

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

Date: Monday, July 17, 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: Jul 17, 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\\_P8dXxN\\_fSN6sa\\_4kzArJbg](https://us02web.zoom.us/webinar/register/WN_P8dXxN_fSN6sa_4kzArJbg)

After registering, you will receive a confirmation email containing information about joining the webinar.

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**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.



**ADMINISTRATIVE OFFICE**

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South Burlington, VT 05403

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**www.cswd.net**

**CHITTENDEN SOLID WASTE DISTRICT  
REGULAR MEETING**

Date: Monday, July 17, 2023

Time: 5:00 P.M.

Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office  
19 Gregory Drive, South Burlington**

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**\*\*\* (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 June 20, 2023 (5:05 p.m.)
4. (E) **MRF Consultant Contract** (5 :10 p.m.)  
Board Action Requested: Approve contract
5. **Executive Session** (5:40 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.*

**DRAFT**

**CHITTENDEN SOLID WASTE DISTRICT  
EXECUTIVE BOARD MINUTES  
VIA ZOOM  
Tuesday, June 20, 5:00 p.m.**

**EXECUTIVE BOARD PRESENT:** Paul Ruess, Paul Stabler, Kelton Bogasky

**OTHER BOARD MEMBERS:** Rick McCraw, Ken Spencer

**OTHERS PRESENT:** Thomas Melloni

**CSWD STAFF PRESENT:** Sarah Reeves, Becky Johnston

**AGENDA ITEMS:**

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
4. **Burlington MOU Extension**
5. **Executive Session**
6. **Other Business**

**Paul Ruess called the meeting to order at 5:13 p.m.**

**Agenda #1. – AGENDA** - No changes

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

**Agenda #3. – Consent Agenda** – approved as presented.

**Agenda #4. Burlington MOU Extension**

S. Reeves is making the Executive Board aware that she will be bringing a request to the Full Board for an expansion of the MOU with the City of Burlington regarding the Flynn Avenue property. There are no changes to the MOU besides an extension of the date so a separate Executive session will not be required.

Discussion follows on the MOU, with S. Reeves clarifying the extension would be for an additional three months. Additionally, staff feel that this is plenty of time to continue the work. P. Ruess notes that the language to be included in the MOU states that no additional option payments would be made

within the three-month extension. Discussions around expanding or opening facilities on Pine Street in Burlington were briefly mentioned but will be discussed in further detail at a later date.

#### **Agenda #5 – Executive Session**

**Motion by K. Bogasky second by P. Stabler that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss personnel issues 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 attorney to be present for this session. MOTION CARRIED. ALL AYES**

The Executive Board entered Executive Session at 5:25 p.m.

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

Executive Session was adjourned at 5:57 p.m.

**Agenda #5. Other Business** – S. Reeves noted that the AV system is ready for the June Full Board meeting.

**Motion by Paul Stabler, Second by Kelton Bogasky to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 5:59 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 \_\_\_\_\_ meeting held in South Burlington.

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Amy Jewell, Recording Secretary

#4

TO: Executive Board of Commissioners  
FROM: Sarah Reeves, Executive Director  
DATE: July 13, 2023  
RE: MRF Engineering Consultant Contract – Waiver of Competitive Bidding

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The new Materials Recycling Facility project is the largest infrastructure project CSWD has undertaken since the inception of the District. The project is complex and requires professional services on several fronts.

CSWD issued RFP No. 20230519 – MRF Design, Bid, Build on May 19, 2023. The RFP seeks firms to provide services to finalize the conceptual design for the new Materials Recycling Facility and to develop construction bid documents. The responses to the RFP are due July 17, 2023. CSWD has also extended an employment offer to an individual as a Project Management Engineer. The details of this new hire are being finalized (the position is budgeted in the FY24 Wages/Benefits budget). This person will work on the MRF project as well as on other infrastructure projects for the District, such as new Drop-Off Center development. The PME will work with the selected firm on the MRF project, however, will need some time to learn Vermont's permitting structure as they are currently living out of state and relocating to Vermont. In part due to this reason, and due to the project's complexity, I am recommending hiring a local engineering consultant with MRF construction experience and expertise to focus solely on the MRF. They will coordinate with the selected architectural firm and with CSWD's MRF team consisting of me, Jen Holliday, Josh Estey, and the new PME (Nola Ricci will also participate at strategic touch points in the project timeline). I will serve as the team lead and the consultant will report to me.

The consultant is Tony Barbagallo, doing business as Renewed Resource Management, LLC. Mr. Barbagallo is a former CSWD staff engineer who oversaw (among other projects) the construction and commissioning of the current Materials Recycling Facility. There is no one in Vermont who has Mr. Barbagallo's specific knowledge base and experience in this area. For this reason, I am recommending awarding a consulting contract under circumstance number three (3) as described in CSWD's Financial Procedures and Controls, Section X – Bid and Purchasing Procedures, which states:

*For purchases exceeding \$7,500, competitive bids shall be solicited. The GM may waive this competitive bidding requirement in the following circumstances: 1) if an emergency situation exists, 2) if it is apparent that no competitive pricing exists; or 3) if, due to the proprietary nature of the equipment or services, bidding would be inappropriate and non-productive. In instances where the bidding requirement is waived, the reason for the waiver shall be documented in writing, and reported to the Executive Board or the Board Chair.*

The MRF project is highly technical and requires close coordination between CSWD, the architectural firm, the construction firm, and the equipment supply vendor. Mr. Barbagallo will function as CSWD's owner's representative to the project and perform duties such as:

- Assist with the review the Proposals to be received for the currently advertised CSWD Materials Recycling Facility Design/Bid/Build Request for Proposals and provide a recommendation.
- Serve as primary point of contact to firm hired under item above.
- Provide assistance and support in MRF facility permitting.
- Provide bidding management assistance for MRF facility construction and hiring of general contractor to build what was designed by the selected firm.
- Serve as primary point of contact and provide oversight of the general contractor to be hired to build new MRF.
- Serve as primary point of contact for the installation of MRF processing equipment through facility commissioning.

The scope would include:

- Day to Day management of and coordination with contracted engineer/architect, general contractor, and processing equipment provider.
- Tracking of contracted costs to date and estimation of remaining costs.
- Ongoing updating of project schedules.
- Conduct and attend weekly progress meeting with engineers and contractors.
- Review of related invoices and payment requests.
- Review of contractor and engineers' QA/QC activities and related third party testing as needed.

Renewed Resource Management would be engaged on retainer basis for \$8,333.00 per month. For FY2024, the total contract amount would not exceed \$96,000. I am requesting a one-year contract with two one-year options to renew. The contract term would be July 18, 2023 – June 30, 2024. The cost may be reimbursable through bond proceeds (verification will be sought from Atty. Melloni). If not reimbursable, the cost will be considered part of CSWD's capital commitment to the project and paid out of the capital reserve.

**BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Renewed Resource Management, LLC, located in Bolton, Vermont, for engineering consulting services specific to the Materials Recycling Facility new build project, for a first year contract amount not to exceed \$96,000 and with two one-year options to renew at the same terms and conditions.**

