

APPROVED
CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING
WILLISTON, VERMONT
February 23, 2022

***Hybrid meeting held in-person and via teleconference.**

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	Alan Nye
Hinesburg	Doug Taff
Huntington	
Jericho	
	Thomas Joslin, alt.
Milton	-----
Richmond	Logan Hegg
Shelburne	Tim Loucks
So. Burlington	Paul Stabler
Underhill	Paul Ruess
Underhill	Dan Steinbauer; alt.
Westford	
Williston	
Williston	Caylin McCamp; alt.
Winooski	Bryn Oakleaf

STAFF:

Sarah Reeves
Amy Jewell
Lee Tuure
Becky Johnston
Jen Holliday
Nola Ricci
Josh Estey
Michelle Morris
Josh Tyler

OTHERS PRESENT:

Thomas Melloni, Esq.
Kevin Harms, CCTV
Robert Gardner, SCS Engineers
Vita Quinn, SCS Engineers
Kelly Modlin, SCS Engineers

Mike Casella, CWM
Tim Langlois, CWM

- AGENDA:**
1. Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Resolution of Appreciation for Lee Tuure
 5. Executive Session – Contract Negotiation
 6. Administration Building – Architect Selection
 7. MRF – Revenue Sufficiency Study
 8. Other Business
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1.0 CALL TO ORDER and AGENDA

Chair Paul Ruess called the meeting to order at 6 PM.

There was a change to the meeting agenda, as Sarah Reeves added a second executive session after Agenda #7: Revenue Sufficiency Study.

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT AGENDA

3.01 Minutes of 01/26/22

3.02 Program Updates

3.03 Executive Director Update

3.04 Finance- Warrant, Cash, and Reserve Balances as of 01/31/22

3.02 Program Updates

Sarah Reeves gave two corrections to Program Updates. The first correction is under the section “Solid Waste Management Fee”, where the text should read; ***“As of the end of December from a budget perspective, the first four months of FY22 is 2.4% above projected revenues. FY22 revenue is 6.8 percent higher for the same six-month period in FY21. Please refer to accompanying charts.”***

The second correction is under the “Solid Waste Disposed” section, where the text should read; ***“Trash tonnage through the second quarter of FY22 was up 13.2% compared to the same period of FY21. Of the overall tonnage, the Municipal Solid Waste (MSW) component was up 1.3%, the Construction and Demolition Debris portion was up 5.3%, and the Alternative Daily Cover portion (fee is 25% of the full rate) was up 308.2%. The pounds per capita per day MSW disposed was 2.86 through the second quarter of FY22 which is up from 2.84 for the same period of FY21. Please see attached charts.”***

The consent agenda, with the corrections as noted by Sarah, was accepted.

4.0 RESOLUTION OF APPRECIATION FOR LEE TUURE

The resolution recognizing Lee Tuure's 29 years of service as a CSWD employee was read. Appreciation and gratitude were expressed by all, with Paul Stabler speaking for the Board. Lee expressed his gratitude to the Board for their support of the staff at CSWD.

VOTING: unanimous; motion carried to approve the resolution recognizing 29 years of service by Lee Tuure to CSWD as a staff member.

5.0 EXECUTIVE SESSION- CONTRACT NEGOTIATIONS

MOTION by Paul Stabler SECOND by Alan Nye, that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit approved staff, other invited interested parties, and the Solid Waste District attorneys to be present for this session.

VOTING: unanimous; motion carried.

Executive Session was convened at 6:15 PM.

MOTION by Paul Stabler, SECOND by Lee Perry, to exit Executive Session.

Executive Session adjourned at 6:45 PM.

Sarah Reeves reported on the discussion held during Executive Session. The Board discussed a potential conflict of interest resulting from the public bidding for mattress recycling. The sole bidder was from Sleep Well Recycling in Burlington, which is owned by a CSWD employee. Through discussion, the Board offered two resolutions, determining a conflict of interest does exist in awarding the contract for mattress recycling to Sleep Well Recycling; and potential exemptions listed in the CSWD Personnel Policy do not apply in this case.

Be it resolved the Board of Commissioners has determined that there is a conflict of interest to award the mattress recycling contract to a current employee under CSWD's Personnel Policy. MOTION by Alan Nye, Second Paul Stabler. VOTING: unanimous; resolution passed.

Be it resolved that the Board of Commissioners considered the potential exceptions under the Personnel Policy and decided they were not applicable. MOTION by Paul Stabler; seconded Alan Nye. VOTING: unanimous; resolution passed.

Paul Stabler expressed appreciation to employee for creative thinking and hard work; did wish that request could be permitted but it could not be accommodated at this time. Paul Ruess seconded on behalf of the Board.

6.0 ADMINISTRATION BUILDING – ARCHITECT SELECTION

Josh Tyler reviewed the process of deciding to build a new CSWD Administration building, beginning with the consideration of leasing. Cost of leasing remained around \$200,000 per year. At this point, consideration of building a new administrative building was offered as an alternative. A review of potential land for the new building site was done by Lamoureux & Dickinson and a site on Redmond Road in Williston was found to be the most viable. The Board raised questions surrounding additional land usage, including a potential landfill, and movement of sand around the new potential building.

Currently, CSWD is seeking approval from the Board on the following resolution: **Be it resolved that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Freeman, French, Freeman of Burlington, Vermont for design services of a new CSWD Administrative Building for an amount not to exceed \$152, 800. MOTION by Paul Stabler, second by Logan Hegg to open for discussion.**

Discussion was held on questions about extending the water line, the need for a new building, and approval of Freeman French Freeman’s previous work in Chittenden County. There was also discussion on the movement towards employees working remotely and the need to build in flexibility for future staff, as well as the way current CSWD employees prefers to work – together, at the same facility.

MOTION to approve the resolution passed. VOTING: unanimous, resolution passed.

7.0 MRF- REVENUE SUFFICIENCY STUDY

Consultants from SCS Engineers gave the second part of their presentation, reviewing the economic prospects of a new Materials Recovery Facility. Sarah Reeves reminded the board that the intent of this conversation is for CSWD staff to return with a formal wrap up on the proposal of building a new MRF next month. SCS Engineers gave a presentation about the three scenarios: status quo, retrofit, and new Greenfield 50k TPY. This presentation focused on the revenue sufficiency study, which focuses on cash flow modeling, a thirty-year projection of operating, capital and debt, and compares the long-term financial sustainability of each option.

SCS Engineers recommendation was to build a new facility, the “Greenfield 50K TPY”, which offers the opportunity for expansion to accommodate growth of recyclables, maximizes material sales rates and remains financially sustainable. Discussion of CSWD operating the whole new MRF Facility was shown to be an equivalent cost to what CSWD currently pays Casella to operate the facility. CSWD operating the new MRF

Facility would also increase CSWD revenue as there would no longer need to be a revenue sharing agreement.

Following the presentation, discussion was held on clarifying revenue assumptions for the three proposals. Further discussion was held on the history of the current MRF and changes that might necessitate building a new MRF; staffing for any scenario would remain at its current level; and sensitivity analysis was considered in building each of the three scenarios

Board expressed their willingness to promote a new building in their home community and their excitement about a new MRF.

MOTION by Paul Stabler, SECOND by Alan Nye, that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit approved staff, other invited interested parties, and the Solid Waste District attorneys to be present for this session. VOTING: unanimous; motion carried.

Executive Session was convened at 7:45 PM.

MOTION by Bryn Oakleaf; second by Ken Spencer. VOTING: unanimous; motion carried to exit Executive Session at

8.0 OTHER BUSINESS

Bryn Oakleaf added her thank you and farewell to Lee Tuure for his service.

8.0 ADJOURNMENT

MOTION by Alan Nye to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 9:00 PM.

Becky Johnston, 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 3/23/22 meeting held in Williston.

Amy Jewell, Secretary