

**CHITTENDEN SOLID WASTE DISTRICT  
EXECUTIVE BOARD MINUTES  
CSWD OFFICE, REDMOND ROAD  
October 21, 2009**

**EXECUTIVE BOARD PRESENT:** Bert Lindholm, Paul Stabler, Steve Goodkind, Michelle DaVia

**CSWD STAFF PRESENT:** Tom Moreau, Amy Jewell, Nancy Plunkett  
Tony Barbagallo, Susan Chapman, Brian Wright

**OTHERS PRESENT:** Ed DeVarney

**AGENDA ITEM:**

1. Minutes of September 16, 2009
2. Finance – a) Status of Haulers Repayment of Solid Waste Management Fees  
b) FY 09 Audit – Field Work Results  
c) Deferred Compensation Plan - Adjustment
3. CSWD’s Leader Program Reward
4. General Manager’s Priorities and Goals for FY 10
5. Franchise Study/PAYT – Phase 1 Contract with DSM Environmental
6. Status of Compost Relocation
7. Contract with Gas Watt (Ed DeVarney) on Phase 3 Landfill
8. Vermont Solid Waste Management Commission – MOU with VT DEC
9. Program Updates
10. Other Business – November Executive Board Meeting Schedule

**Agenda # 1. Approve minutes of September 16, 2009. MOTION by B. Lindholm, second by S. Goodkind Approved –all Ayes.**

**Agenda # 2. Finance –Status of Repayment of Hauler Paying Solid Waste Fees.** T. Moreau noted that after alerting Hauler A to the possibility of additional charges Hauler A paid as per the contract. Hauler B has also paid.

S. Chapman reviewed the FY 2009 Financial Statement Audit and noted that in FY 09, CSWD had entered into grant agreement with four haulers for carts in the amount of \$147,235. Because carts were not received until FY 2010 therefore the expense needs to show in FY 10. CSWD will ask the board for designation of unexpended fund balance in the amount of \$147,235 as of 6/30/09, to provide for the grants to be paid out of the subsequent year’s funds; and approval of an increase in the FY 10 General Fund operating budget to effectively re-allocate the budget into FY 10 for the expense that will be paid out of this year’s funds. There is a slight variation from the memo on this issue and CSWD can determine the best way to handle this issue.

S. Chapman noted that the Community Clean Up Fund will be reported as the annual allocation as a transfer out from the General Fund and the unexpended balance will be reflected as a designated portion of the unrestricted fund balance in the year end audit. B. Lindholm commented that there should be a time limit or a dollar amount on the clean up fund. S. Chapman noted that with Tony Barbagallo’s departure there will be excess funds in the 2008 non-qualified deferred compensation plan account. T. Moreau said that he would like to discuss this in executive session.

**Executive session –Motion by S. Goodkind, second by B. Lindholm to enter into executive session. Motion Carried. Entered Executive Session at 5:00 p.m.**

**Motion by B. Lindholm, Second by Michelle DaVia to come out of executive session and reconvene the regular meeting. Reconvened meeting at 5:20 p.m.**

**Motion by M. DaVia, Second by S. Goodkind to move the surplus funds in the deferred compensation plan so that \$2,500 go to the Manager Discretionary Fund and the remaining balance go back into general fund. Motion Carried.**

**Agenda # 3. CSWD’s Leader Program Reward** – A. Jewell reported that CSWD is in the fourth year of participating in the VLCT Leader Program, which is a health promotion incentive program. In previous years the Executive Board has authorized that 50% of the returned money is given back to employees who participate in the program and the other 50% goes to CSWD. This year, two options were presented. A. Jewell explained that this year VLCT is rewarding municipalities that give back more than 50% to employees for participation. This year CSWD will receive a total of \$8,083. By giving 52% back to employees (\$4,203) CSWD would receive an additional \$2 over the 50% return, but increased the employee portion by \$329. **MOTION by M. Davia, second by B. Lindholm to approve option #2, approving returning 52% to the employees as presented in the memo.** Motion carried.

**Agenda # 4. General Managers Priorities & Goals for FY 10** – T. Moreau handed out printed material and reviewed a Power Point presentation on his priorities and goals for FY 10, which in summary included:

- Reviewing the franchising study, flow control and Pay-As-You-Throw with an anticipated completion date to bring a report to the board of February 2010.
- Study on Alternatives for Biodegradable Organic Material with a completion date to bring a contract to the Board in February 2010.
- Investigate and Potentially relocate an Interim Composting Facility with a site selection for mid-November 2009 and design and permit applications starting by January 2010.
- Review Management Structure – hire firm to look at management structure with an estimated deadline of May 2010.

**Agenda #6 – Status of Compost Relocation** – This will be discussed at the full board meeting.

**Agenda #7 –Contract with Gas Watt (Ed DeVarney) on Phase III Landfill** – B. Wright provided the background information on the contract with Ed DeVarney and summarized that Mr. DeVarney has made great progress and has preformed adequately with pressure from the Board. B. Wright recommended that based on this that CSWD waive the \$842.40 penalty from Amendment No 3 and continue to work with Ed to achieve all gensets online by January 15, 2010. **MOTION by B.Lindholm, second by M. DaVia to waive the \$842.40 penalty from Amendment No 3 and continue to work with Ed to achieve all gensets online by January 15, 2010.** Motion passed.

**Agenda #8 – Vermont Solid Waste Management Commission - MOU with VT DEC** – T. Moreau summarized that with elimination of positions in the State of Vermont Solid Waste Division, the State has lost the edge on solid waste leadership. He also noted that there has been talk of consolidation of the 10 solid waste districts in the State. The VT Solid Waste District Managers Association has prepared a Memorandum of Understanding to address these issues and form a Solid Waste Commission. T. Moreau stated that if the CSWD Board is agreeable to this concept this would be presented to the Legislature in January. P. Stabler said he was cautious of this. M. DaVia said as of now she is opposed to this. It was determined that this should go to the full board for further discussion.

**Agenda Item #7 Program Updates-**

T. Barbagallo briefed the Board that his new company Carbon Harvest Energy has approached the City of South Burlington about the potential use of using the remaining portion of the Environmental Depot for locating an anaerobic digester system. He also noted that his last day with CSWD would be Friday.

T. Moreau said that Alternative Daily Cover would be on the full board agenda to discuss whether it would be subject to the solid waste management fees or exempt from the fees. S. Goodkind asked that it be retroactively exempt from July 1, 2009. T. Moreau said the full board would have to decide that because it is policy rather than management.

T. Moreau also summarized that the final report on the bedrock study is complete and there is no contamination from existing landfills.

**ADJOURNMENT**

**MOTION by Steve Goodkind, SECOND by Michelle DaVia, to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:46.