EXECUTIVE BOARD PRESENT: Paul Stabler, Alan Nye, Rob Green, Michele DaVia, Craig Abraham

CSWD STAFF PRESENT: Sarah Reeves, Brian Wright, Amy Jewell, Josh Tyler, Jen Holliday, Josh Estey, Michele Morris

OTHERS PRESENT: Bert Lindholm

AGENDA ITEM:
1. Agenda
2. Public Comment Period
3. Minutes of August 14, 2017 – Board Action Requested: Approve minutes
4. FY 18 License Renewals – Board Action Requested: Accept/Conditionally Accept License Applications
5. A. Marcelino & Company Update – Board Action Requested: Deny processing license renewal
6. Compactor Project Purchase - Board Action Requested: Approve recommendation
7. Rover – Hazardous Waste Collection Debrief
8. Project Horizon – 5 Year Review
9. Board Conflict of Interest Policy – review prior to bringing to the full board for approval
10. Personnel Policy Changes – review prior to bringing to full board for approval
11. Program Updates
12. Other Business
13. (D) Executive Session – Compost Screener Update

Agenda #1. Agenda – Agenda – Will have a Personnel Issue added to the already warned Executive Session

Agenda #2. Public Comment Period - There were no comments from the public.

Agenda # 3. Motion by A. Nye, Second by M. DaVia to approve the Minutes of August 14, 2017. VOTING: unanimous; motion carried

Agenda #4. FY 18 License Renewals – J. Estey said that haulers license applications have been received from Rodney’s Rubbish and Dave’s Rubbish. In addition, we are asking for approval for Duffy’s Waste & Recycling, who sent their application on June 16th but were not on the list that was approved by the Executive Board in June. Motion by A. Nye, Second by M. DaVia BE IT RESOLVED that the Board of Commissioners accepts the license application for Rodney’s Rubbish, Dave’s Rubbish, and Duffy’s Waste & Recycling. VOTING: unanimous; motion carried

S. Reeves noted that Clean Green is being purchased by Casella. She noted that the licensing is not transferrable so they’ll need to go through the process.

Agenda #5. A. Marcelino & Company Update – J. Estey said that ANR has issued a cease and desist letter to A. Marcelino & Company. The applicant is not permitted by the State and is not in compliance with applicable state laws, rules and regulations, and cannot be relicensed by the District.
Motion by A. Nye, Second by C. Abrahams BE IT RESOLVED that the Executive Board denies the license renewal application for A. Marcelino & Company. Staff will inform the applicant in writing and will notify the applicant of his right to request a hearing before the Board of Commissioners for a new determination as to acceptance or denial. VOTING: unanimous; motion carried

Discussion: A. Nye asked if get a copy of the state permit for Myers and All Cycle prior to issuing their approval for their site. J. Estey said that we don’t get a copy but we confirm that they are in good standing with the State.

Agenda #6. Compactor Project Purchase - J. Tyler explained that he brought this to the Executive Board back in July because the total project would exceed the General Manager amount. He noted that the Williston DOC operates without compactors for MSW and recycling and we have budgeted to make those improvements this year. It was recommended that larger compactor of 4 yard versus 2 yard would eliminate ongoing problems of compactor jamming and the cost difference is roughly $2,500 to $3,000.” J. Tyler noted that the total project is estimated at $90,000, which includes bringing 3 phase power to the facility. M. DaVia asked how much more the increase in electricity would be. J. Tyler said he would find out. Motion by A. Nye, Second by C. Abrahams, BE IT RESOLVED that the Executive Board of Commissioners authorize the General Manager to approve the compactor installation project for a total capital cost not to exceed $90,000.00.

Agenda #7 - Rover – Hazardous Waste Collection Debrief – J. Holliday explained that the Rover was in Jericho on September 2nd and a resident came in with two cans diethyl ether – a shock-sensitive explosive chemical. Our employee saw the can, recognized what it was, immediately implemented CSWD’s emergency contingency response plan, which is to call 911. The Fire Department closed the facility and called the Bomb Squad. The event was shut down for the day. CSWD’s Hazardous Waste Supervisor Gary Winnie left the Depot and went to the site and moved it into the empty sea container on-site used for paint. Following pressure from CSWD, ANR, and the Fire Chief, the bomb squad dealt with it on Tuesday. According to an MOU that CSWD was involved in between the State Agency of Natural Resources and the bomb squad CSWD was under the impression that the bomb squad will evaluate the situation and take care of the material on the same day. This has not happened at the Rover before but when we have had this type of material come into the Depot, we have an area to secure the chemical and we use a private contractor for proper handling at a cost of about $3,000. The concern with the current plan is the length of time that the bomb squad took to deal with the material at the Rover. The town was unable to get to their highway garage until it was removed. This has caused the Town Administrator to pause and rethink holding the event at the town garage. We are looking at future scheduling for the Rover. P. Stabler said he thinks we might see this again. S. Reeves noted that we took the opportunity to educate our residents by sending out a press release and having a news story that explains the dangers of these chemicals and to always call us prior to transporting unknown chemicals.

Agenda #8. Project Horizon – 5 Year Review S. Reeves said she has been having discussions with staff to look longer term with regards to projects to better anticipate future needs. Staff will think more strategically and will provide a longer vision for the Board so they know what is coming down the road. She asked if there was a particular format they would like to see. A. Nye said that he likes the current format of providing it by the work unit with and then a sequential time frame. M. DaVia suggested this tie in with our strategic plan using Alan’s structure. P. Stabler noted that anything requiring bonding should be done simultaneously so that we only have to bond once. M. DaVia asked if the closing of the Massachusetts landfill would require us to revisit a local landfill. S. Reeves felt that discussions would not need to occur for another five years, knowing that a landfill would likely take 10 years to complete. S. Reeves noted that with organics coming in 2020 it will increase the life of the Coventry landfill thus pushing out the need to build a local landfill but noted that we will always consider options.
Agenda # 9. Board Conflict of Interest Policy – A. Jewell reviewed the proposed changes to the previously approved policy, that now includes wording to add flexibility to notify the municipality. The Executive Board had no changes. This will go to the full Board in September.

Agenda # 10. Personnel Policy Changes – A. Jewell noted that the Personnel Policy was passed in August with the caveat that there were four outstanding issues to bring back to the full board for review. She noted that Leslie Nulty had specific questions that staff was unable to resolve prior to the meeting. A. Jewell noted that one was clarification of the Drug & Alcohol Workplace Policy, clarification of the solicitation policy, including prohibited use for district issued cell phones (similar to the computer use) and clarification of the determination of when administrative leave is paid versus unpaid. M. DaVia expressed concern for Board member’s taking staff time and meeting directly with staff without going through the General Manager. A. Jewell noted that due to the length of the document, she sent it out to Board members early and noted that if they had specific questions they could e-mail or call her. M. DaVia expressed concern for the amount of staff time and legal review to make minor changes to the drug & alcohol section. A. Jewell confirmed that section was minimal time to clarify. M. DaVia expressed concern for the number of CSWD issued cell phones and allowing personal use. She felt strongly that staff should not use the phone for personal use and should carry two phones if necessary. A. Jewell confirmed that CSWD’s plan is unlimited data, talk, and text, regardless of usage, and that tracking usage at home may not be reflective of actual usage since they could be on wi-fi, it would not be noted. She did note that safeguards are in place to prevent misuse, as outlined in the policy. M. DaVia expressed concern for personal use of the computers and equipment by staff. A. Jewell noted that equipment usage outlined no safety sensitive items, but smaller items at the maintenance shop were allowed for personal use but not counted as time worked. This might include someone with low tire pressure being able to use the air hose, but not for larger projects. Further discussion was held regarding the possible misuse of cell phones and computers that could compromise the safety of CSWD. It was determined that the proposed wording would go to the full board for further discussion.

Agenda #11 – Program Updates
M. DaVia asked about the timing of the Business Analysis for GMC. S. Reeves said it will go the Executive Board for the October 16, 2017 meeting.

P. Stabler thanked the Recycling Grant Committee for their efforts.

Agenda #12 – Other Business

S. Reeves noted that Hinesburg’s MOU was discussed at their August Executive Session. We are responding to consultant requests and Hinesburg is aware of our time frame needed to close, which is 90 days, in order to go out to bid and schedule and perform the necessary work.

A. Nye said the biggest question he is getting is CSWD charging for organics at DOC’s when the customer is not bringing in trash. S. Reeves said we are collecting information from our DOC’s and GMC and will bring this to the Board next month.

R. Green asked about issues with residents new to Burlington not recycling and the possibility of needing help. M. Morris said there is staff available to assist with this issue.

Agenda #13 Executive Session – MOTION by Alan Nye, SECOND by Michelle DaVia, that the CSWD Executive Board of Commissioners go into Executive Session to discuss compost screener issues where premature public knowledge would clearly place CSWD, its member municipalities, and other public bodies or persons involved at a substantial disadvantage, and allow Executive Board members and staff to be present and to also discuss personnel issues and to allow the General Manager and Administrative Manager to be present for that discussion. The VOTING: unanimous; motion carried.
The Board entered Executive Session at 5:45 PM.

**MOTION** by Craig Abrahams, **SECOND by C. Abrahams**, to adjourn Executive Session and reconvene the regular meeting. **VOTING**: unanimous; motion carried.

Executive Session was adjourned at 6:15 PM and the regular meeting reconvened.

**AJOURNMENT**
Motion by Alan Nye **SECOND by C. Abrahams** to adjourn the meeting. **VOTING**: unanimous; motion carried.
The meeting was adjourned at 6:15 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 10/18/2017 meeting held in Williston.

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Alan Nye, Secretary/Treasurer