

**APPROVED**  
**CHITTENDEN SOLID WASTE DISTRICT – SPECIAL MEETING**  
**EXECUTIVE BOARD MINUTES**  
**CSWD Administrative Office /Conference Call**  
**Monday, August 19, 2019 – 4:30 p.m.**

**EXECUTIVE BOARD PRESENT:** Michelle DaVia, Alan Nye, Lee Perry, Leslie Nulty  
**OTHER BOARD PRESENT:** Bert Lindholm  
**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell, Josh Estey, Dan Goossen, Josh Tyler, Penley Danles

**OTHERS PRESENT:** Kelton Bogasky, Casella Waste Management

**AGENDA ITEM:**

1. **Agenda**
2. **Public Comment Period**
3. **Minutes of June 19, 2019 & July 22, 2019 - Board Action Requested: Approve Minutes**
4. **FY 20 License Applications – Board Action Requested: Accept/Conditionally Accept License Applications**
5. **Community Clean Up Fund FY 19 – FY 20 Status – Discussion Only**
6. **(Organics Diversion Facility Design contract – Board Action Requested: Contract Award**
7. **Consent Agenda discussion**
8. **Drop-Off Center needs – Discussion Only**
9. **Executive Session – Personnel Discussion; Flynn Avenue Lease-Purchase Agreement; Legal matters update**
10. **Program Updates**
11. **Other Business**

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

**Agenda #2. Public Comment Period** - Kelton Bogasky from Casella Waste Management handed out fliers for the Coventry Landfill Open House and invited the Board to attend on Saturday, September 14<sup>th</sup> from 10:00 a.m. to 2:00 p.m. S. Reeves noted that CSWD has rented a van and made the drive in past years so that Board members and staff could see the facility first hand and would offer the same this year.

**Agenda #3. Minutes of June 19, 2019 & July 22, 2019 - Board Action Requested: Approve Minutes Motion by A. Nye, Second by L. Nulty to approve the minutes of 6/19/19 and 7/22/19 with corrections if any. There were no corrections. VOTING: unanimous; motion carried**

**Agenda #4. FY 20 License Applications** – J. Estey requested that the Executive Board approve the haulers license for Organix Recycling, LLC, which hauls organics to New Hampshire. **Motion by A. Nye, Second by L. Perry to approve the hauler’s license application for Organix Recycling as presented. VOTING: unanimous; motion carried**

**Agenda #5. Community Clean Up Fund FY 19 – FY 20 Status – Discussion Only**

S. Reeves introduced the Community Clean Up Fund status for each member town and noted that in FY 18 the Board voted to limit maximum carry-forward balances for each town to five times their maximum annual allocation, therefore two communities did not receive any additional funds in FY 20. She noted that in FY 19

nine towns received \$7,083 in funding for various projects. She said that that staff is currently simplifying and revising the guidelines to reflect the Commissioners desire for more flexibility in awarding funds. The revisions will be presented at the September board meetings. L. Nulty asked about tire disposal and abuse and whether staff has been looked at minimizing that. S. Reeves said that staff would like direction from the Board on whether to take tires during Green Up that clearly were not abandoned and that can be included in the CCUF guidelines. L. Nulty suggested a letter go to the Select board Chair explaining the issue and requesting that they instruct their public works department of the rules for Green Up Day. A. Nye noted that the towns could use CCUF money if it is not included as an acceptable Green Up Day material. S. Reeves said this will be included in the guidelines and sent to the full board for review in September.

**Agenda #6. Organics Diversion Facility Design contract – Board Action Requested: Contract Award**

S. Reeves noted that in June an RFP was issued for Business Analysis and Facility Design Services to provide design services for the organics diversion facility expansion and conduct an analysis of options including transfer and/or de-packaging services for the surplus food waste tonnages expected to reach the Organics Diversion Facility in July 2020. Three firms were present and two decided to team up and bid. The scope of the project is to retain outside expertise to develop refined cost estimates for facility expansion and cost/benefit analyses for the two options identified in CSWD's 2019 grant proposal to the Agency of Natural Resources regarding processing and transfer of food waste tonnages. She noted that it is a bit unusual that we only received one bid, but the two combined bidders are recommended, and we have successfully worked with them before. She noted that she did ask the bidders to shorten their timeline to be done with the work by December 2019 and they have agreed that they can do it.

The proposed cost of item 1 is \$26,000 and is available for a potential 40% reimbursement from the VT ANR Grant and the proposed cost of item 2 is \$43,000. The staff evaluation committee is supportive of the proposal received by SCS Engineers and Coker Composting & Consulting and requests the Executive Board grant authorization to enter into a contract.

**Motion by Leslie Nulty, Second by A. Nye, Be it resolved that the executive board of commissioners authorizes the Executive Director to enter into a contract for business analysis and facility design services with SCSW Engineers of Suffern, New York for a term commencing no later than September 28, 2019 and ending no later than June 20, 2020 with a contract value not to exceed \$69,000. VOTING: unanimous; motion carried.**

D. Goossen noted that in order to increase efficiencies at ODF staff is looking at the purchase of a windrow turner instead of using an excavator. The Executive Board is invited to see the demo. L. Nulty recalled that the scale of the windrow turner was previously in question. D. Goossen that was is being demoed is taking that into consideration and is comparable in size to the facility.

**Agenda #7. Consent Agenda discussion**

M. Davia said after looking at the upcoming projects facing CSWD it became clear that the Board needs more time to spend on these projects and less time on the routine items at Board Meetings. She noted that the bigger picture items have generally included the Board leaning on the Executive Board and the Finance Committee and she would like to change that and have more board interaction and time for those larger discussions. She said that the Consent Agenda would take the ordinary items (minutes, finance) that is regularly on the board meeting agenda and combine it into one motion to accept. Members would see the packet that includes all the information, but it will be one agenda item. She explained that if any board members have an issue, they want to debate it will be pulled off the consent agenda or if it's a clarification question they can contact Sarah or Michele and get their question answered. She noted that board members are going to have to read the packet before the

meeting. A. Nye & L. Nulty agreed with having a consent agenda. B. Lindholm asked if a quick question could be asked at the meeting. S. Reeves wrote in the memo that clarifying questions should be asked prior to the board meeting so that she can distribute the answers to the questions ahead of time. S. Reeves explained that if it's something that a board member wants to debate it should be pulled off the consent agenda and moved to the regular agenda. S. Reeves said if approved by the board, we can start out slowly to get folks acclimated to it. A. Nye said it is incumbent on staff to make the items very clear and possibly add more information on what is being sent out to eliminate those questions. S. Reeves agreed that it may require more detail. M. DaVia said to include all standing committees because all committees have to follow Roberts Rules. This will go to the full board for review.

#### **Agenda #8. Drop-Off Center needs – Discussion Only**

M. DaVia would like a review of the DOC topics brought up at the June 2018 meeting. She noted traffic concerns, flow, and said the DOCs have been put together in bits and pieces over the years and we keep expanding materials and we should revisit safety concerns.

M. DaVia said that topics to consider include: Ask management to rank the existing DOCs from “less efficient and least safe” to “most efficient and safest” based on criteria above. Beginning with the “less efficient and least safe” DOC, assess and report what actions could be implemented within the existing footprint to correct the issues. Evaluate the cost of those improvements. If the cost is considered to be reasonable, we could proceed to evaluate the next DOC on the list. The Board could also decide if these improvements should become capital projects done one at a time.

L. Nulty this is a good idea with two caveats, which include looking at the ranking criteria and consider tackling first the sites deemed easiest to fix because it might make the most sense.

M. DaVia asked about possibly revisiting the Hinesburg DOC layout and consider A. Nye's earlier suggestion to look at a lower key, lower budget, site that takes the core materials and gets us in their quicker. S. Reeves said that CSWD is scheduled to go before the DRB in Hinesburg on Tuesday, August 20, 2019. S. Reeves said we could present what we have to the DRB and if we have other changes, we could bring a revised application back to DRB. L. Nulty said it's healthy for CSWD to have a mindset of fiscal discipline and create a competitive financial incentive other than staff waiting to hear if the board has issue with items or not. S. Reeves noted that she does ask staff to have fiscal responsibility but to also plan for the future. L. Nulty said she is sensitive to Hinesburg's concerns and CSWD wants to be sure that we offer the best service to their residents. S. Reeves said they want CSWD to be up and running in the fall and they want what they had prior and we feel we can accommodate something in between. S. Reeves noted that the construction timeline may be tricky.

**MOTION by A. Nye, second by L. Nulty that the Executive Board feels that the general proposed design of the new Hinesburg Drop-Off Center be re-evaluated to consider a more efficient and a more cost-effective design than was presented in June 2019 to the CSWD Board of Commissioners. VOTING: unanimous; motion carried.**

J. Tyler said he will attend the DRB meeting with B. Wright and present what we have and then we can consider changes if needed.

**Agenda #9. Executive Session – Personnel Discussion; Flynn Avenue Lease-Purchase Agreement; Legal matters update – Motion by A. Nye, Second by L. Nulty to move that the Executive Board of the Chittenden Solid Waste District go into Executive Session to discuss Personnel issues & Flynn Avenue Lease-Purchase 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 staff to be present. **VOTING: unanimous; motion carried.**

5:20 p.m. entered exec session

**MOTION by A. Nye, 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 6:05 p.m.

**Motion by L. Nulty, Second by A. Nye to move that the Executive Board of the Chittenden Solid Waste District extend the Second Memorandum of Understanding between the Chittenden Solid Waste District and the City of Burlington to November 1, 2019 due to a need for the creation of a new revised document that includes clarifying language. VOTING: unanimous; motion carried.**

**Agenda #10. Program updates** – A. Nye discussed the new business model at Compost and the inability of retail customers requesting large loads to get material. S. Reeves said the idea was to direct retail customers to garden centers so that we were no longer dealing in retail but this particular resident wanted 30 yards of compost and staff has met to clarify whether volume is the threshold that we make accommodations to and will revisit this. She noted the customer in question did get his compost and we are considering 3 yards as the minimum for retail customers.

**Agenda #11. Other Business** – No other business.

## **AJOURNMENT**

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

**The meeting was adjourned at 6:10 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 9/16/19 meeting held in Williston.

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Amy Jewell, Recording Secretary