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TO: Board of Commissioners
FROM: Sarah Reeves
DATE: February 22, 2024
RE: Executive Director Update

January 19 - PRESENT

- **NEW MRF:**
 - On February 13, we met with the Williston Development Review Board for a pre-application meeting. The DRB asked questions regarding screening the building from the road, outdoor storage of Processed Glass Aggregate, the overall height of the building, litter minimization and control, hours of operation, future capacity, onsite water usage, and general scale questions. Town staff is recommending that we conduct a traffic study as part of the application.
 - The project team is working with our Architect, AES Northeast, to prepare the bid packet for the Request for Proposals for construction. The target date to release the RFP is March 18. If this target date is met, the contract award recommendation will come to the Board at the May meeting.
- **FINANCE COMMITTEE:**
 - The Finance Committee met on February 14 to review the draft FY25 budget. Staff is making revisions per input from the committee and will bring the revised draft budget to the Board at the March meeting for authorization to transmit the draft budget to member cities and towns for approval, per the CSWD Charter.
- **DROP OFF CENTER - BURLINGTON:**
 - We're working with the City of Burlington to bring trash service back to the DOC on Pine Street while we continue to examine opportunities for the Flynn Avenue parcels. The aim for Pine Street is to reinstate trash service, which then automatically requires collection of blue-bin recyclables, food scraps, and leaf and yard waste. The intention currently is to also accept scrap metal at BDOC. To align all DOC services, we will be charging per bag for MSW and not returning to the use of the scale. Hours of operation will align with the rest of the DOC system (except HDOC) to a five-day schedule. We will accept credit cards at this location as soon as the point-of-sale system is synced with the card reader hardware.

While we will be containing operations to the current footprint of the site, we are going to reconfigure the BDOC so that traffic flows through the facility in a counterclockwise fashion, which should correct one of the safety concerns with the BDOC. Eliminating use of the scale and keeping the accepted materials to a minimum will also serve to move customers through the site more efficiently and more quickly, hopefully reducing the likelihood of vehicles backing up onto Pine Street. Lastly, adding more days of operation will spread customers out over a greater

period, also hopefully alleviating pressure on Saturday morning activity at the BDOC. The aim is to start providing this expanded service not later than the middle of Q4.

- **CCRPC:**
 - I met with Taylor Newton of the Chittenden County Regional Planning Commission to bring him up to speed on the new MRF project. We also discussed landfill capacity, solar energy opportunities, transportation projects planned for Williston, and general planning trends in Chittenden County.

March 2024

- March 12: Finance Committee meeting; 5:00pm
- March 18: Executive Board; 5:00pm
- March 27: Full Board; 6:00pm