

**CHITTENDEN SOLID WASTE DISTRICT  
EXECUTIVE BOARD MINUTES  
CSWD OFFICE, REDMOND ROAD  
August 17, 2005**

**EXECUTIVE BOARD PRESENT:** Bill Leach, Ken Nolan, Mike Coates, Paul Stabler

**CSWD STAFF PRESENT:** Tom Moreau, Tony Barbagallo, James Ticehurst, Amy Jewell, Jennifer Holliday

**OTHERS PRESENT:**

**AGENDA ITEM:**

1. Approve minutes of July 20, 2005
2. Finance - Bank Account Balances
3. MCS-90 Insurance Endorsement – Discussion Only
4. Regional Landfill – Update – Discussion Only
5. Program Updates
6. Other Business
7. **Executive Session** – to discuss ongoing and pending litigation, property purchases, personnel issues, and contract negotiations.
  - a) Regional Landfill

**CALL TO ORDER - B. Leach called the meeting to order at 4:30 p.m.**

**Agenda # 1: Approve minutes of July 20, 2005. Motion by Ken Nolan, second by Mike Coates to approve the minutes of July 20, 2005. Approved – All Ayes.**

**Agenda #2. Finance – Bank Account Balances** – T. Moreau informed the Executive Board that CSWD received a call from Standard & Poor's that CSWD be re-rated again. CSWD provided all requested information which included: the FY '04 Audit, FY '05 budget, year-to-date budget, solid waste management fees, and demographics. T. Moreau noted that J. Ticehurst did a good job gathering all necessary information and having it available during the conference call. Standard & Poor's started the meeting by stating that CSWD has a steady rating. They ended the meeting by stating that next week we will hear from them and will receive their rating.

**Agenda #3. MCS-90 Insurance Endorsement – Discussion Only** – Jen Holliday explained that CSWD has an MCS-90 endorsement that cost \$4,550 last year to cover the Rover Truck and will be adding the MCS-90 coverage to the new oil-tank trailer. Initial quotes came in at another \$5,000 for the second vehicle. A. Jewell explained that as of yesterday CSWD received a quote for about \$1,700 per vehicle with a new insurance company. CSWD has had no losses but initially was having trouble even receiving quotes because we only needed coverage on one or two vehicles. J. Holliday explained that CSWD has changed the request of the memo from setting up a reserve to purchasing the insurance at the lower rate. The executive board concurred.

**Agenda #4. Regional Landfill – Update – Discussion Only** – T. Barbagallo explained that CSWD signed the contract with EMCON on August 3, 2005. CSWD held a meeting with the Landfill Oversight Committee today, which includes the following four board members: Paul Stabler, Alan Nye, Mike Weasel, and Tom Nostrand; and include a fifth member Paula Mouser. T. Barbagallo

explained that Paula is working on her doctorate in civil engineering and has an impressive background in hydrology and because the committee is advisory feels that she will be an asset. Paul Stabler agreed. T. Barbagallo informed the board that EMCON will begin drilling next week and that we are in the process of identifying the most likely footprint to find where boring locations will be. T. Barbagallo noted that there is a ravine in the northwest portion of the site, which will be a permitting issue but will not be a road block. T. Barbagallo explained that there has been one contractual extra with EMCON regarding boring responsibility and it has been agreed to that CSWD will pay \$1,760 for clearing and any additional expenses beyond that will be paid by EMCON.

T. Moreau handed out EMCON's timeline proposal and CSWD's. He noted that applying for permits will begin on December 14, 2005. He summarized that the Act 78 application will be done in December. EMCON's strategy is to then wait to apply for the Act 250 after we have our Act 78 draft permit from ANR, making the process easier and quicker. T. Moreau summarized that based on his experience with EMCON thus far from an administrative standpoint they are a classic engineering firm who is very thorough and administratively on-top of all issues.

Paul Stabler said that the Landfill Oversight Committee would like to visit a landfill that does recirculation and may be bringing a request back to the Board.

**Agenda #5. Program Updates** – no discussion was held

**Agenda #6. Other Business** –

1. T. Moreau explained that CSWD has selected Gallagher Flynn to look at our existing classification plan and part of that process is updating job descriptions. Tom noted that he has added a sentence in Tony's that states that he will be acting General Manager in Tom's absence and asked if the Executive Board had any issue with this. The Executive Board agreed that this should be put in the job description and was fine with it.
2. Wood Depot Operation – T. Barbagallo explained that BED would like to assume operation of the Wood Depot. They are having difficulty getting enough wood chips and because we subsidize the operation CSWD is not interested in taking out-of-district wood. They would like to assume operations and accept wood from out-of-district. T. Barbagallo said that the cost of purchasing wood chips is going to go up in the next few years as oil goes up, which will result in less subsidy to the program. BED would like CSWD to subsidize the program and tie the subsidy to a market or look at decreasing the subsidy by 5-10% each year. P. Stabler said that we shouldn't subsidize the new material that they bring in and should use the old data. T. Barbagallo said that we would use historical data for this. T. Barbagallo explained his estimated subsidy of the Wood Program was about \$54,000 per year. He explained that although the budget is about \$200,000 and the Wood Program is about ½ the cost of the budget but some fixed costs won't change. T. Barbagallo explained that over the next several weeks CSWD will be preparing a draft agreement and will bring something back to the board in September. P. Stabler asked about emergency wood situations like the ice storm. T. Barbagallo said that we could take more wood at the Special Waste Facility in Williston to handle an emergency wood crisis like the ice storm.

3.

**Agenda #7: Executive Session** – to discuss ongoing and pending litigation, property purchases, personnel issues, and contract negotiations.

**MOTION by Paul Stabler, SECOND by Mike Coates, that the Executive Board of the Chittenden Solid Waste District go into Executive Session to consider pending civil actions and contract negotiations 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 further, to seek and discuss the advice of attorneys on various legal issue where premature public knowledge could adversely affect the outcome of such civil action against the District, and to permit staff and the Solid waste District attorney(s) to be present for this session. VOTING: unanimous; motion carried.**

The Board entered Executive Session at 6:15 p.m.

**ADJOURNMENT: MOTION by Mike Coates, SECOND by Paul Stabler, to adjourn the meeting. Motion carried.**

The meeting was adjourned at 6:45 p.m.

*THESE MINUTES WERE APPROVED BY THE EXECUTIVE BOARD AT THE \_\_\_\_\_ MEETING AS ATTESTED BY ME, \_\_\_\_\_, B. LEACH LEACH, CSWD CHAIRMAN.*