

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
WILLISTON TOWN HALL
WILLISTON, VERMONT
June 24, 2020

Meeting held via teleconference.

PRESENT

BOARD MEMBERS:	Bolton	Duncan Galbraith
	Burlington	Lee Perry
	Charlotte	Abby Foulk, alt.
	Colchester	Liz Hamlin Volz
	Essex	Alan Nye
	Essex Junction	Alan Nye
	Hinesburg	Doug Taff
	Huntington	-----
	Jericho	Leslie Nulty
		Bert Lindholm, alt.
	Milton	John Gifford
	Richmond	Logan Hegg
	Shelburne	Tim Loucks
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
	Westford	-----
	Williston	Jeremy Hulsey
	Winooski	Bryn Oakleaf

STAFF:

- Sarah Reeves
- Amy Jewell
- Nola Ricci
- Michele Morris
- Josh Tyler
- Lee Tuure
- Nancy Plunkett

OTHERS PRESENT: None.

AGENDA:

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. Receivables Management Policy Revision
5. Drop Off Center Update
6. Other Business
7. Executive Session and/or Adjournment

1. CALL TO ORDER and AGENDA

Chair Bryn Oakleaf called the teleconference meeting to order at 6:43 PM.

1.01 Agenda

MOTION by Lee Perry, SECOND by Alan Nye, to adopt the agenda as presented.

VOTING: unanimous; motion carried.

2. PUBLIC COMMENT PERIOD

There were no comments from the public.

3. CONSENT AGENDA

3.01 Minutes of 5/20/20

3.02 Minutes of 6/10/20

3.03 Executive Director Update

3.04 Program Updates

MOTION by Alan Nye, SECOND by Paul Stabler, to approve the consent agenda with the removal of Item 3.03 Executive Director Update. VOTING: unanimous; motion carried.

Paul Ruess asked who initiated the consolidated collection study in Burlington and South Burlington. Sarah Reeves said the two cities are doing the study and CSWD is acting as a consultant.

4. RECEIVABLES MANAGEMENT POLICY REVISION

Finance Director, Nola Ricci, reviewed revisions to the Receivables Management Policy. There was discussion of adding language relative to collecting funds that are delinquent and the amounts that should be brought before the Executive Board and to collections. There was agreement amounts from \$1,000 up to \$5,000 should be brought to the Executive Director and Finance Director for action, and amounts that exceed \$5,000 should go to the Executive Board for action. There was discussion of putting a cap of \$500 on refunds/overpayments. The Finance Committee should be flagged on the transactions. Regarding the policy on credit on an account remaining over 90 days, staff will research state rules regarding unclaimed property.

MOTION by Leslie Nulty, SECOND by Alan Nye, to table action on the Receivables Management Policy until the next meeting of the Board. VOTING: unanimous; motion carried.

5. DROP OFF CENTER UPDATE

Operations Manager, Josh Tyler, reviewed steps taken to maintain DOC services during the COVID pandemic including tiered pricing for materials. Paul Stabler asked about revenue per pound of material with the new tiered pricing in place at the DOCs. Josh Tyler said staff can calculate the number. Staff is taking a closer look at the cost to manage materials. Concern was expressed about impact of the pricing on individuals with a limited or fixed income.

There was discussion of CSWD providing food scrap collection service for the City of Burlington, and when a DOC in Burlington will open. Options to access the DOC include by appointment only, pre-registration, by license plate number odd/even or to only accept MSW, organics, and recycling. Leslie Nulty suggested the city do an RFP for transportation of organics to the compost facility in Williston. Lee Perry said the city hopes to accomplish this with consolidated collection. There was further discussion of different ways to implement collection of trash, food scraps, and recycling in Burlington, and reconfiguration of the DOC site.

6. OTHER BUSINESS

None.

7. EXECUTIVE SESSION and/or ADJOURNMENT

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 a personnel matter 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 invite the CSWD Executive Director to attend the session. VOTING: unanimous; motion carried.

Executive Session was convened and the regular meeting adjourned at 8:54 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 meeting held in Williston.

Amy Jewell, Secretary