

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
WILLISTON TOWN HALL
WILLISTON, VERMONT
December 18, 2019

PRESENT

BOARD MEMBERS:

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

STAFF:

Sarah Reeves
 Penley Danles
 Amy Jewell
 Michele Morris
 Jen Holliday
 Josh Tyler
 Dan Goossen
 Josh Estey
 Josh Tyler
 Nancy Plunkett

OTHERS PRESENT:

Thomas Melloni, Paul Frank & Collins
 Richard Saunders, Milton resident

- AGENDA:**
1. Call to Order & Agenda
 2. Public Comment
 3. Consent Agenda
 4. Finance – 1st Quarter Financials

5. FY 21 Preliminary budget
 6. Executive Session: Litigation
 7. Inclusion of Hinesburg DOC in CSWD SWIP
 8. Hinesburg DOC Construction Costs
 9. Town of Hinesburg & CSWD Memorandum of Understanding
 10. MRF Siting Update
 11. Other Business
 12. Adjournment
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1. CALL TO ORDER & AGENDA

Chair Michelle DaVia called the meeting to order at 6 PM. The discussion of shingle recycling by Jeff Myers was removed from the agenda and the presentation on Roberts Rules was postponed to January. Executive Session was advanced on the agenda to occur prior to the discussion of the Hinesburg DOC.

2. PUBLIC COMMENT PERIOD

There were no comments from the public.

3. CONSENT AGENDA

3.1 Minutes – October 23, 2019

3.2 Executive Director Report

3.3 Program Updates

3.4 Finance - Cash Investment and Reserve Balance as of 11/20/19

Without objection the consent agenda items were approved.

4. FINANCE

4.1 First Quarter Financials

Penley Danles reviewed the 1st Quarter financials highlighting the following:

- Revenues are \$163,000 favorable to budget.
- Compost sales are \$66,000 favorable to budget despite the elimination of retail bag sales.
- Net income is \$25,000 favorable to budget including depreciation of operating expense.
- Cash increase is \$486,000 in the 1st quarter.
- Capital expenditure was \$215,000 in the 1st quarter (there will be more capital spending in the 2nd quarter with the Hinesburg DOC).
- Erosion in recycling revenue continues (\$52/ton anticipated and \$40/ton is actual) so the market stabilization fee had to be increased.
- Support programs are favorable to budget by \$97,000.
- Operating programs are unfavorable to budget by \$115,000 due to the inclusion of \$215,000 in depreciation otherwise the balance is favorable.
- MRF is unfavorable to budget by \$167,000 due to lower ACR and the market stabilization fee being higher than anticipated.
- The balance sheet is in good shape overall.

5. FY2021 Preliminary Budget

Penley Danles reported the FY2021 preliminary budget reflects an increase of 2.5% CPI. Sarah Reeves noted member towns will not be charged an assessment.

MOTION by Lynn Gardner, SECOND by Paul Stabler, to approve the FY2021 preliminary budget as presented.

DISCUSSION:

- Lynn Gardner asked if there are any significant changes in the budget. Penley Danles said the FY21 budget reflects business as usual. Sarah Reeves stated an increase in the solid waste management fee is anticipated, but more tonnage will be budgeted as well because the District is seeing an increase.

VOTING: unanimous; motion carried.

6. EXECUTIVE SESSION: Ongoing/Pending Litigation

MOTION by Bryn Oakleaf, SECOND by Lynn Gardner, that the CSWD Board of Commissioners go into Executive Session for the purpose of confidential attorney/client communications where premature public knowledge would place CSWD and its member municipalities and other public bodies or persons involved at a substantial disadvantage, and to permit CSWD staff and legal counsel to be present for the session. VOTING: unanimous; motion carried.

Executive Session was convened at 6:21 PM.

MOTION by Lynn Gardner, SECOND by Bryn Oakleaf, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 7:45 PM.

7. INCLUSION OF HINESBURG DOC IN CSWD SWIP

MOTION by Lynn Gardner, SECOND by Bryn Oakleaf, to adopt the resolution to include the Hinesburg Drop-Off Center in CSWD's Solid Waste Implementation Plan. VOTING: unanimous; motion carried.

8. HINESBURG DOC CONSTRUCTION COSTS

Josh Tyler reported \$430,000 was approved for the construction of the Hinesburg DOC. With change orders, direct vendor costs, and material costs the new estimate is \$465,000.

Leslie Nulty asked about the solar array items. Josh Tyler said solar was included in the original estimate. There were some change orders and an oversight with direct vendor costs.

Bryn Oakleaf suggested the cost of an additional gate along the facility perimeter that was requested by the Town of Hinesburg at the DOC be split with Hinesburg.

MOTION by Lynn Gardner, SECOND by Tim Loucks, be it resolved that the Board of Commissioners authorizes the Executive Director to amend the

Construction Agreement with Stewart Construction, Inc. to reflect the changes in cost as outlined in the memo from Josh Tyler, dated 12/12/19, and increase the approved project total cost to \$465,000. VOTING: unanimous; motion carried.

9. TOWN OF HINESBURG & CSWD MEMORANDUM OF UNDERSTANDING

Sarah Reeves stated the MOU addresses maintenance by CSWD of the storm water swale and access through the facility by the Town of Hinesburg to the town's storm water pond.

Bryn Oakleaf suggested the cost of the access gate be shared with Hinesburg. Also, CSWD should not bear the cost of permitting and maintaining the storm water facilities, but if this does occur then there should be thorough documentation.

There was discussion of adding language to the MOU to authorize the Executive Director to negotiate permitting, and to get a response from Hinesburg on sharing the cost of the gate for access to the town's storm water facilities.

MOTION by Bryn Oakleaf, SECOND by Leslie Nulty, be it resolved that the Board of Commissioners authorizes the Executive Director to execute a Memorandum of Understanding with the Town of Hinesburg including a provision to ensure the town's compliance with storm water permits effective upon the Town of Hinesburg's signature. VOTING: unanimous; motion carried.

10. MRF SITING UPDATE

Josh Tyler reported two potential sites were identified for a new MRF, but after further inspection and consideration the preferred site is on Redmond Road in Williston. The land is already owned by CSWD. Next steps include gathering construction cost estimates for the 65,000 s.f. facility and determining the type of equipment and cost. A report will be provided in February.

Leslie Nulty mentioned being prepared for changes in the markets and materials. Josh Tyler said staff is looking at the most flexible equipment available. Sarah Reeves added new technology and having space for storage will provide flexibility. Options for use of the old MRF building will be investigated.

11. OTHER BUSINESS

None.

12. ADJOURNMENT

MOTION by Lynn Gardner, SECOND by Paul Stabler, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:35 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 1/22/20 meeting held in Williston.

Amy Jewell, Secretary