

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
WILLISTON TOWN HALL
WILLISTON, VERMONT
May 22, 2019

PRESENT**BOARD MEMBERS:**

Bolton	Duncan Galbraith
Burlington	Jennifer Green
Charlotte	-----
Colchester	Tim Moran
Essex	Alan Nye
Essex Junction	Alan Nye
Hinesburg	Lynn Gardner
	Doug Taff, alt.
Huntington	-----
Jericho	Leslie Nulty
	Bert Lindholm, alt.
Milton	-----
Richmond	Caleb Manna, alt.
Shelburne	Tim Loucks
So. Burlington	Paul Stabler
St. George	-----
Underhill	Dan Steinbauer
	Paul Ruess, alt.
Westford	Michelle DaVia
Williston	Caylin McCamp
Winooski	Bryn Oakleaf

STAFF:

Sarah Reeves
 Amy Jewell
 Katherine Decarreau
 Nancy Plunkett
 Lee Tuure
 Dan Goossen
 Jenn Holliday
 Alise Certa
 Hunter Hard
 Ali Nasab

OTHERS PRESENT:

Thomas Melloni, Paul Frank & Collins
 Mike Casella, Casella Waste
 Loreen Benner
 Ann-Marie Benner & Laura Ann

AGENDA:

1. Call to Order & Agenda
2. Public Comment

3. Annual Organizational Meeting Officer Election Process
 4. Minutes
 5. Posthumous Resolution – Patrick Benner
 6. Finance
 7. Executive Director Report
 8. Green Up Day Report
 9. Solid Waste Management Ordinance
 10. Other Business
 11. Program Updates
 12. Adjournment
-

[Note: Minutes reflect the amended order of the agenda.]

1. CALL TO ORDER & AGENDA

Chairman Paul Stabler called the meeting to order at 6 PM.

Agenda

The posthumous resolution for Patrick Benner was advanced on the agenda.

2. PUBLIC COMMENT PERIOD

There were no comments from the public.

3. POSTHUMOUS RESOLUTION: Patrick Benner

Chairman Stabler spoke of the depth of community service by Pat Benner in his lifetime and expressed great appreciation for his service to CSWD.

MOTION by Michelle DaVia, SECOND by Alan Nye, to adopt the resolution for Patrick Benner as read, highlighting the outstanding service, dedication, wisdom, fairness, commitment, and kindness exhibited by Patrick Benner for the past 20 years as an Operator Class 1 for CSWD at the South Burlington Drop Off Center.

DISCUSSION:

- Lee Tuure, Pat Benner's supervisor, said Pat Benner was one of the most dedicated employees at CSWD and he will be dearly missed.
- Loreen Benner (wife), Ann-Marie Benner and Laura Ann (daughter and granddaughter), and co-workers, Hunter Hard and Ali Nasab, were in attendance to express appreciation for the recognition of Pat Benner.

VOTING: unanimous; motion carried.

4. ANNUAL ORGANIZATIONAL MEETING OFFICER ELECTION PROCESS

Sarah Reeves reviewed the memo to the Board, dated 5/15/19, outlining the current election process per the CSWD charter and the duties of elected officers, committees, and the Executive Board. Staff is recommending a ballot system be used to nominate candidates as elected officers.

Paul Stabler announced he will not be seeking re-election as Chair of the CSWD Board of Commissioners, but will continue to serve as the South Burlington representative. Board members are urged to submit their nominations for elected officers to staff.

Michelle DaVia spoke in support of the new approach.

Caylin McCamp urged interested members to join the Executive Board.

5. APPROVAL OF MINUTES

April 24, 2019

MOTION by Lynn Gardner, **SECOND** by Alan Nye, to approve the 4/24/19 minutes with the amendment to delete the sentence under Other Business saying Lee Perry will be the replacement of Rob Green as Burlington's representative to CSWD (the official appointment has not yet been made). **VOTING: unanimous; motion carried.**

6. FINANCE

a) Finance Committee – Report of Warrants

There were no questions or comments.

b) Bank Balances as of 4/30/19

There was a question on money in the sweep account. Katherine Decarreau said funds are deposited in a money market fund. Staff is waiting for the optimal interest rate before purchasing certificates of deposit.

c) 3rd Quarter Financials

Katherine Decarreau mentioned \$400,000 more in solid waste management fees has been raised than is being used. It is anticipated there will be \$620,000 in solid waste management fees to reassign at the end of the year. A copy of the audit will be sent to the Board. Katherine Decarreau announced her upcoming departure from CSWD.

Tim Loucks asked about support programs being at 65.2% of budget allocation.

Katherine Decarreau said most of the amount is salaries and staff takes a conservative approach.

Michelle DaVia mentioned the compost center third quarter expenses at 57%. Dan Goossen said the compost program shifted course and did not do bagged product so there were savings in materials and labor. The fiscal year will end better than budget.

Leslie Nulty asked about the higher expenses for the MRF. Jenn Holliday explained renegotiation of the contract with Casella and the condition of the commodities market impact the MRF. Expenses are offset by the increased tip fee. Leslie Nulty asked if there is further insight into the increase in trash volume. Sarah Reeves said staff is researching the matter.

Dan Steinbauer asked if there are still bags of compost available for sale. Dan Goossen said there is some existing inventory. The \$63,000 shortfall in bag sales is offset by savings from not making composts (save on materials and labor costs).

The Board and staff expressed appreciation to Katherine Decarreau for her work at CSWD.

7. EXECUTIVE DIRECTOR REPORT

In addition to the written report from the Executive Director, Sarah Reeves noted the following:

- The handout outlining how CSWD is funded was very helpful at the budget presentations to member municipalities.
- There are two open positions at CSWD: Finance Director and Director of Operations. Interviews are scheduled for the Finance Director position. The Director of Operations position is advertised and will remain open until filled.
- The proposed FY20 budget has been presented to over 10 member communities and received at least 10 approvals. The budget will be presented to the balance of the member municipalities.
- Richmond is still very concerned about the loss of the Re-Use Zone so the Richmond Selectboard disapproved the CSWD budget. The town needs to submit in writing to the CSWD Board by 6/8/19 the list of line items in the budget to be changed.

Caleb Manna, alternate Richmond representative, said the budget meeting with CSWD was contentious. It is hoped there can be follow through on some of the thoughts and concerns of trying to find a way to encourage people to re-use. The people want to do something with CSWD. Paul Stabler noted Richmond was told three times there would have to be a substantial change in order to reconsider having the Re-Use Zones again. Alan Nye noted the Town of Essex also had comments on the Re-Use Zone, and observed one town voted down the budget due to a single issue, but there were more towns that voted in support of the budget. Bert Lindholm said Jericho Front Porch Forum posted the suggestion of creating a list of items people have available that would have gone to the Re-Use Zone if it still existed.

8. GREEN UP DAY REPORT

Alise Certa, Communications and Marketing Manager, reported 29.8 tons of litter were collected on Green Up Day and 3,197 tires that equate to 34.39 tons of tires. No scrap metal, electronics, or appliances were collected. Trash volumes are trending down. Tires are trending up. Sarah Reeves interjected staff is investigating the trend with tires to make sure public works departments are not stockpiling tires until Green Up Day.

Bryn Oakleaf asked about the funding for Green Up Day (\$4,400). Nancy Plunkett said there is a separate account in the budget for Green Up Day. Bryn Oakleaf suggested capturing the tip sheets from towns not directly reporting collection on Green Up Day. Alise Certa confirmed staff is doing this.

Dan Steinbauer suggested checking the tires received at the DOCs over the past five years to see if the number is going down, but spike up on Green Up Day.

Caylin McCamp asked why no scrap metal or electronics were collected on Green Up Day. Nancy Plunkett said it is likely due to no charge to dispose of electronics and towns often having a scrap metal pile. Caylin McCamp asked about the number of volunteers on Green Up Day. Alise Certa said CSWD does have the numbers.

9. SOLID WASTE MANAGEMENT ORDINANCE

Nancy Plunkett reported the amendments to the ordinance have been vetted by staff, legal counsel, and the Executive Board. The changes were reviewed to Sections 3.11 (approval of public waste receptacle exemptions), 4.6.H.2 (collection fee for recycling), 4.8.J.3 (labeling on recycling container), 4.8.J.9 (remove the section), and 10.4 (semi-annual reporting by generators and businesses).

Lynn Gardner asked for further explanation of Section 10.4 on reporting by businesses. Nancy Plunkett provided examples of businesses that ship materials directly to a broker, farmer, or distribution center rather than go through facilities licensed by CSWD.

Bryn Oakleaf asked if all district staff can approve the public waste receptacle exemption. Nancy Plunkett said that this has likely been discussed and a protocol would be established. Bryn Oakleaf asked if reminders would be sent out for the reports per Section 10.4. Nancy Plunkett said the provision is not new. Reminders are emailed.

Duncan Galbraith asked if the Federal Government offices report their numbers. Nancy Plunkett said the Post Office is reporting to CSWD. Other federal offices generally send their recyclables through their haulers.

Tim Loucks asked about materials going for disposal out of the District. Nancy Plunkett said none of the businesses have reported that they have sent trash to non-CSWD licensed facilities. Trash normally goes through licensed facilities or directly to the landfill, and we capture that data.

Caylin McCamp asked why, if we're not required and we don't expect the changes to be controversial, are we taking the extra step to get public comment? Nancy Plunkett said she thinks it is important that we always provide the public with an opportunity to provide input. We may not think something is controversial, but we might have missed something. Bryn Oakleaf agreed that it is good practice to get public input anytime the Ordinance is amended.

MOTION by Lynn Gardner, SECOND by Alan Nye, be it resolved that the Board of Commissioners authorizes the Director of Compliance to initiate a public comment process to seek input on the changes to the Solid Waste Management Ordinance as proposed in the memo from Josh Estey, dated 5/15/19. VOTING: unanimous; motion carried.

10. OTHER BUSINESS

None.

11. PROGRAM UPDATES

- The Board received written briefs on CSWD programs/projects.
- Staff briefly reported on the miscoding of materials and the ongoing investigation. There may be changes made in the future.

12. ADJOURNMENT

MOTION by Lynn Gardner, **SECOND** by Alan Nye, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting was adjourned at 7:20 PM.

M.E.Riordan, 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 _____.

Alan Nye, Secretary/Treasurer