

**Meeting of the**  
Financial Oversight Committee  
Of the Central Vermont Solid Waste Management District  
AT 137 Barre Street, Montpelier VT

**Monday, 27-February-2017**  
**5:30-7 PM**

## Agenda

- 1) Convene meeting
- 2) Approval of the minutes of January 23, 2017 -- ACTION ITEM
- 3) Approval of large disbursement to Grow Compost, for emergency hauling: DISCUSSION
- 4) Review of Proposals for Banking Services -- DISCUSSION
- 5) Bank Account/Fund Descriptions for Improved BoS Understanding of Financial Statements -- DISCUSSION
- 6) EXECUTIVE SESSION: Adjustments to Vacation Leave Balances – Consideration of some individual circumstances
- 7) Other Business
- 8) Adjourn

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#### **4. High Meadows Fund Grant -- Organics Drop-Off Composting Grant**

In keeping with Act 148, Vermont's Recycling Law, local transfer stations are required to begin providing food scraps collection service starting July 1, 2017. To help ensure that all Vermonters have organics drop-off options, the High Meadows Fund is providing one-time grants to assist in developing drop-off composting services at transfer stations. CVSWMD submitted a grant application with the purpose of supplying ten local transfer stations in the central Vermont area with equipment, outreach materials, and collection systems to handle food scraps/compost collected from residents and commercial haulers.

High Meadows Fund has informed CVSWMD that the grant is conditionally awarded, pending specific additional information which staff have supplied. The total project cost is \$22,146, with a grant request of \$16,609. The expenditures encompass several categories: carts/totes, metal signage, advertising, preparing outreach materials, and hauling services for 12 months. Casella Waste Management is partnering with CVSWMD on the project. Both Casella and CVSWMD will each contribute \$2,768 to cover some of the hauling operations. Other partners include: Cookeville Compost, Grow Compost, and Black Dirt Farm. The project is expected to begin in mid-February (or grant award date) for one year.

#### **5. Unbudgeted Invoice (\$12,000) from Grow Compost**

**Thanksgiving:** On Wednesday 11/23/16 the Hydraulics on the Compost Box failed leaving us without a tool for tipping compost at the receiving facilities. Parts were ordered and repair work was loosely scheduled, dependent on the arrival of parts and work load at the repair shop. We continued collections according to the Holiday schedule, but went into the holiday weekend knowing we would need an alternative method to get the food scraps to the compost facilities in the week to come. On 11/28/16, I spoke with Lisa Ransom at GROW compost and ascertained that they could spare a truck and driver to assist us with this element of our operations until we could get our compost box operational again. Lisa gave us a quote of \$26 per tote handled to cover the cost of her extra driver and mileage. We engaged GROW's assistance from 11/28/16 through 12/2/16 and then from 12/6/16 to 12/8/16. At that point we were able to resume our operations, using our own equipment.

**Christmas:** On Tuesday 12/20/16 one of our drivers was unexpectedly hospitalized for non-work related issues. This left us shorthanded for an indefinite period of time through the holiday weeks. On Thursday 12/22/16 the Tote lifter on the Compost Box failed to operate properly, parts were ordered and repair work was loosely scheduled, dependent on the arrival of parts and work load at the repair shop. We continued collecting totes with the box truck, swapping empty totes for full ones, according to our Holiday collection schedule. By Tuesday 12/27/16 it was clear that repairs to the Compost box would not be done during the current week, and we wouldn't be able to use the compost box to deliver loads to the compost facilities until Tuesday 1/3/17 at best. On 12/27/16 Bruce and I again contacted Grow Compost and ascertained that they could provide a truck and driver enabling us to tip materials at the compost facility. On 12/28/16 and 12/29/16 GROW provided us the truck and driver needed to keep materials moving to the compost facilities, and we continued collections according to the Holiday week schedule, and with a mind toward heavy snow predicted for Friday 12/30/16. We were again able to resume fairly regular operations with our own equipment starting on 1/3/17.