenda #15. Other Business.**

- 1) Green Up Day – A. Nye noted that the tires from the Junction and Town of Essex that were recorded as Green Up Day tires were from folks that pulled tires out of their barns and put out front for the town to pick up. They were not illegally disposed of tires in a ditch.
- 2) NOAV – S. Reeves said there has been no update on the NOAV.
- 3) De-packaging project – A. Nye asked why we are not supporting a private enterprise who may be interested in a de-packaging operation and working with them. S. Reeves said we need to understand whether it will fit in with what we are looking to do and to be sure that the private sector is committed to moving forward. Further discussion was held on the value of CSWD owning the de-packaging versus the private sector doing it. J. Holliday added that we won't control the cost and are subject to what they charge.

#### **Agenda # 13. Executive Session**

**Motion by A.Nye, SECOND by M. DaVia I move that the Executive Board of the Chittenden Solid Waste District go into Executive Session to discuss Personnel issues & Flynn Avenue Lease-Purchase Agreement 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.**

**The Executive Board went into Executive Session at 7:45 p.m.**

**Motion by A.Nye, SECOND by M. DaVia to come out of Executive Session. VOTING: unanimous; motion carried.**

**The Executive Board ended at 7:55 p.m.**

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

**The meeting was adjourned at 7:55 p.m.**

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Amy Jewell, Recording Secretary