

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
IN-PERSON/ZOOM MEETING
August 16, 2023 – Regular Meeting

PRESENT

BOARD MEMBERS:	Bolton	----
	Burlington	----
	Charlotte	----
	Colchester	Liz Hamlin Volz
	Essex	----
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	----
	Jericho	Tom Joslin, alt.
	Milton	Henry Bonges
	Richmond	Andrew French
	Shelburne	Margy Wiener
	So. Burlington	Paul Stabler
		Allison Lazarz, alt.
	St. George	-----
	Underhill	Paul Ruess
	Westford	-----
	Williston	Caylin McCamp, alt.
	Winooski	Bryn Oakleaf
		Rachel Kennedy, alt.

STAFF: Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey

OTHERS PRESENT: Thomas Melloni, Esq.

AGENDA:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Asphalt Shingles
5. Materials Recycling Facility – MRF Architect Contract
6. Executive Session
7. Other Business

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1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:02 pm.
 2. **PUBLIC COMMENT PERIOD** - No discussion.
 3. **CONSENT AGENDA** –

- Minutes: Request to correct minutes of the 7/26/2023 meeting: corrections to include attendance of members: add Allison Lazarz, Margy Wiener, and Mike Sullivan as attending and remove Rachel Kennedy, who was unable to attend.
- Program Updates: Questions regarding how CSWD determines website content, on what basis we are making content changes, and how do we know what mystifies the public. J. Holliday noted that we do have analytics and we do have incoming callers that were previously tracked. We are trying to streamline our site for the public and on the backend.

Accepted as presented and with noted changes to the minutes.

4. ASPHALT SHINGLES – S.Reeves said that last August Jeff Myers requested a temporary waiver from the requirement to separate asphalt shingles from other materials for the period of 9/1/22 through 8/31/23. There has been difficulty in finding markets and the cost to ship that long haul to Connecticut. This included waiving the solid waste management fee associated with this material. The material was approved as roadside base in January 2023. Staff is requesting an extension through the end of the year, 12/31/2023, so that we can have additional time to research and bring back to the board and do more outreach for market opportunities. J. Estey said that staff is working with a vendor in Connecticut and CSWD received shingles may end up with that market, but the Myers scale of material is more expensive to get that material to Connecticut, and the additional time will help with the process. He noted that ANR waiver is still in place. It was noted that we would like to come back to the Board in November. It was suggested that we consider working with other solid waste districts so the responsibility could be shared. **MOTION BY P.Stabler, SECOND by A. French to extend the waiver for the separation of asphalt shingles as well as the solid waste management fee through December 31, 2023.**

Discussion: A question on what would occur if this was not extended. S.Reeves noted that it is likely that Myers would be back before the board to discuss lack of known markets in a reasonable location and that nothing other than the cost of diesel coming down a small amount but that is a volatile.

VOTING: All Ayes. Motion passes.

5. Materials Recycling Facility – MRF Architect Contract – S. Reeves noted that this MRF recycling project is the largest project that CSWD has been involved in and we are putting things in place to ensure success, which includes bringing in a firm to provide services to finalize the conceptual design of the MRF and to develop construction bid documents. CSWD issued an RFP in May and received two responses, both from Vermont firms. The attached memo highlights the comprehensive scope of services. The pricing difference was substantial and CSWD met with AES to review the scope and answer questions as an additional step to be sure they were fully understanding the project and not missing anything. They answered all of the questions satisfactorily and because of their previous professional work, CSWD is recommending selecting the low bidder AES for this project. They do have experience with this warehouse type space. They have done work throughout Chittenden County and CSWD has worked with the subs that they use. S.Reeves listed previous work that they have done. It was requested that CSWD follow up on checking their work on previous projects. S.Reeves will do that and noted that this was budgeted as \$750,000. **MOTION by P. Stabler, Second by R. McCraw BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with AES Northeast, located in Williston, Vermont and in Plattsburgh, New York for services specific to RFP No. 20230519 Materials Recycling Facility Design/Bid/Build for an amount not to exceed \$501,640. A contingency of 10% of the total design project costs (\$49,954) shall be authorized, expended only with the approval of the Executive Director.**

Discussion: just checking on contract wording, performance elements if not satisfied, deliverables, timeline, S. Reeves noted that this is reviewed by Attorneys and VLCT prior to finalizing a contract, which includes errors and emissions. It was noted that this motion will allow the Executive Director to enter into a contract with AES.

Voting: All Ayes. Motion Carries.

6. Executive Session – not held

7. Other Business – Recovery Relief Efforts - S. Reeves explained that Governor Scott has instituted a fall “Green Up” in Vermont to help with the flood recovery clean up. This program is run through Green Up Vermont and was put together very quickly, with a date of August 26, 2023. She noted that towns that want to participate need to opt-in to the program and that not as many communities in Chittenden County were affected compared to other areas. She also noted that this is strictly for typical green up material, which is designated for roadside litter from the flood, but not other materials like c&d, or individual damage down to homes. B. Oakleaf included a link in the chat so that cities/towns could be informed of the program, and clarified that only public spaces are eligible for the program. <https://greenupvermont.org/>

Motion to adjourn. Moved by P. Stabler; seconded by H.Bonges. VOTING: All ayes. Motion passes. Meeting adjourned at 6:52 p.m.

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the _____ meeting held in Williston.

Amy Jewell, Secretary