

**APPROVED**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**FINANCE COMMITTEE MINUTES**  
**Zoom/Call-in Meeting**  
**Thursday, November 5, 2020 – 5:00 p.m.**

**FINANCE COMMITTEE PRESENT:** Leslie Nulty, Paul Reuss  
Board Chair- Bryn Oakleaf

**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell, Josh Tyler, Jon Dorwart

**OTHERS PRESENT:** No others present.

**AGENDA ITEM:**

1. Agenda
2. Public Comment Period
3. FY21 – Capital Program & Purchases
4. Other Business
5. Adjourn

1. **Agenda** – No changes to the agenda. The meeting convened at 5:02 p.m.

2. **Public Comment** – No public present.

3. **FY 21 Capital Program & Purchases** – S. Reeves said that this meeting was being held to provide updates on Capital and provide insight for upcoming budgets, so there are no surprises. She noted that during the budget process, capital tends to be done at the end and regular updates will provide a preview. J. Tyler will review the enclosed capital expenses and talk further about upcoming projects.

L. Nulty asked about the high maintenance and repair costs in the capital budget for the existing **MRF** and asked about further costs down the road, while we plan for a new MRF. J. Tyler said the MRF has been working for the past 28 years, but has the need for major repairs, which is one of the reasons that we need a new MRF. Repairs include paving, stormwater, septic, and the building space. This is budgeted in FY 23. L. Nulty question is if we'll have a new MRF before those expenses are used. J. Tyler said that if we follow our timeline, we should have a new MRF before these items need to be fixed but they are identified issues and may need to be done before we relocate. L. Nulty asked about accelerating this project to avoid unnecessary expenses. J. Tyler said that we did accelerate wetlands discussions and we're working on a final design plan. He noted we were pretty far along in the process and then COVID hit and delayed a bit, but we are still on track to complete this. L. Nulty requested that staff bring a report, that lays out the timeline and next steps for the Board. J. Tyler said this was on track to go back to the Board in February 2021. B. Oakleaf requested that with new members the reintroduction to the project include whether CSWD wants to own a MRF and why. L. Nulty said a succinct explanation of historical discussions during the presentation would be helpful.

B. Oakleaf asked about State funds and whether additional money is available for projects. S. Reeves said that we have applied for reimbursement for PPE and Hazard Pay. We are not eligible for the most recent State funds because we are considered an instrument of the State. She noted we are still waiting on LGER funds but know that we are not eligible for FEMA money. B. Oakleaf suggested that staff continue to keep

an eye on opportunities. S. Reeves said that regarding MRF funds, an infrastructure bill on the federal level may have funds available for recycling infrastructure. She is on a subcommittee of the US Council of Mayors which has flagged MRF's as needing funding; this should be recomunicated to Congressman Welch & Senators Leahy and Sanders, to keep them abreast of funding opportunities and the need in Vermont.

J. Tyler reviewed the **Organics Diversion Facility** upgrades and noted that the expansion project is underway with expected efficiencies to be seen right away. ODF big ticket items include rolling stock and construction in the "sand pit". The new windrow turner is on-site. We will upgrade to a 544 loader, which will create further efficiencies. J. Tyler said that a dump truck was also budgeted but has determined that we need a rock truck instead. He noted that cost may be above budget, but we are underbudget with the expansion project. He noted that any expenses over \$100,000 go to the board for approval. He said that the rock truck will maximize payload. He noted the JCB Telehandler purchase may be put off to the spring until we know how that fits into the process. S. Reeves noted that some additional pieces of equipment are now eligible under the State grant, including the stacking conveyor and the rock truck. B. Oakleaf suggested asking the State what other funds are available. J. Tyler that the ODF scale and software will be replaced.

J. Tyler explained the **Closed landfill** and post-closure care. We have six years of post-closure care and he noted we need to focus on custodial care. He said that leachate hasn't diminished and would typically be going down. He said that it may have a leak in the first liner and stormwater is getting in. He has budgeted \$100,000 to inspect this issue. He also noted a placeholder of \$220,000 PAF issue. He said we will need to wait and see what the State will decide, and they are currently in the in the monitoring phase.

**Roll-off/Maintenance** – J. Tyler said maintenance has three roll-off trucks and one is ready for replacement. The rack truck purchase has been pushed to the spring. He said the 544 loader at the MRF is expected to be recondition for \$35,000 and can be used at South Burlington, which will help with not having load and unload the loader when it is needed at that location.

**Drop-Off Centers** - J. Tyler noted that we have older compactors and have been contracting with a maintenance company to manage high end maintenance, which will get us through the winter. He said that under COVID we have been able to implement some changes that we now know are working and we will come back in six months with proposed changes for DOCs over the next 5-10 years. He noted that Richmond will be delayed until next fiscal year and then will invest in that location, which may include solar. B. Oakleaf asked if there were thoughts to reconsidering ReUse Zones. S. Reeves said there was not, and this was not only related to the safety issue of what was being placed in the ReUse Zones, the fact that a large amount was thrown away, but also that it created traffic flow issues and a less efficient process. She noted that CSWD will not take on this liability but will work with municipalities that are interested. Further discussion was held on the possibility of a bulky waste facility, either by building a wood waste depot at compost in the south field, which would open up ½ acre at the Williston DOC for bulky waste or reusing the current MRF space (30,000 sq ft) when that becomes available or moving the Environmental Depot to the MRF and having that space open up.

**Environmental Depot – Hazardous Waste & Latex Paint** – J. Tyler said that the building was built 25 years ago and needs a roof.

**Administration** – J. Tyler noted the need for a new server and further discussion was held on a new Administrative Office. S. Reeves noted that it was unlikely we would go back to that space in full capacity. J. Tyler said that there is 7 acres that is not wetlands on the “VELCO property” and could be space for an Administrative Office. He noted that staying where we are might include additional upgrades including an HVAC system, and we are out of space at that facility. S. Reeves if we build new, this could be part of the bond. P. Reuss asked if under these circumstances if we needed to own space or if we could rent space. B. Oakleaf said to include the Admin building in the five-year conversation.

P. Reuss requested that for the next Finance Committee meeting, *that a comparison of capital expenses be presented for the previous years as a reference to normal expenses for facilities and then we can look at long-term trends.* J. Tyler said he will bring to the next meeting and what we are comfortable with a yearly basis.

L. Nulty requested *further discussion on financing the capital and providing a model on a cash flow basis* to determine the best financial way to handle these expenses. J. Tyler said that all infrastructure upgrades will need board approval. This will be provided to the Board to show the next 3-5 years. S. Reeves said that Director of Finance Nola Ricci could do financial modeling and noted that the Director of Information Systems Jon Dorwart also has experience with this.

S. Reeves said that N. Ricci will determine the next meeting and we will review the FY 21 1<sup>st</sup> Quarter financial.

4. **Other Business – none.**

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

The meeting was adjourned at 6:15 p.m.

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Amy Jewell

I agree that this is an original copy of minutes and they have been approved by the Finance Committee at the January 13, 2021 meeting held via ZOOM Conference Call.

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Amy Jewell, Secretary