

### #3.3

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: June 22, 2023  
RE: Executive Director Update

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#### May 18 - PRESENT

- **STAFF CHANGES:** Michele Morris, Director of Marketing and Communications, is retiring from CSWD as of June 30 after 14 years with the District. Michele will continue as a contractor through calendar 2023 to finish working on the new website project. I want to thank Michele for her excellent work over the years representing CSWD in the media. She has become a trusted voice in the solid waste community and communicates CSWD's values and mission extremely well. With Michele's transition to part-time contractor, Beth Parent, Community Engagement and Outreach Manager, will add to her duties becoming the primary media contact and will oversee our social media accounts and overall media relations. Kat Moody, Community Outreach Coordinator, will assume responsibility for CSWD's monthly Digest. Alise Certa, Marketing and Communications Manager will report directly to Jen Holliday.
- **DROP-OFF CENTERS:** I approached Hinesburg Town Manager Todd Odit to ask if the Town would be agreeable to allowing CSWD to operate a second day at the DOC in Hinesburg. Todd enthusiastically said yes. The lease agreement with the town for the current site of the DOC stipulates that the Town Manager may consider and approve changes to the days/hours of operation for the DOC, upon request from CSWD, making the change an Administrative action not needing Selectboard or Board of Commissioners authorization. We do need to amend our solid waste permits before we can begin operating a second day, and CSWD Compliance Specialist Jeannine McCrumb will process those amendments once we have the signed agreement from the Town Manager (currently on vacation). We expect to be able to begin the second day of operation in August and intend to operate on Wednesday and Saturday. An informal customer survey of Hinesburg customers resulted on Wednesday being the preferred added day, with "any day" coming in a close second.
- **NEW MRF GRANTS:**
  - We've signed the paperwork to receive the \$250,000 grant from The Recycling Partnership. We are thankful for this support from TRP. They've indicated that we may want to consider also applying for a similar grant for PET processing.
  - We've been notified by the EPA that our Solid Waste for Recycling Infrastructure (SWIFR) grant application has been deemed eligible to move on to the Merit Review phase of the grant process. This is excellent news! Making it to the merit review phase means we are automatically in a much smaller pool of applicants vying for the limited grant dollars. The notification said that the EPA anticipates announcing the selection of grant recipients "later in the summer of 2023".

**July/August 2023**

- July 1: start of Fiscal Year 2024
- Sarah vacation: July 3 – 7
- July 4: All CSWD facilities and offices closed for Independence Day
- Sarah business travel: July 10-12
- July Executive Board (if needed): July 17
- July Board of Commissioners meeting (if needed): July 26
- August Executive Board (if needed): August 14
- August 16: Bennington Battle Day (CSWD facilities and offices open regular schedule, float PTO for staff)
- August Board of Commissioners meeting (if needed): August 23
- Sarah vacation: August 28 – September 1