

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – SPECIAL MEETING
EXECUTIVE BOARD MINUTES
CSWD Administrative Office
Tuesday, December 9, 2019 – 5:00 p.m.**

EXECUTIVE BOARD PRESENT: Michelle DaVia, Alan Nye, Lee Perry, Tim Loucks
OTHER BOARD PRESENT:
CSWD STAFF PRESENT: Sarah Reeves Amy Jewell, Josh Tyler (via conference call), Josh Estey, Michele Morris, Jen Holliday
OTHERS PRESENT: N/A

AGENDA ITEM:

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

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
 - 3.1. Minutes of November 12, 2019
 - 3.2. Program Updates
4. **FY 20 License Application – Board Action Requested: Accept/Conditionally Accept License**
5. **Maintenance Plow Truck Purchase – Board Action Requested: Approve Purchase**
6. **MRF Siting Update**
7. **Hinesburg**
 - a.) **Draft MOU** – Review for forwarding to full Board for Approval
 - b.) **Hinesburg Drop-Off Center in CSWD SWIP** – Discussion Only
 - c.) **DOC Construction Costs**
8. **Rover Schedule** – Discussion Only
9. **Other Business**

Agenda #1. Agenda – No comment.

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

Agenda #3. Consent Agenda. Approved

Agenda #4. FY 20 License Application – Board Action Requested: Accept/Conditionally Accept License

J. Estey requested that the Executive Board approve the haulers license for Jewell Specialized Inc, which does commercial trucking from Southern Vermont from Alva Transfer in Springfield and uses the MRF. **Motion by A. Nye, Second by L. Perry to approve the hauler’s license application for Jewell Specialized Inc. as presented. VOTING: unanimous; motion carried**

Agenda #5. Maintenance Plow Truck – J. Tyler noted that staff brought the purchase of the new plow/dump truck to the Executive Board in November and received direction to get alternate pricing regarding the dump bed for stainless steel rather than rolled steel. Three bids were received. The difference in cost is about

\$4,602, which is a 5% cost savings. The truck will store salt/sand mixture. The request is to go ahead and place the purchase, with a stainless-steel dump bed with Cody Chevrolet.

A. Nye requested that when this truck is ready to be replaced, we consider keeping the stainless-steel truck bed and putting it on the new truck.

Motion by Lee Perry, second by Alan Nye, Be it Resolved that the Executive Board of Commissioners authorizes the purchase of a new Maintenance Plow/Dump Truck from Cody Chevrolet, located in Montpelier, Vermont in the amount of \$87,191.53. Motion Carried. All Ayes.

Agenda #6. MRF Siting Update – J. Tyler informed the board that on August 30, 2019 staff released an RFP for a civil site assessment regarding two properties identified for the potential development of a new MRF. The sites are located on Redmond Road in Williston and Bowdoin Street in South Burlington. \$30,000 is budgeted in FY 20 for this procurement. O’Leary & Burke Civil Associates bid of \$19,800 and was selected to conduct the following tasks: Natural Resources Assessment & Review, site development feasibility, traffic, cost estimating, and summary memorandum. J. Tyler updated the board on O’Leary & Burke’s status for these tasks, which includes preliminary indications that both sites would be adequate for a siting a MRF. J. Tyler informed the Board of concerns with the South Burlington property including the wetlands, possible stormwater issues, traffic issues within proximity to a residential area, architectural requirements because of the scenic corridor of I89, and the cost estimate of a 15-acre purchase for an estimated \$850,000. The advantage of that location is that is near a quarry and the interstate. A. Nye cautioned about the soils in that area based on past experience. J. Tyler concurred that the initial analysis is that the soil difficult to deal with which would require site work and soil borings to be done.

J. Tyler reviewed the Redmond Road site, which is next to the new VELCO area and is nestled in between two Class III wetlands. Vermont doesn’t require that these wetlands need protection. It would require a letter to the Army Corp of Engineers. He reviewed the layout and design and said there are no major hurdles with this property. He noted that initial cost estimates for either location is roughly about \$7.5 million to purchase the equipment and about \$6 million for a 60,000 sq. ft MRF or \$8 million for an 80,000 sf MRF.

J. Tyler asked for direction from the Executive Board on the next steps with cost estimated and whether it was necessary to do that for both sites given the challenges of the South Burlington site. He noted that the Redmond Road property is looking more favorable. A full study could be ready to go in January, but would we prefer to have that done for both or focus on one, the Redmond Road property. He noted that he could present January to focus on one location based on the concerns in South Burlington. Discussion was held on the conceptual design and expansion options for each location. S.Reeves discussed traffic concerns on Redmond Road and Mountain View/RT 2A and the possibility that the Town of Williston is addressing some of those issues already due to developments that are being built. She noted that VTTrans has this on their list and after meeting with Williston’s Town Manager Rick McGuire, they are also looking at that improvement.

This is brought to the Executive Board preliminarily and for discussion only and will go to the full board for further discussion in January.

Agenda #7. Hinesburg

- a) **Draft MOU** – S. Reeves reviewed the changes that we included in the MOU with the Town of Hinesburg. The main change was CSWD wanting assurance that CSWD would only be obligated for capital repairs if the damage was caused by CSWD and that any damage done to the DOC facility caused by Hinesburg or their contractors will be their responsibility. This will go to the full board for approval.

- b) Hinesburg DOC included in SWIP-** J. Estey reviewed the process for the Hinesburg DOC to be included in the SWIP and noted that this would be on the agenda for the full board approval in December. He noted that we needed to reinstate the facility because the materials that are accepted changed and we went through the amendment with the State.
- c) DOC Construction Costs –** J. Tyler reviewed the estimate of costs for the construction of the Hinesburg DOC that were mentioned at the November 12th meeting. He reviewed the change orders, direct vendor costs, and compactor hood construction that was not included in the initial approval made by the board. The additional costs are \$24,546.00. He reviewed the changes and noted that the compactor boxes could be pulled out and put in the operational budget. It was agreed that it would stay with the cost of the project. He noted several other additional items that will come up in later, including the final paving (already budgeted), final line-striping once the paving is done, and new signage. A. Nye shouldn't we include those additional costs in the final and that should round out. S. Reeves said we would look at the original contract and come back with change orders and additional work that is anticipated for the spring and include a contingency to cover smaller items. M. DaVia expressed concern with the cost of constructing this Drop-Off Center and questioned how CSWD would handle other DOC requests and the cost of the Burlington DOC. J. Tyler estimated it would be somewhere between \$500,000 and \$1,000,000 T. Loucks noted that original estimates for Hinesburg were roughly \$340,000 to start with. J. Tyler, engineers estimate was \$450,000.

- 8. Rover Schedule –** J. Estey noted that historically we have had one Rover event per town and participation is down 24%. He discussed the challenges of staffing these events, along with weather elements, and safety concerns. Staff has had internal discussion on making changes on we conduct Rover events, which would be offering the Rover at each DOC twice per year, or alternating towns every other year. Staff's recommendation is to reduce the Rover events, letting folks know that that the Environmental Depot is open year-round and offering the Rover at six DOC's (not South Burlington) twice per year. discussion with Gary Winnie is one event per down. Down 24% at Rover and then putting events and challenge. A. Nye noted that we did reduce the events a while back due to financial costs of operating the event and is in favor of staff's suggestion for at least one year. He noted that if there is backlash from the public, we could reconsider. T. Loucks expressed concern over basing this on staffing issues versus serving the public. M. DaVia asked if we are seeing a difference in the material collected. J. Estey believes there are less of the big cleanouts using the Rover. J. Holliday said that there is a struggle with how easy we make it for residents, knowing the Environmental Depot is open year-round in South Burlington, but also knowing how appreciated the Rover events are for residents. Discussion was held on other communities outside of Chittenden County struggling to hold events. T. Loucks said he was interested in the possibility of making money in outlying communities but realizes this could not be done without hiring additional staffing. M. DaVia cautioned overextending ourselves and consideration for renting out the Rover but not taking on the staffing. J. Estey noted that we are looking at purchasing a new Rover and have a State Grant for that, which would include donating the old Rover to another solid waste district. A. Nye questioned "donating" the Rover truck versus getting fair market value for it. T. Loucks said that our facility does a great job and it might make sense to continue offering that service to our residents and to others. M. DaVia was in favor of putting Rover events at DOC's twice per year. A. Nye agreed and suggested a fact sheet be created when presenting this to the Board, which would include costs to operate the Rover.

9. Other Business –

A. Nye said that he received a call from landscaper in town who loaded leaf truck and came to unload at Green Mountain Compost, and it was closed at 3:30 p.m. Discussion was held that GMC closes at 4:00 and would not

have closed earlier in the fall. It was noted that the Williston DOC does close at 3:30 and maybe he went to that location. A. Nye will follow up.

A.Nye noted that he lives in a 35-unit condo development and different units handle their organics differently. Some use garbage disposal and some take food waste to the Essex DOC. He would individual units to talk to haulers that offer pick up rather than do to it as a "condo unit" since some already have a working system and don't want to alter or pay for condo-wide pick up. He asked if we are having those conversations with customers about contacting individual haulers and organizing amongst themselves. M. Morris said that Community Outreach Coordinator Lauren Layn is having those conversations and haulers on providing individual pickup.

AJOURNMENT

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

The meeting was adjourned at 6:36 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