

**DRAFT**

**CHITTENDEN SOLID WASTE DISTRICT – SPECIAL MEETING  
EXECUTIVE BOARD MINUTES  
CSWD Administrative Office  
Tuesday, November 12, 2019 – 5:00 p.m.**

**EXECUTIVE BOARD PRESENT:** Michelle DaVia, Alan Nye, Lee Perry,  
**OTHER BOARD PRESENT:**  
**CSWD STAFF PRESENT:** Sarah Reeves (via conference call), Amy Jewell, Josh Tyler, Josh Estey, Penley Danles

**OTHERS PRESENT:** N/A

**AGENDA ITEM:**

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

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
  - 3.1. **Minutes of 9/16/19**
  - 3.2. **Program Updates**
4. **Proposed Orders – Iron Mountain/Update on Enforcement Action**
5. **Maintenance Plow Truck**
6. **Hinesburg DOC Update**
9. **Other Business**

**Agenda #1. Agenda –Update on health insurance**

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

**Agenda #3. Consent Agenda. Approved**

**Agenda #4. Proposed Orders – Iron Mountain/Update on Enforcement Action –** J. Estey informed the board that Iron Mountain Inc was issued a Notice of Violation (NOV) for failing to obtain a Hauler’s License. They were notified of their right to a hearing on the NOV, but no hearing was requested. The next step in the enforcement process is the issuance of a Proposed Order on the NOV by the full board. In determining what, if any, penalty should be assigned, the board must consider certain criteria. J. Estey reviewed the criteria and the staff information that was gathered during the investigation. Based on the length of time that iron Mountain had been in violation, staff is recommending a fine be assigned even though the violation was cured. The request is that the board review the criteria and assign a penalty not to exceed \$500.00

Discussion was held on the timeline and process with Iron Mountain. Based on discussion M. DaVia felt that it was punitive to include the fine now that they have complied. J. Estey it was a long process and they knew the State permit was needed in April but did not complete it until October. J. Estey noted that this process requires a conclusion from the Executive Board.

**Board Action Requested: MOTION by Alan Nye, Second by Lee Perry, that the criteria outlined in the memo was reviewed and no penalty will be assigned. VOTING: All Ayes. Motion passed.**

J. Estey will amend the order and send to the Board. He noted that CSWD will work on tightening up the entire process. M. DaVia asked if we could streamline the process for hauling license approvals and not have an unnecessary step to bring it to the Executive Board for approval. J. Estey said this would require a change in the Ordinance but that staff does feel comfortable in making that decision. M. Davia asked that staff bring back further explanation of requirements in the State Statutes and what the Executive Board is required to do. J. Estey noted that the Commissioner whose town is involved is currently being notified during the NOV process but moving forward will include the Board Chair in the notification.

**Agenda #5. Maintenance Plow Truck** – J. Tyler said that staff budgeted for a new maintenance plow truck in FY 20. An RFB was issued in September. Three bids were received and presented to the Executive Board. The cost of the plow truck proposed is \$87,191.53 with a sale value of the current truck estimated at \$25,000 to \$35,000. The net of the transaction would be less than the \$70,000 budgeted. J. Tyler reviewed the specifications of the truck and the reasoning for the recommendation with Cody Chevrolet. CSWD feels that past service with Heritage has been below expectation and is not recommending continuing with this due to lengthy downtime and undiagnosed maintenance issues. A. Nye asked why we were bidding on stainless-steel beds if we weren't going to keep them and would end up rolling them over. He agreed with the stainless-steel sander but not the stainless-steel bed. L. Perry said that the City of Burlington does the same. J. Tyler suggested rebidding the plow truck purchase with this change, since the timing would allow for it.

**Agenda #6. Hinesburg DOC Update** – J. Tyler said that following all construction projects he will be implementing a post construction report. He noted that although Hinesburg is not complete, we are aware of some additional costs exceeding the approved amount of \$430,000 by the Board of Commissioners. The costs overages are not excessive and are smaller items that were not anticipated or additions. These include:

- PGA was included in the project, but additional trucking costs were not calculated to transport from Whitcombs to Hinesburg, estimated at \$2800. ,
- An additional gate for the Town to access their stormwater ponds, estimated at \$1,000,
- Installation of POS system, security and cameras - \$1,500
- Velco - New pole at DOC, we are charged. \$5,100.
- Maintenance Work - Build steel hoods, build shoot, maintenance will weld and crew. \$2,000 for steel, inhouse labor was anticipated.
- Industrial grade window in the booth - \$1,000 twice the cost

J. Tyler said he would send a spreadsheet out with total additional costs to the Executive Board as the current overages are estimates and we are waiting on Change Order forms from the contractor. He noted that construction is hoped to be done by the middle of December and then CSWD will have the final month or so to put up signage and finish the project for an anticipated start date of February 1, 2020.

M. Davia said she would like the Board to be thinking about policies and construction guidelines when looking at constructing or improving Drop-Off Centers in the future. She noted that L. Nulty was in agreement of A. Nye's earlier suggestions on changing the layout of DOC's to another model that might further efficiencies. J. Tyler noted that this model will give us data that we'll use for future planning. This facility will not be taking appliances, scrap metal, or electronics. A. Nye noted that when going to the board for construction approval costs a contingency should be in place of some reasonable percentage to cover additional costs, which in this case might have been between \$10,000 or \$15,000 in future policy.

**Agenda #7. Other Business** – A. Jewell discussed health insurance and noted that CSWD has offered two BCBS plans. BCBS rates for 2020 went up 13.4% and the same plan on MVP is 16% less. This is an estimated savings of \$40,000 from the same BCBS plan for a six-month period. CSWD will be changing plans to MVP and has been in contact with MVP to request assurance and information that this will be a smooth transition for our 32 covered employees. A meeting will be held with MVP next week to cover the changes to the plan.

A. Nye said that he heard from one Essex resident about our delayed opening this morning do to snow. The customer went to the Williston DOC at 8:00 and was told to come back at 10:00. He came back at 10:00 and was told to come back at

11:00. S. Reeves explained CSWD's process, the early decision to delay opening until 10:00 and then when checking on road conditions and the conditions of our facilities an additional hour was requested for safety reasons and the decision was made at 8:30 a.m. to delay until 11:00, which was then updated on our phones and website. We are searching for other ways to notify customers and will continue to notify as far ahead as possible and get the message out to our customers to continue to look to our website for information during inclement weather.

## **AJOURNMENT**

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

**The meeting was adjourned at 5:55 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 11/12/19 meeting held in Williston.

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Amy Jewell, Recording Secretary