



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204  
South Burlington, VT 05403

**EMAIL** info@cswd.net

**TEL** (802) 872-8100

**www.cswd.net**

**CHITTENDEN SOLID WASTE DISTRICT**

**Executive Board Meeting**

**MEETING INSTRUCTIONS**

**FOR THE PUBLIC- remote access**

Date: Friday, August 2, 2024

Time: 5:00 p.m.

Place: ZOOM MEETING

**IMPORTANT:**

CSWD will hold a virtual meeting accessible by computer or phone.

Members of the public, joining the meeting remotely, are asked to preregister online using the link below and attend remotely by computer or telephone. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

**When: August 5, 2024 5:00 P.M. Eastern Time (US and Canada)**

**Topic: Executive Board Meeting**

To Register for this meeting:

[https://us02web.zoom.us/webinar/register/WN\\_rWbOUPu2TGWylVc2FrKMbA](https://us02web.zoom.us/webinar/register/WN_rWbOUPu2TGWylVc2FrKMbA)

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

*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.



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CHITTENDEN SOLID WASTE DISTRICT  
REGULAR MEETING

Date: Monday, August 5 ,2024  
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 - June 17 & 21, 2024 minutes (5:05 p.m.)
- 4. (E) Materials Recycling Facility – Expense Repair (5:10 p.m.)  
Board Action Requested: Approve Expense
- 5. (D) Personnel Rules & Regulations - Proposed Changes (5:30 p.m.)
- 6. Executive Session – real estate transactions (5:45 p.m.)
- 7. Other Business (6:15 p.m.)
- 8. Adjourn (6:20 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 & CSWD Administrative Office  
June 17, 2024**

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

**OTHER BOARD MEMBERS:** None

**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell, Dan Goossen, Brian Mital, Josh Estey

**AGENDA ITEMS:**

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Small truck purchase – ORF
5. Executive Session
6. Other Business

**Paul Ruess called the meeting to order at 5:00 p.m.**

**Agenda #1. Agenda** – Request to remove item #4 from the agenda.

**Agenda #2. Public Comment Period** – No public comment.

**Agenda #3. Consent Agenda** –Minutes accepted as presented.

**Agenda #4. Small Truck Purchase – ORF** – removed from agenda – no discussion.

**Agenda #5. Executive Session**

**Motion by A. Nye, Second by P.Stabler that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss legal 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. VOTING: unanimous; motion carried.**

The Executive Board entered Executive Session at 5:03 p.m.

The Executive Board exited Executive Session and reconvened the meeting at 5:46 p.m.

**Motion by A. Nye, Second by K. Bogasky that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss personnel matters, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage. VOTING: unanimous; motion carried.**

The Executive Board entered Executive Session at 5:46 p.m.

The Executive Board exited Executive Session and reconvened the meeting at 6:15 p.m.

**Agenda #6. Other Business** – No other business was discussed.

**Motion by A. Nye, Second by P. Stabler to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 6:15 p.m.**

\_\_\_\_\_  
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.

\_\_\_\_\_  
Amy Jewell, Recording Secretary





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#3.

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**DRAFT**

**CHITTENDEN SOLID WASTE DISTRICT  
EXECUTIVE BOARD MINUTES – SPECIAL MEETING  
VIA ZOOM & CSWD Administrative Office  
June 21, 2024 – 10:00 a.m.**

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

**OTHER BOARD MEMBERS:** None

**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell

**AGENDA ITEMS:**

- 1. Agenda
- 2. Public Comment Period
- 3. Executive Session
- 4. Other Business

**Paul Ruess called the meeting to order at 10:00 a.m.**

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

**Agenda #2. Public Comment Period** – No public comment.

**Agenda #3. Executive Session**

**Motion by P. Stabler, Second by A.Nye that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss personnel, 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 to be present for this session.**

The Executive Board entered Executive Session at 10:03 a.m.

**MOTION by P. Stabler, Second by A. Nye to exit Executive Session and reconvene the meeting.**

The Executive Board exited Executive Session and reconvened the meeting at 11:00 a.m.

**Agenda #6. Other Business** – No other business was discussed.

**Motion by A. Nye, Second by P. Stabler to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 11:05 a.m.**

\_\_\_\_\_  
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.

\_\_\_\_\_  
Amy Jewell, Recording Secretary



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4A

To: Executive Board of Commissioners  
From: Josh Estey, Director of Operations  
Date: August 2, 2024  
RE: OCC Screen Rebuild

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As part of ongoing maintenance activities at the Materials Recycling Facility (MRF) periodically the shafts and discs of various fiber screening conveyors need to be replaced. The OCC (cardboard) line at the MRF needs a complete rebuild, having had incremental repairs made over the last several years in an effort to try and make it through the commissioning of the new MRF.

Considering the delay of building the new MRF it has become apparent that the incremental repairs are not sufficient, and a complete rebuild is critical. Not only will this rebuild allow us to keep separating high-value OCC in the current MRF but will also likely increase the potential resale value of the screen on the secondary market after the new MRF is commissioned. The parts list is attached.

**BE IT RESOLVED that the Executive Board of Commissioners of the Chittenden Solid Waste District hereby authorizes the Executive Director to purchase the necessary parts for a rebuild of the Materials Recycling Facility OCC screen from Machinex Technologies, Inc. of Plessisville, Quebec for \$96,285.87.**



MACHINEX TECHNOLOGIES INC.

716 Gallimore Dairy Road, Suite 103, High Point, NC 27265, USA  
Tel. (336) 899-8514 | Fax (336) 245-1296  
www.machinextechnologies.com

4B

QUOTE

QUOTE NUMBER: 59 357  
Page 1 sur 3  
Date 2024-07-22

Customer Number: 2711

Ship to:

CHITTENDEN SOLID WASTE  
357, AVENUE C  
WILLISTON, VT, 05495  
USA

Phone: 802-658-5176

Fax: 802-660-2991

Transport

#	QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	1	OCC2-020D-09	DISC ASS'Y ON DRIVE SHAFT	6 221.29	6 221.29
			Lead Time: 25-30 business days		SERIAL #: OCC2-016L
2	2	OCC2-020D-15	ASS. DISQUES SUR ARBRE D'ENTRAINEI	3 968.74	7 937.48
			Lead Time: 25-30 business days		SERIAL #: OCC2-016L
3	3	OCC2-030D-16	DISC ASSEMBLY ON DRIVEN SHAFT	5 897.89	17 693.67
			Lead Time: 25-30 business days		SERIAL #: OCC2-106L
4	3	OCC2-030D-25	DISCS ASS'Y ON DRIVEN SHAFT	6 087.94	18 263.82
			Lead Time: 25-30 business days		SERIAL #: OCC2-016L
5	4	OCC2-030D-26	ASS. DISQUES SUR ARBRE D'ENTRAINEI	3 853.32	15 413.28
			Lead Time: 25-30 business days		SERIAL #: OCC2-016L
6	5	OCC2-030D-27	ASS. DISQUES SUR ARBRE D'ENTRAINEI	3 861.35	19 306.75
			Lead Time: 25-30 business days		SERIAL #: OCC2-016L
7	36	BRRHP-F4-207-S-S-1	FLANGE BEARING	116.85	4 206.60
			Lead Time: 3 business days		SERIAL #: OCC2-016L
8	160	BOHEX-010Cx200-G05ZP	HEX BOLT 5/8-11NC X 2" ZP	0.60	96.00
			Lead Time: 3 business days		SERIAL #: OCC2-016L
9	160	NUHEX-010C-G05ZP	HEX NUT 5/8-11NC GR.5 ZP	0.18	28.80
			Lead Time: 3 business days		SERIAL #: OCC2-016L
10	160	675-0-1-0-10-0	5/8 LOCK WASHER	0.36	57.60
			Lead Time: 15 business days		SERIAL #: OCC2-016L
12	12	SPRE-100DS21HSTBR1-1	SPROCKET	200.13	2 401.59
			Lead Time: 3 business days		SERIAL #: OCC2-016L

\*\*\* PLEASE SIGN THIS QUOTE AND SEND IT BACK TO US. \*\*\*



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QUOTE

QUOTE NUMBER: 59 357  
Page 2 sur 3  
Date 2024-07-22

Customer Number: 2711

#	QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
13	6	SPRE-100S-210TB0R1-1	SPROCKET	73.83	442.98
			Lead Time: 3 business days	SERIAL #: OCC2-016L	
14	18	MEBST-0R1-207-05x10	SPLIT TAPER BUSHING	45.46	818.28
			Lead Time: 3 business days	SERIAL #: OCC2-016L	
15	15	CHCL-S-00100-1	CONNECTING LINK	4.05	60.75
			Lead Time: 3 business days	SERIAL #: OCC2-016L	
16	75	CHRE-S-100-R-1	ROLLER CHAIN	17.40	1 305.00
			Lead Time: 15 business days	SERIAL #: OCC2-016L	
17	1	OCC2-010D-06	DEFLECTEUR	417.35	417.35
			Lead Time: 15-20 business days	SERIAL #: OCC2-016L	
19	1	OCC2-010D-15	DEFLECTEUR	351.99	351.99
			Lead Time: 15 business days	SERIAL #: OCC2-016L	
20	1	OCC2-010D-14	DEFLECTEUR	356.03	356.03
			Lead Time: 15 business days	SERIAL #: OCC2-016L	
21	1	OCC2-015D-05	DEFLECTEUR DE 45 DEG A LA SORTIE D	886.86	886.86
			Lead Time: 15 business days	SERIAL #: OCC2-016L	
22	25	BOHEX-008Cx108-G05ZP	HEX BOLT 1/2-13NC X 1-1/2" ZP	0.28	7.00
			Lead Time: 3 business days	SERIAL #: OCC2-016L	
23	25	NUHEX-008C-G05	HEX NUT 1/2-13NC GR.5	0.32	8.00
			Lead Time: 3 business days	SERIAL #: OCC2-016L	
24	25	675-0-1-0-8-0	1/2 LOCK WASHER	0.19	4.75
			Lead Time: 15 business days	SERIAL #: OCC2-016L	
25	1	__TRSP	FREIGHT AS PER COST		

QUOTE VALID UNTIL : 2024-08-21

SUB-TOTAL (USD): 96 285.87

Every order will be shipped standard delivery. If an urgent delivery is necessary, please circle URGENT and sign here : \_\_\_\_\_

**\*\*\*Subject to prior sale\*\*\***  
**Mininum order of \$50.00 is required at anytime.**

**\*\*\* PLEASE SIGN THIS QUOTE AND SEND IT BACK TO US. \*\*\***





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**QUOTE**

QUOTE NUMBER: 59 357  
Page 3 sur 3  
Date 2024-07-22

**Customer Number: 2711**

#	QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
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**Alex Jacques**

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Jared Wheeler

PO Number: \_\_\_\_\_

**For any emergency, you can reach us on our hot line at 819-362-3281, 24/7.**

**\*\*\* PLEASE SIGN THIS QUOTE AND SEND IT BACK TO US. \*\*\***

To: Executive Board of Commissioners

From: Amy Jewell

Date: August 1, 2024

Re: Personnel Rules & Regulations – Request to consider changing Paid Time Off

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### Background

CSWD offers paid time off to eligible employees. This time includes the following buckets of time:

1. holiday
2. **holiday floater – Bennington Battle Day**
3. **personal – 16 hours per week**
4. **vacation**
5. sick time
6. compensatory time (over 40 hours per week for non-exempt, or 45 hours for exempt employees)

Each July 1st full-time employees receive 16 hours of personal time, 8 hours of a Bennington Battle Day holiday, and a lump sum of vacation time. (Bennington Battle Day is a recognized holiday by the State of Vermont and CSWD has made the decision to not close facilities each August 16<sup>th</sup>). We would like to simplify the time off offered to employees by moving the Bennington Battle Day Floater (8 hours per year) and the two personal days (16 hours per year) into the vacation bucket. Combining these means less tracking for both CSWD and the employee. It would not increase the amount of time off.

However, the floater and the personal days are not paid out to an employee who leaves employment, and that time is not carried over from year to year. By moving those hours into the vacation bucket, the employee can carry over one time their vacation accrual (3 more days) and any employee who leaves and has remaining vacation time would be paid out.

We are requesting this change go to the full board for approval effective August 14 ,2024.