



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: June 5, 2020
RE: Executive Director Update

PAST

- A question arose at the May 25, 2020 Board meeting regarding the full Board's adoption of the revisions proposed to the charge of the Finance Committee. The revised charge was approved by the Board at the September 25, 2019 meeting, passing unanimously.

PRESENT

- As of June 5, I've presented the FY 2021 budget to Bolton, Winooski, South Burlington, and Williston. Three of the four communities approved the budget, with Winooski hearing the budget at this meeting and will place the budget for approval on the agenda of their next meeting. The week of June 8 I'm scheduled to present to Charlotte, Milton, Colchester, Shelburne, Essex, and Westford. Please see the schedule of local presentations as emailed by Amy Jewell for specific times of the presentations, and additional scheduled locations.
- The Facility Reopening Plan was distributed to the Board on May 11. The Essex DOC reopened on May 16, and the Milton DOC reopened on June 5. We are evaluating the remaining DOCs and will reopen a fourth location before the end of June. We have also begun to accept additional materials at the Williston DOC.
- The Environmental Depot appointment system has been working smoothly, and we will begin to open additional slots for residential customers.
- Administrative staff will continue to work remotely for the duration of the state of emergency, now extended to June 15. We are developing a staggered staffing schedule for the return to the office to ensure proper physical distancing and will adhere to capacity limit guidelines provided by the state.

FUTURE

- No future events planned