

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**WILLISTON TOWN HALL**  
**WILLISTON, VERMONT**  
**April 8, 2020**

**Meeting held via teleconference.**

**PRESENT**

<b>BOARD MEMBERS:</b>	Bolton	-----
	Burlington	Lee Perry
	Charlotte	-----
	Colchester	Timothy Moran
	Essex	Alan Nye
	Essex Junction	Alan Nye
	Hinesburg	Doug Taff, alt.
	Huntington	-----
	Jericho	Leslie Nulty
	Milton	-----
	Richmond	Logan Hegg
	Shelburne	Tim Loucks
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
	Westford	Michelle DaVia
	Williston	Cailyn McCamp
	Winooski	Bryn Oakleaf

**STAFF:**

Sarah Reeves  
Michele Morris  
Jen Holliday  
Josh Tyler  
Dan Goossen  
Jennifer Getty  
Robin Orr  
Nancy Plunkett

**OTHERS PRESENT:**

Kim, Casella  
Frank Stanley, Myers Container  
Thomas Melloni

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**AGENDA:**

1. Call to Order
2. Agenda
3. Consent Agenda
4. District Update – COVID-19 Pandemic
5. Burlington DOC – Lease Extension

6. FY21 Budget Revised Timeline
  7. Public Comment Period
  8. Other Business
  9. Adjournment
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[Note: Minutes reflect the order of the published agenda.]

**1. CALL TO ORDER**

Chair Michelle DaVia called the teleconference meeting to order at 5:13 PM and explained the procedure to be followed.

**2. AGENDA**

There were no changes to the agenda.

**3. CONSENT AGENDA**

3.1 Minutes – February 26, 2020

3.2 Proposed Ordinance Amendments Adoption

Without objection the consent agenda was approved.

**4. DISTRICT UPDATE – COVID-19 PANDEMIC**

Sarah Reeves gave an update on the team effort to stay safe and maintain services across the CSWD system during the coronavirus pandemic. A business continuity plan was done for staffing critical functions, such as payroll and material movement. Vulnerabilities were identified. Cross-training of staff is being done. Staff that could work from home were instructed to telework as of March 16. After evaluating the materials movement needs of the DOCs, District management decided to limit services to those services required by permit and statute: trash, recycling, and organics. Outreach was done to advise customers on disposal options. On March 22, managers learned that two employees who'd worked the previous Saturday at the DOCs resided with people who were either being tested for COVID-19 or who'd been asked to quarantine; Additionally, on March 23, out of an abundance of caution another employee who'd worked the previous Saturday at a DOC was being sent for testing. No employees had demonstrated symptoms of COVID-19. This resulted in eight employees being asked to self-quarantine, and another three asked to self-isolate at work. On March 24 and 25, the DOCs were closed and disinfected. Williston was the only DOC to reopen due to the central location, long queue line, and proximity to Green Mountain Compost for organics. The process has been streamlined and a flat-fee of \$10 per visit (for up to four bags/barrels of household trash) implemented to encourage people to bring only the essentials to CSWD. Customers have adapted well to the new process and social distancing. MRF operations continue uninterrupted. Staff feels service can continue to be provided under the current scenario and recommends maintaining this level of service through April, or until the current state of emergency is relaxed or lifted.

Board members thanked staff for their effort and leadership under the current circumstances. Suggestions mentioned by board members included having an employee check-in station to take a temperature and check on how each individual is feeling before

allowing them to work. CSWD was also encouraged to apply for an SBA loan to compensate for economic loss of business and retaining staff. (Staff noted CSWD is tracking COVID-19 expenses for FEMA reimbursement, and looking at a reduced worked schedule of 80% on and 20% off. CSWD will reopen based on capacity and queuing.) Other items mentioned by board members included:

- Equitability of access
- Increase in unemployment
- Opportunities and financial support from the state to ensure materials are managed in a healthy and safe manner as this relates to sanitation and healthy living conditions
- Hours of access for the elderly
- Planning for the future with restart
- Increase in materials back-piled by people
- Potential increase in illegal dumping
- Cross-training staff and maintaining efficiencies
- Priority actions to improve infrastructure
- Operational changes
- Legislative changes
- Market change
- Exposure hazard to germs (totes and blue bins).

There was discussion of the delay of the food scraps ban. Staff noted CSWD is ready to accept food scraps. The larger producers (UVM, restaurants) are closed due to the pandemic. If haulers stop collecting recycling customers will bring the material to the DOC and with the \$10 per trip fee it is likely they will bring their trash as well so it is unlikely haulers will stop collecting. Curbside collection is a great option for residents in Chittenden County. If ANR allows recycling to go to the landfill the extensive education done on recycling over the past 25 years will be impacted. CSWD will try to help towns and haulers. One idea is to release funds from the Community Clean Up Fund for fast trash service. CSWD is doing routine checks of the DOCs for any illegal dumping, and is asking public works departments to keep staff updated. To maintain efficiencies going forward, there will be a debriefing to review lessons learned and opportunities realized at a future board meeting, perhaps in August.

**5. BURLINGTON DOC – Lease Extension**

**MOTION by Leslie Nulty, SECOND by Alan Nye, be it resolved that the Board of Commissioners of CSWD authorizes the CSWD Executive Director to execute a two year extension to the MOU regarding lease of property at 339 Pine Street for the purpose of operating a DOC for the period of July 1, 2019 – June 30, 2021.**

**VOTING: unanimous; motion carried.**

**6. FY21 BUDGET REVISED TIMELINE**

Sarah Reeves reported CSWD managers will take a fresh look at their budgets and make necessary changes. There are projects that will not be done. The budget for travel and ‘nice to have’ items will be cut. Tonnages and solid waste management fees will be reviewed and projections changed as needed. It is anticipated the tons will be lower due

to recession. In the capital budget projects and expenditures have been identified and moved farther out. The managers will send a memo on the budget changes/reductions to the Finance Committee with hopes of getting the budget to the full board by May. Ten member communities need to approve the budget for adoption, but if a new budget is not adopted then CSWD will operate under the existing budget. Staff will work with the Finance Committee on a schedule to review past budgets, do a rollup of changes by the managers, and get the budget to the full board by May.

Leslie Nulty said indicators are needed on the scale of economic contractions before moving the budget forward. There will not be enough information available by mid-May to make a sound judgment. CSWD should continue with the current budget for the next month. Review of the operational budget of 2008 can be a benchmark. The consultant's pay review should be distributed to the Finance Committee and the managers to inform revisions to the budget. Sarah Reeves noted the consultant's report has not yet been received, staff can research 2008 budget actuals, the revised budget for FY21 will be lower than the budgets already presented to the Finance Committee, and a recast of the budget can be done mid-way through FY21 if necessary.

**7. PUBLIC COMMENT**

None.

**8. OTHER BUSINESS**

None.

**9. ADJOURNMENT**

**MOTION** by Alan Nye, **SECOND** by Paul Stabler, to adjourn the meeting.

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:58 PM.

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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 Williston.*

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*Amy Jewell, Secretary*