

### #3.2

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: July 3, 2024  
RE: Executive Director Update

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#### May 17 - PRESENT

- **OUTREACH & COMMUNICATION:**
  - The solar eclipse glasses reuse program collected 110,000 pairs of glasses! Outstanding work by Kat Moody, Beth Parent, and the entire team of glasses counters (it took a village!).
  
- **PERSONNEL:**
  - New Hires: Justin Bishop (Maintenance Operator), John Bolton (full-time DOC operator), and Walter Jones (part-time DOC operator) have joined CSWD. Commissioners will remember that the Maintenance Operator position has been particularly difficult to fill and has been budgeted in the previous three fiscal year budgets. Welcome to Justin, John, and Walter!
  - Promotion: Josh Estey is being promoted to Director of Operations, effective July 1. Last June, Josh took on many of the duties of the Director of Ops position and the promotion will officially move him to this role. We are looking to hire a Compliance and Safety Program Manager to assume those parts of Josh's current job and are moving this program under Administration. The new manager will report to Amy Jewell, Director of Administration. The ORF, DOC, MRF, Depot, Closed Landfill, and Engineering programs will report to Josh. Congratulations Josh!
  
- **DROP OFF CENTER - BURLINGTON:**
  - We are working to reconfigure the DOC in Burlington (Pine Street) to accept trash once again. The target date for the expanded service is the last week in July/first week of August. Signage and lane striping are among the final items (both are in production and/or scheduled). When the BDOC accepts trash, there will be a few differences compared to the pre-Covid experience:
    - All vehicles will stop at the booth. One vehicle at a time will be allowed to queue.
    - Trash will no longer be weighed. Trash pricing will be the same as at the other DOCs (by the bag or by volume).
    - Customers will stop at the booth, declare their materials, pay for materials requiring payment, and pull into the DOC to an interior parking lot. Customers will park their vehicle and bring their waste to the appropriate container/compactor.
    - The BDOC will be open Tuesday – Saturday, 8:00 – 3:30.
    - Credit and debit cards will be accepted.
  - Unfortunately, we couldn't reverse the traffic flow as desired. This would've involved moving the booth, moving the electrical service, and added significant cost to the project. It's likely that the re-configuration will be in place for approximately 3 years. Trailers will still not be allowed at

- the site, due to the constrained space at Pine Street. Leaf and yard waste will still be collected at the McNeil Yard Waste Depot down the street (and not at BDOC).
- The overall cost to reconfigure BDOC, add a recycling compactor, fix the fence and gates, add new signage, and restripe the property is budgeted at \$85,000. We expect to recoup the investment in FY25.
- **BUSINESS TRAVEL:**
    - Municipal Waste Management Association, September 9-12: The MWMA is the environmental affiliate of the United States Conference of Mayors, and as stated on their webpage “is dedicated to and drive by the needs of municipal solid waste directors, environmental commissioners, and public works professionals. The mission is to impact policy, share best practices, and provide information on innovations in the delivery of integrated waste management services.” I’ve been a member of the MWMA Executive Board since 2018. The 2024 President stepped down to take a different municipal position, elevating me to President for the remainder of 2024 and continuing to my term in 2025. The main duty of the President is to host and emcee the annual Fall Summit. Chittenden County will host in 2025, but with the Santa Fe representative’s departure, I’m tasked with emceeing the Santa Fe event as well.
    - AMERIPEN, September 16-19: AMERIPEN is a trade association for a wide variety of businesses involved in the “packaging value chain”, whose industry members include Proctor & Gamble, Dow Chemical, General Mills, Amazon, Nestle, Hershey, TetraPak, Waste Management, and 65 others. Associate members are organizations such as the American Chemistry Council, Can Manufacturers Institute, American Forest & Paper Association, Flexible Packaging Association, Glass Packaging Institute, and 30 others. I’ve been involved with AMERIPEN since approximately 2010 and was invited to attend their Packaging Recycling Summit and be a featured speaker at a workshop discussing how recycling and packaging communities can support each other in advancing circularity (“closing the loop”). As I have long been, I will be the lone Municipal Voice in a room of brand owners and packaging designers, helping them to understand how their choices affect our recycling operations and education efforts. AMERIPEN is providing a travel stipend to help cover the costs, but even if the stipend were not available, I would still likely attend as I consider the opportunity to help shape the conversations with large, global corporations to be extremely valuable, particularly as Vermont edges into legislative discussions around packaging Extended Producer Responsibility.

#### August - September 2024

- August 19: Full Board meeting (tentative date), 6:00pm
- August 29-30: Sarah vacation
- September 2: Labor Day, all facilities and Admin Office closed (ORF open for commercial drop-off only)
- September 7: Rover in Underhill
- September 9-12: Sarah at Municipal Waste Managers Association annual Fall Summit, Santa Fe, NM
- September 13: Sarah vacation day
- September 16: Executive Board meeting, 5:00pm
- September 16-19: Sarah at AMERIPEN Packaging Recycling Summit & Workshop, Anaheim, CA
- September 25: Full Board meeting, 6:00pm
- September 28: Rover in Bolton