

**CHITTENDEN SOLID WASTE DISTRICT
BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC – REMOTE ACCESS**

Date: Wednesday, August 16, 2023
Time: 6:00 P.M.
Place: ZOOM MEETING INSTRUCTIONS

IMPORTANT:

CSWD will hold a hybrid Board of Commissioners Meeting. The virtual meeting is accessible by computer or phone. Members of the public, joining the meeting remotely, are asked to preregister online using the link below. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

When: Aug 16, 2023 06:00 PM Eastern Time (US and Canada)

Topic: CSWD - Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_1HN2Xi-NQHueN5ygbewJWg

After registering, you will receive a confirmation email containing information about joining the webinar.

After registering, you will receive a confirmation email containing information about joining the webinar.

For those without internet access, call 802-872-8100 ext. 213 and leave a message to register for the meeting. A call-in number will be provided to you prior to the meeting.

Participants will be in listen only mode. Call in controls include: *6 – toggle mute/unmute and *9 to raise your hand.



CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING

Date: Wednesday, August 16, 2023
Time: 6:00 P.M.
Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office**
19 Gregory Drive, South Burlington

*** (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only

1. (E) **Agenda** (6:00 p.m.)
2. **Public Comment Period** (6:00 p.m.)
3. (E) **Consent Agenda** (page 3) (6:05 p.m.)
 - 3.1 Minutes of July 26, 2023
 - 3.2 Program Updates
 - 3.3 Executive Director Update
 - 3.4 FY 24 Licensed Haulers
4. (E) **Asphalt Shingles** (page 17) (6:10 p.m.)
 - Board Action Requested: Approve waiver extension
5. (E) **Materials Recycling Facility** - MRF Architect Contract (page 18) (6:20 p.m.)
 - Board Action Requested: Approve contract
6. (E) **Executive Session** – City of Burlington - Flynn Avenue property (7:00 p.m.)
7. **Other Business** (7:15 p.m.)

Possible Action could occur on any agenda item, although not initially noted. If you need an accommodation, please call the District at 872-8100 upon receipt of this notice. All times listed are an estimated start and duration.

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING Only
July 26, 2023 – Regular Meeting

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	-----
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	Andrew French
Shelburne	-----
So. Burlington	Paul Stabler
St. George	-----
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Rachel Kennedy, Alt.

STAFF: Sarah Reeves, Amy Jewell, Jen Holliday

OTHERS PRESENT: Thomas Melloni, Esq.

AGENDA:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Executive Session
5. Other Business

-
1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:00 pm.
 2. **PUBLIC COMMENT PERIOD** - No discussion.

3. CONSENT AGENDA – Accepted as presented.

Agenda #4. Executive Session

MOTION by Alan Nye, Second by Paul Stabler that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss the contract negotiations with the City of Burlington regarding the Flynn Avenue property and contract negotiations with the Town of Williston regarding the Host Town Agreement, 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 authorized staff, other invited interested parties, and the Solid Waste District attorney to be present for this session. VOTING: All Ayes, Recusal from Lee Perry, Burlington. Motion Carried.

The Board entered executive session at 6:05 p.m.

Motion by Alan Nye, Second by Ken Spencer, to exit executive session and reconvene the meeting. VOTING: All Ayes, Motion Carried.

The board meeting was reconvened at 7:10 p.m.

4. Other Business – The Board asked for an update on the Director of Operations position following Josh Tyler's departure. S. Reeves explained that CSWD has hired Kayli Barber as our new Construction Project Manager. She will start in September and will help with the MRF and other capital projects. Other duties have been assumed by staff, including Josh Estey taking on current MRF & Biosolids. Staff will take the summer to evaluate the needs of the organization and will make decisions on future hiring, once the evaluation process is complete.

Motion to adjourn. Moved by P. Stabler; seconded by A.Nye. VOTING: All ayes. Motion passes. Meeting adjourned at 7:16 p.m.

Amy Jewell, 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

MEMORANDUM

To: Board of Commissioners

From: CSWD Staff

Date: August 10, 2023

Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (see attached)
 - Scale data is unavailable at this time. Please stay tuned for September's reports.
- Organics Recycling Facility (Dan) –
 - July data is not available at this time
- Materials Recovery Facility (Josh)
 - Updated information will be available next week
- Marketing & Communications (Alise)
 - Entrance signs at all CSWD Drop-Off Centers (with the exception of Hinesburg – in process - and Burlington locations) and the Environmental Depot will be in place by mid-August. We are excited to show off our new look. Please feel free to send your feedback to acerta@cswd.net
 - Marketing toured the Organics Recycling Facility to work with the ORF team on new signage for the redesigned footprint. The goals for signage are to make wayfinding on the site easier to navigate and to keep commercial and residential traffic separated. The tentative deadline for implementation of the new signs is October 2023.
 - Phase 1 of our Print Review project (a review of all existing brochures, posters, etc.) has kicked off with the Outreach team. The review will help us streamline our existing print items and to identify opportunities for improvement based on feedback from the staff that utilizes the items. Phase 2 will incorporate the rest of the stakeholders – Environmental Depot, Compliance and Drop-Off Centers. This review is critical to prioritizing work in FY24.
 - New Website (Michele): Staff are reviewing content for the new site, including a new "Contact Your Commissioner" form that will send an email message to the appropriate Commissioner's CSWD email based on the town/city selected by the user.

Media Mentions:

Path to Passage: How EPR for HHW became a reality - Resource Recycling (July 24, 2023)

- Outreach (Beth): The Outreach Team is gearing up for a big waste sort at the Champlain Valley Expo. We are working closely with the Expo to identify any opportunities for waste reduction and recycling in the future. Our entire team, along with several Waste Warriors, will spend a day sorting through the bottles, cans and cups that are generated during the 10-day Champlain Valley Fair. This is going to be a massive undertaking, but we believe we will walk away with some crucial data that can be used at future fairs and large events.
- New extended Producer Responsibility Law for Household Hazardous Waste (Jen) – See attached memo

MEMORANDUM

To: Board of Commissioners
From: Alise Certa, Marketing & Communications Manager
Date: 8/10/2023
RE: Marketing & Communications FY23 Summary Report

In addition to the usual seasonal campaigns, fulfillment of requirements outlined in our Solid Waste Implementation Plan, producing the CSWD Annual Report, and updates to public-facing information as needed (website, signage, brochures, social media, etc.), the Marketing & Communications Team (Marketing Creative Specialist Jon Shenton, Marketing Communications Manager Alise Certa, and Director of Special Projects and Communications, Michele Morris) focused on five major initiatives in FY23:

1. Supported the CSWD MRF Bond campaign. The M&C team generated talking points, FAQs and info sheets, two postcard direct mail pieces, Front Porch Forum and CSWD Blog posts, facilitated interviews with multiple local media outlets, conducted presentations to the public and Select Boards, and supported CSWD staff and contractor efforts for the resoundingly successful bond vote.

2. Completed Phase 1 (research and strategy) and began Phase 2 (site build-out) for a new CSWD website with an estimated launch date of October/November 2023.

3. Supported all CSWD facilities signage and communications.

- Drop-Off Center signage – wayfinding, materials, and entrances signs
- Administrative Office move signage – main signs and collateral updates.
- Hours and Fees Change – created and executed communications plan for the changes, revised signage and print ads to raise awareness of the changes.

4. Continued marketing efforts to promote CSWD and its services.

We Can Take It Campaign

Marketing launched Phase 2 of the We Can Take It Campaign which educates the public about the value and depth of the A-Z list on the website.

PRINT ADS – (October 2022)

The print ads in this campaign continued to focus on the breadth of items available in the CSWD.net A-Z list. The ads:

- Mirrored the postcard messaging and artworks.
- Targeted and run in to all Chittenden County community papers.
- Included a QR code directing back to the A-Z list that enabled us to track the ads' effectiveness.

The QR code data did not show any notable activity. Print ads continue to be a challenge for marketing as we historically have not seen positive results from past buys.

POSTCARD 2 – “We Can Take It” - Hazardous Waste (June 2024)

The second postcard in this campaign focused on Hazardous Waste and using the Environmental Depot’s appointment system to safely dispose of household hazardous waste.

- Targeted to all Chittenden County households.
- Included a QR code directing back to the Hazardous Waste page on CSWD.net that tracked the ad’s effectiveness.

This postcard continues to show positive results with website visits up by 536% from the previous month. We also saw an increase in hazardous waste appointments at the Depot.

Recruitment Ad for Open CSWD Frontline Positions – *link to ad*

Marketing staff worked with Media Factory to create a [television commercial](#) highlighting our open positions. Recruiting new candidates has been a challenge for all local businesses and CSWD is no exception. Potential candidates were invited to call CSWD directly to discuss open positions.

The ad targeted the appropriate demographic for the open positions and ran on a variety of cable networks through both live and streaming channels. Marketing tested this media buy as CSWD has not run commercials for some time now. Results were poor with no calls to CSWD concerning the position. We did see a slight uptick in web visits to the jobs page but cannot say those were a direct result of the ad.

Marketing would like to try another test in the future as we think the topic of this ad was challenging.

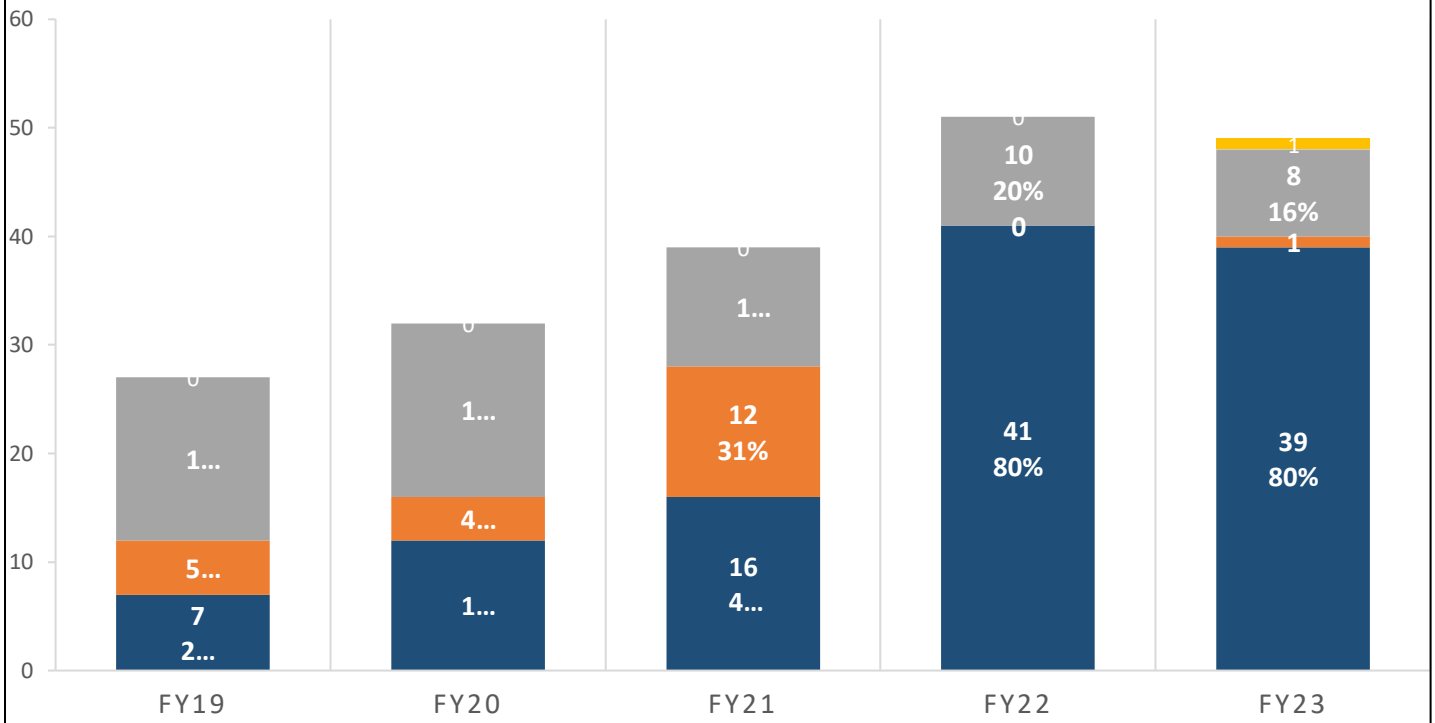
5. Sustained positive media mentions to maintain public awareness and goodwill.

We began consistently tracking and evaluating media mentions in FY19. This includes “earned media” such as CSWD-generated Commentaries/Op Eds and mentions of CSWD on official media channels—broadcast TV, print, digital, and radio. It excludes posts made by CSWD directly to our lists (SMS texting alerts, monthly Digest e-newsletters, notices sent to the Digest list), and the bimonthly county-wide posts allowed through our paid Front Porch Forum access. It also excludes mentions--favorable or otherwise--of CSWD on Facebook, Instagram, LinkedIn, and FPF and our responses.

We rate mentions as Positive (CSWD is presented as helpful, knowledgeable, or in a positive light), Negative (the general tone is unfavorable toward CSWD), or Neutral (the story presents facts about CSWD that are neither positive nor negative). Though distinctions are sometimes gray, we attempt to be objective. (*see chart on next page*)

ANNUAL MEDIA MENTIONS OF CSWD BY FY

■ Positive ■ Negative ■ Neutral ■ Mixed*



To: Board of Commissioners
From: Jen Holliday, Director of Public Policy and Communications
Date: August 10, 2023
RE: Legislative Update, Extended Producer Responsibility Household Hazardous Waste Law

The recent article published by Resource Recycling, [Path to passage: How EPR for HHW became a reality](#), has drawn both accolades and questions from the CSWD Board of Commissioners. The accolades are sincerely appreciated. I am thrilled after so many years of work, work that this Board has supported, we can celebrate the passage of this first-in-the-nation achievement. The questions are understandable given the article was a bit geared toward policy wonks and did not provide clarity on how the law will be implemented or more importantly, impact CSWD.

Like all Extended Producer Responsibility laws, the details of how the producers of the products that are covered will provide and pay for a successful collection program for their products is primarily found in the “collection plan” section of the statute. Under this provision, the producers must create a plan that provides details on how they will comply with the requirements and submit it to the Agency of Natural Resources for approval. The plan is subject to a public comment period during which stakeholders such as solid waste districts can weigh in.

Here is a summary of the collection plan requirements to be submitted by the producers by July 1, 2025:

A collection plan shall provide for free collection and require acceptance of any covered product regardless of manufacturer. A collection plan shall provide for convenient collection and allow all municipal collection programs and facilities to opt to be part of the plan. A collection plan shall provide public outreach and education about the availability and location of a collection program as well as any special handling considerations and information on source reduction for consumers. In addition, the first collection plan shall include a performance goal of participation by 5 percent of Vermont households annually.

*The collection plan shall describe how the stewardship organization will fund the implementation of the collection plan and collection activities under the plan, including the costs for education and outreach, collection, processing, and end-of-life management of the covered household hazardous product. Collection costs include facility costs, equipment costs, labor, supplies, maintenance, events costs, and event contractor costs, including collection event set-up fees, environmental service fees, insurance fees, and shipping containers and materials. **The collection plan shall include how municipalities will be compensated for all costs attributed to collection of covered household hazardous products.** The Secretary shall resolve disputes relating to compensation.*

If you are interested in reading in more detail the plan requirements, you can find them in Section 7183 on page 9 of [the law](#).

Until the producers start working on the plan, how this program will be implemented is not certain. What is clear is that the producers will have to fund their portion of the HHW waste stream that CSWD manages at the Depot and Rover. As I said in last month's memo, we estimate that this will save CSWD \$100,000-\$150,000 annually. In addition, producers will be providing additional education and outreach to our public on HHW reduction and proper management. Those are the two primary benefits of this law to CSWD.

#3.3

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: August 10, 2023
RE: Executive Director Update

July 18 - PRESENT

- **FY2025 BUDGET:** Budget managers have begun working on the FY2025 budget. Certain items rely on outside CSWD input, such as Solid Waste Management Fee estimates. When the proposed budget is brought to the Board (not later than November 30), we will highlight the estimated items and note the anticipated change to each as the budget moves through the Finance Committee process between January - February.
- **PERSONNEL CHANGES:**
 - **Judson Browning**, DOC Assistant Manager, is resigning as of September 1 to take a position with The Fabric Workshop and Museum in Philadelphia, PA. I thank Judson for his great work during his six years with CSWD and wish him well in Philly! Interviews for Judson's replacement are ongoing.
 - **Scott Dobrowolski** joins CSWD as a full-time Drop-Off Center Operator. Scott served in the Army and Vermont Army National Guard and has also held positions at One Ninety Seven, Inc, IBM, and most recently as a Hazardous Materials Operation Technician at Techtron Environmental, Inc.
 - **Anna Gonzalez** is joining CSWD as our first *AmeriCorps* member. She will start her service work with CSWD in the Administrative Office on Monday, August 14th. She will be helping with administrative and research work with a focus on expanding the Justice, Equity, Diversity, and Inclusion Committee's strategies and programming, and with making improvements to opportunities for the Wellness Program's promotion of health and wellbeing for CSWD. Anna is a recent graduate from the University of Florida where she majored in sustainable studies.
 - **Donna Cushman** has been hired as the new Human Resource & Admin Assistant for CSWD. She will start in her new position on Monday, August 28th. Donna has worked for both the Department of Corrections and the Department of Labor in administrative roles and has also held Accounts Payable and Staff Accountant roles in previous jobs. Donna joined CSWD as a Saturday DOC Operator in February and will continue working with the DOC program. Donna will be stepping into this role as Becky Johnson transitions into the Data & Policy Analyst position under IT.
 - **Kayli Barber** has been hired as our new Construction Project Manager and will be starting on Tuesday, September 5, 2023. Kayli is an experienced engineer and project manager currently working as the Forest Engineer/Fleet Staff Office manager for the USDA Forest Service in Okanogan Wenatchee National Forest in Washington state. Kayli also served as the Supervisory

General Engineer for the Department of Veteran Affairs in Spokane, WA and worked for the USDA Forest Service for the Umpqua National Forest in Oregon. She has also held positions with the USDA as an Energy Funding Lead and Sustainable Operations Coordinator. We're excited to have her join CSWD's Team and begin working on CSWD's capital projects, including spending significant time working on the new Materials Recycling Facility and Drop-Off Centers.

- **DOC - HINESBURG:** The DRB meeting on August 1 went well, and we have verbal approval to proceed with the additional day of operation (awaiting written approval). We are currently in the 30-day appeal period, so the soonest we would be able to offer the additional day would be October 1. I'd like to thank Jeannine McCrumb for her work on this process, and thank the Hinesburg DRB members and Mitchel Cypes, Hinesburg DRB Coordinator, for their guidance.
- **RESERVE FUNDS INVESTMENT:** Interest rates continue to be very favorable, and Nola and I will continue with the Investment Committee's previous guidance as we roll-over the investments of the Solid Waste Management Fee reserve, the Undesignated reserve, and the Biosolids reserve. Once FY2023 is closed, we will evaluate how much of the Closed Landfill reserve we should invest over the next six months as this is the reserve that may see some draw down in FY2024. Nola will provide an Investments update to the Investment Committee at the committee's October meeting, with an update to the Full Board at the October meeting of the Board.

August/September/October 2023

- August 28 – September 1: Sarah vacation
- September 4: Labor Day, CSWD offices and facilities closed
- September 18: Executive Board meeting
- September 27: Full Board meeting
- September 28 – October 7: Sarah Vacation (Daughter's wedding!)
- October 8 – October 12: Municipal Waste Managers Association Fall Summit, Minneapolis, MN
- October 9: Indigenous Peoples' Day, CSWD Office and facilities closed
- October 10: Finance Committee, Investment Committee meetings
- October 19: Executive Board meeting
- October 25: Full Board meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Jeannine McCrumb, Compliance Specialist
DATE: August 10, 2023
RE: FY24 List of Approved Haulers

On the following page is a list of commercial haulers who applied for and received a District Haulers License for FY24.

We license two types of haulers in the District: 1) commercial haulers who collect, transfer or transport materials for compensation and 2) self-haulers who collect, transfer or transport more than 12 tons of material in any given calendar month.

To date we have received 70 applications and approved all but 1 (awaiting updated truck information). Fifty of the 70 applicants are commercial haulers, and I've attached a table which lists their 'hometown' and services provided. We have 7 new commercial haulers this year; 5 of which provide bulk material transport and 2 providing residential curbside trash, recycling and food scrap pickup services. Curb Resource, one of the new curbside haulers, began operations last August. The other new curbside hauler is 'new' in ownership only. Gordon and Jody Russell, longtime owner/operators of Trashaway LLC out of Shelburne retired earlier this year after 23 years of service in Chittenden County.

Information pertaining to haulers and services can be found on our website (<https://cswd.net/pickup-services/> and <https://cswd.net/trash/special-haulers/>). Feel free to contact me with additional questions.

Commercial Hauler Name	Location/Town	Services Offered
1-800-GOT JUNK	South Burlington	special
802 COMPOST SERVICES LLC	Colchester	organics
802 CLEAN OUT SERVICES LLC	Milton	special
A&D TRUCKING	Irasburg	bulk
ACKER WASTE MGMT	Bristol	curbside
ALL METALS RECYCLING INC.	Morrisville	special, bulk
AT YOUR DISPOSAL	Underhill	fast trash
BARRETT TRUCKING CO., INC.	Burlington	bulk
BDS WASTE DISPOSAL, INC.	Fairfield	special, bulk
BOWMAN EXCAVATING AND TRANSPORT	Orleans	special, bulk
BREEZY HILL TRANSPORT LLC	Barton	bulk
BUDZYN REMOVAL AND RECYCLE	Post Mills	special, bulk
CALKINS EXCAVATING	Danville	bulk
CASELLA WM / ALLCYCLE WASTE INC	Williston	curbside, special
COTA TRUCKING COMPANY	Essex Junction	bulk
CURB RESOURCE COLLECTION, LLC	Williston	curbside
DAN PEPIN EXCAVATING AND TRUCKING	Newport	bulk
DUFFYS WASTE AND RECYCLING	Fairfax	curbside
EARTH GIRL COMPOSTING	Barre	organics
EZ CONTAINER SERVICE	Essex Junction	special
GAUTHIER TRUCKING INC	Essex Junction	curbside, special
GOODENOUGH RUBBISH REMOVAL	Guilford	bulk
GOULET TRUCKING, INC.	South Deerfield, MA	bulk
GRUNTS MOVE JUNK	Stowe	special
HAUL ME LLC dba as TRASHAWAY	Shelburne	curbside
HB TRUCKING LLC	Monroe, NH	bulk
HERO HAULERS LLC	South Hero	curbside
HOMETOWN HAULING 802 LLC	Milton	special
I'M DIGGIN IT, LLP	Georgia	organics
IRON MOUNTAIN	Essex Junction	special
JC TRUCKING	Newport	bulk
JEROME TRUCKING	Cambridge	curbside
KINGS TRUCKING & EXCAVATING LLC	Cambridge	bulk
LONGE TRUCKING	Enosburg Falls	bulk
MBI Holding dba MR. BULTS INC	Burnham	bulk
ME AND MY TRUCK	Burlington	special
MYERS Container Service Corp	Winooski	curbside, special
NO WASTE COMPOST	Burlington	organics
PERRAS BROTHERS LLC	Morrisville	bulk
RODNEY'S RUBBISH	Waterbury Center	fast trash
SECOND ACT TRANSITION SERVICES, L3C	Burlington	special
SHRED EX	Colchester	special
SHRED THIS, INC. dba SECURSHRED	South Burlington	special
SLEEP WELL RECYCLING, LLC	Burlington	special
TOURVILLE TRUCKING LLC	Jericho	curbside
TRASHAWAY & RECYCLING	Shelburne	curbside
UPPER VALLEY COMPOST	Jeffersonville	organics
VERMONT COMPOST COMPANY	Montpelier	organics
VERMONT SHRED	Swanton	special
VERMONT WASTE MANAGEMENT	Ferrisburgh	special

MEMORANDUM

TO: Board of Commissioners
FROM: Jeannine McCrumb, Compliance Specialist
DATE: August 7, 2023
RE: Asphalt Shingles Waiver Extension Request

Last August the Board agreed to a temporary waiver of the separation and collection requirements for asphalt shingles for the period 9/1/22 – 8/31/23. In addition, and subject to approval for use by the Landfill (New England Waste Services Inc), the Board agreed to waive the Solid Waste Management Fee associated with this material during the same period. The material was approved for use as road base in January of 2023.

Staff is requesting an extension of this waiver for an additional 30-60 days so we can evaluate current inventory and market conditions more thoroughly.

TO: Board of Commissioners
FROM: Sarah Reeves, Executive Director
DATE: August 10, 2023
RE: MRF Design/Bid/Build Contract Award

The new Materials Recycling Facility project is the largest infrastructure project CSWD has undertaken since the inception of the District. The project is complex and requires professional services on several fronts.

CSWD issued RFP No. 20230519 – MRF Design, Bid, Build on May 19, 2023. The RFP seeks firms to provide services to finalize the conceptual design for the new Materials Recycling Facility and to develop construction bid documents. We received two responses to the RFP, both qualified firms. Highlights of the Scope of Service include:

- General Building design;
- General Civil Site design;
- General Permitting coordination;
- Design and Documentation services, to include generating civil, architectural, structural engineering, MEP engineering (Mechanical, Electrical, and Plumbing), and interior design drawings; and
- Construction administration services.

The selected firm will work closely with the CSWD MRF team (Sarah Reeves, Jen Holliday, Josh Estey, Kayli Barber, and Tony Barbagallo) and with the design team from Bulk Handling Systems, our MRF system equipment provider.

Responses were received from:

Firm	Location	Fee Proposed
AES Northeast	Williston, VT; Plattsburgh, NY	\$501,640
Freeman French Freeman	Burlington, VT	\$649,071

Never having worked with AES Northeast before, and because their proposed fee was significantly lower than FFF, the evaluation team interviewed AES Northeast to ensure that the AES team was clear in their understanding of the project scope. The CSWD evaluation team came away from the interview confident that AES will perform the work as desired and as directed and recommends awarding the

MRF Design/Bid/Build contract to AES Northeast. AES Northeast is a full-service firm providing architecture, engineering, land surveying, project planning, and construction services. The fee proposed is a Not-To-Exceed amount and will be paid for with proceeds from the bond approved by District voters in November 2022. The fee includes \$2,100 of direct reimbursables, with the total design project cost at \$499,540. AES Northeast's project partners are all located in Chittenden County: Waite Design & Engineering (Milton, VT), Krebs & Lansing (Colchester, VT), DuBois & King (Williston, VT), and G. Tim Stone Consulting (Essex Jct, Vt).

The fee proposed by AES Northeast is approximately 5% of the anticipated cost of construction of the MRF facility, excluding the sorting equipment. This is well below industry standards of 10-15% charged by architectural firms to cover full-service schematic design through construction administration.

BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with AES Northeast, located in Williston, Vermont and in Plattsburgh, New York for services specific to RFP No. 20230519 Materials Recycling Facility Design/Bid/Build for an amount not to exceed \$501,640. A contingency of 10% of the total design project costs (\$49,954) shall be authorized, expended only with the approval of the Executive Director.