



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC**

Date: Tuesday, June 20, 2023

Time: 5:00 p.m.

Place: **ZOOM Meeting**

IMPORTANT:

Members of the public who are joining 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: Jun 16, 2023 05:00 PM Eastern Time (US and Canada)

Topic: Executive Board Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_IIXZeulbQne1ArnTXNrN-A

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.



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**CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING**

Date: Tuesday, June 20, 2023
Time: 5:00 P.M.
Place: **ZOOM Meeting**

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

1. (E) **Agenda** (5:00 p.m.)
2. **Public Comment Period** (5:00 p.m.)
3. (E) **Consent Agenda** - Minutes of May 15, 2023 (5:05 p.m.)
4. (D) **Burlington MOU Extension** – Discussion only (5 :10 p.m.)
5. (D) **Executive Session** – Personnel Discussion (5:20 p.m.)
6. **Other Business** (6:00 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.

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**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MINUTES
VIA ZOOM
MONDAY MAY 15, 2023 5:00 P.M**

EXECUTIVE BOARD PRESENT: Paul Stabler, Alan Nye, Lee Perry, Kelton Bogasky, Paul Ruess

OTHER BOARD MEMBERS:

OTHERS PRESENT: None

CSWD STAFF PRESENT: Sarah Reeves, Josh Tyler, Nola Ricci

AGENDA ITEMS:

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
4. **MRF Conveyor Change Replacement Request**
5. **CSWD Staffing Update**
6. **Executive Session**
7. **Other Business**

Paul Ruess called the meeting to order at 5:00 p.m after a quorum was present for the meeting.

Agenda #1. – AGENDA - No changes

Agenda #2 - Public Comment Period – No public in attendance

Agenda #3 – Consent Agenda – Accepted as presented

Agenda #4- MRF Conveyor Change Replacement Request – The maintenance director from the MRF notified Josh Tyler that the in-feed conveyor belt at the facility needed replacement; noted that the machine was at its scheduled end of life. This piece is the beginning of the process of recycling at the MRF, which means replacement is a priority. MRF staff recommended Recycling Mechanicals of New England; this conveyor belt was found for purchase at the Rutland recycling facility for \$30,000. MRF Maintenance staff will do the physical installation over a weekend to not delay the recycling process at the MRF.

Motion by Kelton Bogasky, second by Lee Perry that be it resolved that the Board of Commissioners authorizes the Executive Director to enter into an emergency procurement with Casella Waste

Management of Rutland, Vermont for the replacement of a pre-sort in-feed conveyor chain for an amount not to exceed \$58,000. MOTION CARRIED. ALL AYES.

Discussion followed recommending this as a good, budgeted decision. Clarification was made that this request included all extra piece costs, transportation, etc. Money for this project comes from a budgeted line item but does cause an over-budget in the line item for MRF equipment and maintenance. While this is an overage, the overall budget stays mostly in line as other costs were less than expected. If no action is taken, revenue would be significantly impacted if the belt failed. The financial cost would be roughly \$15-20,000 per week with the cost for the conveyor belt still included.

Agenda #5 – CSWD Staffing Changes

Sarah Reeves updated the Executive Board on the departure of Josh Tyler for a position in the private sector. S. Reeves noted the division of tasks from Josh's plate, and shared how staff are reviewing the job description. Confidence is expressed in being able to pick up some of Josh's projects until a new hire can be made; and Sarah Reeves, Jen Holliday, and Josh Estey will be taking over for Josh Tyler on the new MRF project. Capital projects will be reviewed and prioritized. ORF project is almost completed, and scale and scope of DOC projects will be reviewed. Staff expresses their deep appreciation for Josh Tyler and his incredible work and leadership.

Paul Ruess and Paul Stabler also expresses the Board's deep appreciation for Josh's leadership and countless hours he put towards his work at CSWD. Board also congratulates Josh on his new position and asks where Josh is going next professionally. Josh will be going into the private sector for Casella Waste Management to design recycling and compost facilities for New England. Josh Tyler notes his appreciation for the staff and Board at CSWD.

This departure reminds the Board of the importance of reviewing job descriptions, delineation of tasks and projects, and succession management. Sarah Reeves notes that the topic of succession management has risen in importance over the past few years with significant staff retiring or moving to the private sector. Goal of staff is to make an outline of a five-year plan for succession planning and knowledge retention to maintain continuity of work.

Agenda #6. – Executive Session

Motion by Paul Stabler, second by Alan Nye that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations for the Flynn Avenue property with the with the Town of Burlington, 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 attorneys to be present for this session. MOTION CARRIED. ALL AYES

The Executive Board entered Executive Session at 5:23 p.m. Lee Perry to abstain from discussions related to negotiations with the Town of Burlington.

Motion by Motion by Kelton Bogasky, Seconded by Alan Nye to adjourn Executive Session and reconvene the regular meeting. VOTING: All Ayes. Motion Carried

Executive Session was adjourned at 6:00 p.m.

Agenda #7 – Other Business – Kelton Bogasky recommends that CSWD staff host an exit interview with Josh Tyler. Sarah Reeves noted that this is common practice at the District for all employees who move on from CSWD. Alan Nye notes that a landscaper he works with mentioned his gratitude towards ODF staff for their notification that CSWD was out of compost, and for their providing of a garden mix.

Motion by Paul Stabler, Second by Alan Nye to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 6:03 p.m.

Becky Johnston, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the _____ meeting held in South Burlington.

Amy Jewell, Recording Secretary