

**APPROVED**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**WILLISTON TOWN HALL**  
**WILLISTON, VERMONT**  
**June 26, 2019**

**PRESENT**

**BOARD MEMBERS:**

Bolton	Duncan Galbraith
Burlington	Lee Perry
Charlotte	-----
Colchester	-----
Essex	-----
Essex Junction	-----
Hinesburg	Lynn Gardner Doug Taff, alt.
Huntington	-----
Jericho	Bert Lindholm, alt.
Milton	-----
Richmond	Logan Hegg
Shelburne	Tim Loucks
So. Burlington	Paul Stabler
St. George	-----
Underhill	Paul Ruess
Westford	Michelle DaVia
Williston	Jeremy Hulsey Caylin McCamp, alt.
Winooski	Bryn Oakleaf Candice Holbrook, alt.

**STAFF:**

Sarah Reeves  
Amy Jewell  
Nancy Plunkett  
Michele Morris  
Dan Goossen  
Jenn Holliday  
Josh Tyler

**OTHERS PRESENT:**

Thomas Melloni, Paul Frank & Collins  
Mike Casella, Casella Waste Management  
Laurie Dolgin, Newport  
Melissa Pettersson, Newport  
Paul Monette, Newport  
Teresa Kajenski, FSV  
Don Goulette, Lamoureux & Dickinson

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**AGENDA:** 1. Call to Order & Agenda  
2. Public Comment

3. Minutes
  4. Finance
  5. Executive Director Report
  6. Community Correspondence
  7. Solid Waste Management Ordinance Changes
  8. Household Hazardous Waste Contract
  9. MRF
  10. Hinesburg DOC Cost Estimates
  11. Legislative Round Up
  12. Donations Policy
  13. Personnel Policy
  14. Program Updates
  15. Other Business
  16. Adjournment
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[Note: Minutes reflect the order of the amended agenda.]

### **1. CALL TO ORDER & AGENDA**

The regular meeting followed the CSWD annual organizational meeting. Chair Michelle DaVia called the meeting to order at 6:48 PM and acknowledged Mayor of Newport, Paul Monette, Newport City Manager, Laura Dolgin, and Newport city councilor, Melissa Pettersson, who were in attendance.

#### Agenda

The agenda was amended to have the MRF discussion follow discussion of Community Correspondence and the Hinesburg DOC report to follow discussion of the Solid Waste Management Ordinance changes.

### **2. PUBLIC COMMENT PERIOD**

Paul Monette, Mayor of Newport, thanked the CSWD staff for the tour of the facilities earlier in the day and referred to the correspondence from Newport about glass aggregate being stockpiled rather than recycled when tip fees have been paid for recycling. The glass is now being properly processed. The facility is very impressive. Newport has invited Sarah Reeves, Josh Tyler, and Michele Morris to make a presentation to the Newport City Council.

### **3. APPROVAL OF MINUTES**

*May 22, 2019*

**MOTION by Lynn Gardner, SECOND by Paul Stabler, to approve the minutes of May 22, 2019 with the global replacement in the minutes of Logan Hegg for Caleb Manna. VOTING: unanimous; motion carried.**

### **4. FINANCE**

- a) Finance Committee – Report of Warrants
- b) Bank Balances

There were no questions or comments.

## c) FY18 Audit Results

Teresa Kajenski, FSV, reported:

- A clean opinion was issued by the auditors on the financial statements.
- Management is responsible for the financial statements and policies.
- Depreciation is estimated on the useful life of the equipment.
- Post-closure cost is an estimate.
- There were no difficulties with management with the audit.
- There was one statement with regard to inventory, but it was not material to the financial statements.

**MOTION by Bryn Oakleaf, SECOND by Lynn Gardner, to accept the FY2018 audit. VOTING: unanimous; motion carried.**

**5. EXECUTIVE DIRECTOR REPORT**

Executive Director, Sarah Reeves, reported on her recent trip to General Mills headquarters in Minneapolis to discuss food packaging and composting.

**6. COMMUNITY CORRESPONDENCE***Newport*

There was discussion of the letter from Paul Monette, Mayor of Newport, and the response from CSWD regarding processed glass. Michelle DaVia clarified the violation by CSWD is alleged and is being disputed. Bert Lindholm noted handling glass is difficult for waste districts across the country and not just a Vermont problem because glass can only be repurposed, not remade.

*Richmond*

There was also discussion of the letter from Richmond explaining why the town did not vote in support of the CSWD budget. Michelle DaVia noted Sarah Reeves will be working with Logan Hegg on a solution. The issues raised in the letter from Richmond do not have a budget dollar value. Logan Hegg explained the issues are about line items in the budget where there would be savings by CSWD if policies were changed. Michelle DaVia said the items are diminimus with some numbers being so small they cannot be captured. Sarah Reeves said staff did not track items being thrown away (landfilled) that were in the Re-Use Zone except during the last five to six weeks the facilities were open. Michelle DaVia assured the concerns by Richmond have been heard, but the Re-Use Zone cannot be brought back as it was before; a better solution is needed. Logan Hegg said Richmond is grateful to be having the conversation to find a safe, sustainable, effective, and appropriate re-use position.

Bert Lindholm pointed out the Re-Use Zone was a community concept, a convenience, not an economic decision. There were safety problems with people walking among cars and DOC operators spending a significant amount of time on the facility. Logan Hegg countered that the matter is bigger than just a safety issue. It is an economic issue for many people.

Sarah Reeves will write an official response to Richmond acknowledging receipt of the letter and report the general conversation by the CSWD Board of Commissioners of the intent not to amend the budget.

#### **7. MRF**

Josh Tyler briefed the Board on the decline in global markets for the sale of commodities, like mixed paper. The Average Commodity Revenue for May hovered around \$32/ton; it is expected to move up to the \$40 range in June. CSWD is increasing the tip fee at the MRF to \$65/ton on July 1<sup>st</sup> and staff will investigate increasing the fee further if warranted. The nearest mill for recycling cardboard and paper will be in Maine.

Josh Tyler narrated a presentation on how CSWD makes processed glass aggregate (PGA) and applications for the material. ANR and VTrans requirements for PGA are met. A significant investment in equipment has been made in order to meet PGA use requirements. CSWD is pursuing aggregate sub-base blending and sand borrow uses and is continually trying to find the best use for the material. CSWD has a significant investment in processing the materials for the best use possible. It may be time to consider amending the bottle bill to include more glass so less is going to the MRF. Extended producer responsibility to make more recyclable products is one step.

Josh Tyler reviewed potential sites for a new, larger MRF and the Tier 1 and Tier 2 evaluation resulting in South Burlington Meadowland Park and the Redmond Road property warranting further investigation and a site civil review so cost estimates can be done. More information will be forthcoming in the fall. It is hoped to have a new facility sited by June 30, 2022.

#### **8. HINESBURG DOC**

Brian Wright and Doug Goulette with Lamoureux and Dickinson reviewed the design of the Hinesburg DOC to handle recycling and trash, food waste, leaf and yard waste, special waste, motor oil. The proposal is for a pole barn special waste building, and a booth on a foundation. The cost estimate for the facility is \$445,000 which includes a 10% contingency. Actual bid results will be brought to the Board for approval.

Bryn Oakleaf asked how to reduce the cost perhaps by reducing the amount of paving and if grants are available. Brian Wright said the pole barn could be eliminated and a sea container used instead. The paved area is about the same as the previous DOC. Sarah Reeves said green infrastructure language will be included in the RFB. Bryn Oakleaf asked about plans for managing food waste. Brian Wright said many people do home composting. Bryn Oakleaf asked about the term of the lease on the former site. Sarah Reeve said \$1 per year for the five-year lease with three 5-year extensions.

Lynn Gardner said the previous Hinesburg DOC was the most southerly located DOC operated by CSWD. Hinesburg has a huge commitment to having a DOC. Cost is a concern, but the DOC has been discussed for over six years now. The design work should move forward.

Logan Hegg asked if C&D and scrap metal will be accepted at the DOC. Brian Wright said scrap metal will not be accepted because there is a scrap metal company in Hinesburg (Burnett's). C&D will not be accepted because there is not enough space to accommodate the material. C&D was not accepted at the previous DOC either.

Paul Ruess asked about the lifespan of the DOC. Brian Wright said at least 20 years. Paul Ruess calculated based on a 20-year lifespan the cost is \$25,000 per year to serve Hinesburg and the surrounding communities.

Tim Loucks asked if there are any changes from the previous DOC. Brian Wright said the previous DOC had three recycling containers that required three truck trip to empty. The new DOC will have one recycling compactor and be more efficient for trucking. The new site is small, but has all the services in one area. The DOC will operate one day a week. Tim Loucks said CSWD has put itself in a position where space was leased for the DOC and the new DOC is not providing any more hours or services yet the cost is nearly \$500,000 because Hinesburg wanted their land back.

Michelle DaVia said a comprehensive plan on DOCs is needed.

Candice Holbrook spoke positively of the operations at the DOC and making the facilities better.

Paul Ruess said CSWD has an obligation to serve the residents of Chittenden County no matter where they live.

**MOTION by Lynn Gardner, SECOND by Bert Lindholm, to give permission to the CSWD Executive Director to put out an RFB for bids on construction.**

**DISCUSSION:**

- **Staff will bring the actual dollar amount back to the Board so the capital budget can be amended.**
- **Bryn Oakleaf urged having a modern design and exploring opportunities to contain costs.**

**VOTING: all ayes except one abstention (Tim Loucks – Shelburne); motion carried.**

**9. SOLID WASTE MANAGEMENT ORDINANCE CHANGES**

Michele Morris reported public comments were solicited on the changes to the Solid Waste Management Ordinance, a press release was issued, and a public meeting was held. No comments were received and there were no attendees at the public meeting.

**MOTION by Bryn Oakleaf, SECOND by Lynn Gardner, to adopt the proposed changes to the Solid Waste Management Ordinance as presented. VOTING: unanimous; motion carried.**

**10. HOUSEHOLD HAZARDOUS WASTE CONTRACT**

Jen Holliday reported four responses to the RFP to transport and dispose of household hazardous waste were received and reviewed. Staff recommends going with two

providers: NRC East Environmental Services of Williston, VT and Triumvirate Environmental of Somerville, MA for a three-year period at a total cost per year of \$225,000.

**MOTION by Lynn Gardner, SECOND by Tim Loucks, to authorize the Executive Director enter into a contract with each provider, NRC East Environmental Services of Williston, VT and Triumvirate Environmental of Somerville, MA, for the transport and disposal of hazardous waste for a three-year period with the value of the combined contracts not to exceed \$225,000 per year. VOTING: unanimous; motion carried.**

#### **11. LEGISLATIVE ROUND UP**

Jen Holliday reported the law on single use plastics (S.113) covers plastic bags, straws, stirrers, and includes forming a working group to report to the legislature on a better system and having ANR revisit two sites permitted for a landfill in the state and report to the legislature. Senate bill 160 (S.160) amended the Universal Recycling Law to restrict the requirement of haulers to collect food scraps for non-residential customers and larger housing buildings (four or more units) beginning July 1, 2020. The DOCs will continue to take food scraps and people can compost food waste at home. Senate bill 49 (S.49) addresses PFOA and drinking water standards, study of leachate and sludge for PFOA, and drafting recommendations.

Duncan Galbraith asked about enforcement of the plastics law. Jen Holliday said the legislation is a state prohibition so ANR will do enforcement. CSWD will help educate the public.

#### **12. DONATIONS POLICY**

Michele Morris explained the donations policy to provide incentive and reward support of the CSWD mission to reduce waste and increase recycling.

Paul Ruess cautioned against using the image of children in the promotions. Michele Morris said there is an opt-out form that can be signed by parents and that we use industry best practices regarding image releases.

**MOTION by Lynn Gardner, SECOND by Paul Stabler, to adopt the Policy for Donations, Giveaways, Prizes and Rewards as presented. VOTING: unanimous; motion carried.**

#### **13. PERSONNEL POLICY**

Amy Jewell explained the changes to comp time earnings and carry over amount of 80 hours (Section 3.2-2).

**MOTION by Lynn Gardner, SECOND by Paul Stabler, to adopt the changes as presented to the Personnel Rules & Regulations, Section 3.2-2: Employees Covered by the Overtime/Compensatory Time Policy. VOTING: unanimous; motion carried.**

**14. PROGRAM UPDATES**

- The Board received written briefs on CSWD programs/projects.
- Tim Loucks urged sharing the facts about recycling across all venues, so the public is informed.

**15. OTHER BUSINESS**

None.

**16. ADJOURNMENT**

**MOTION by Lynn Gardner, SECOND by Duncan Galbraith, to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 9:12 PM.

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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 8/28/19 meeting held in Williston.*

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*Amy Jewell, Secretary*