

DRAFT  
CHITTENDEN SOLID WASTE DISTRICT – SPECIAL MEETING  
EXECUTIVE BOARD MINUTES  
CSWD Administrative Office  
Monday, January 13, 2020 5:00 p.m.

**EXECUTIVE BOARD PRESENT:** Michelle DaVia, Lee Perry, Leslie Nulty, Tim Loucks  
**OTHER BOARD PRESENT:**  
**CSWD STAFF PRESENT:** Sarah Reeves Josh Tyler, Michele Morris  
**OTHERS PRESENT:** Kelton Bogasky, Casella Waste Management  
Mike Casella, Casella Waste Management

**AGENDA ITEM:**

**Agenda #1. Agenda** - No changes to the agenda.

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
  - 3.1. **Minutes of 12/9/19**
  - 3.2 **Minutes of 12/18/19**
  - 3.3. **Program Updates**
4. **MRF**
  - a. **Glass Market**
  - b. **Civil Site Review Cost Estimates**
5. **Organics Diversion Facility** – Project Expansion and Business Analysis
6. **Other Business**
7. **Executive Session**

**Agenda #1. Agenda** – No changes

**Agenda #2. Public Comment Period** – No public comment.

**Agenda #3. Consent Agenda was accepted.**

**Agenda #4. MRF Glass Market** - J. Tyler noted that CSWD has contracted with a local quarry to receive the fines fraction of PGA generated by the MRF secondary clean up system. The previous vendor 2M Resources out of Quebec can no longer take the material and we have looked for other outlets. Staff has found a domestic market with an estimated cost of \$61,100 per month. We are in communication with another domestic outlet and continue to remain in contact with 2M Resources in the hopes of delivering winter PGA to them as soon as they can begin receiving product again. J. Tyler noted at this time the budget shortfall is approximately \$20,000. Further discussion was held on the glass markets.

**Motion by L. Nulty, Second by L. Perry to approve \$90,000 for an emergency procurement for the acceptance of glass for new markets. VOTING: unanimous; motion carried**

**b. MRF Civil Site Cost Estimates** – J. Tyler said that in December the board agreed to focus the MRF Civil Siting review on the Redmond Road property. O’Leary & Burke have submitted a cost estimate for site work and a 57,500 square foot building in the amount of \$7,100,000. Staff will be contacting recycling system providers for preliminary equipment cost estimates. Estimates will be based on the general existing input and output with processing expansion over the next 20 years. A cost estimate for processing equipment and a summary of equipment functions will be included in the February

board packet. J. Tyler reviewed the goals of providing the board a comprehensive analysis for the development of a new MRF. That analysis, complete in the spring, would include cost estimates for site development, building construction, processing equipment and innovative processing equipment analysis and a cost benefit analysis. Further discussion was held on the MRF Civil Site Cost Estimates. This will go on the consent agenda for the Board and further discussion will be held at the February meeting.

**Agenda #5. Organics Diversion Facility – Project Expansion & Business Analysis** - D. Goossen said that that implementation of Act 148 in July 2020 has required staff for the past three years to be looking identifying operational efficiencies and prioritizing economic optimization and long-term facility stability. The business model shifted in July 2019 to accommodate the changes. The next step is operational optimization, which includes matching the volume of leaf and year waste received on site, which was directed by the Board in March 2019. DSM identified inefficiencies in the current composting operation, which included the time spent moving material around the site and the equipment used to move and mix that material. It was noted that regardless of what process CSWD decides to go with to accept the additional food scraps, changing the mixer, active composting, and curing process is necessary for successful ongoing production. D. Goossen reviewed the operation optimization, site expansion, and capital equipment and purchases outlined in the memo. The proposal includes reduction in labor costs, diesel consumption, and equipment maintenance costs. At the February Board meeting CSWD staff and SCS Engineers Staff will present a report outlining the anticipated costs of the compost process, optimization phase of the project and the costs of the two additional diversion options. Staff will ask the board for a decision on which diversion option to proceed in order to realize further operational efficiencies and economic benefit. Further discussion was held on the Project Expansion and Business Analysis.

**Agenda #6. Executive Session –Legal matters update – Motion by L. Nulty, Second by L. Perry to move that the Executive Board of the Chittenden Solid Waste District go into Executive Session to discuss legal matters 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 staff to be present.**  
**VOTING: unanimous; motion carried.**

The Board entered Executive Session at 6:30 p.m.

**MOTION by L. Perry, second by L. Nulty to come out of Executive Session and reconvene the meeting.**  
**VOTING: unanimous; motion carried.**

The Board reconvened the regular meeting at 6:45p.m.

## **AJOURNMENT**

**Motion by T. Loucks, SECOND L. Nulty by to adjourn the meeting. VOTING: unanimous; motion carried.**

**The meeting was adjourned at 6:45 p.m.**

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Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the 2/18/20 meeting held in Williston.

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Amy Jewell, Recording Secretary