

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District
Tuesday, June 23, 2015 5:30-7:00 PM
CVSWMD Office, 137 Barre Street, Montpelier, VT 05602**

DRAFT MINUTES

1. **Convene the Meeting:** Lee Cattaneo convened the meeting at 5:31 PM with Bill Powell, Ginny Callan, Cathleen Gent, Cassandra Hemenway and Leesa Stewart attending. Leesa Stewart taking notes.
2. **Agenda Revisions:** Leesa Stewart requested the agenda be revised to include a request by Carl Witke to discuss markets for used cooking oil. [Carl Witke joined the meeting]
3. **Used Cooking Oil:** Carl Witke reviewed information on used cooking oil recycling. Carl stated that the companies that may collect used cooking oil from the CVSWMD facility are:
 - a. White Mountain Biodiesel of North Haverhill, New Hampshire, offering free collection, no payment for oil.
 - b. EnviroTek of Burlington, Vermont offering quarterly payment for oil based on the quality of the oil and current market value. Current payment level is \$0.75/gallon for oil with low contamination.
 - c. Black Bear Biodiesel of Plainfield, Vermont. This Company does not usually pay for oil, but makes some exceptions for particularly good sources. Black Bear would like the exposure of working with the District and offered \$0.25/gallon.Bill Powell made a motion to direct staff to work with Black Bear Biodiesel on the collection and recycling of used cooking oil. The motion was seconded and unanimously approved. [Carl Witke left the meeting]
4. **Approval of the minutes:** Bill Powell made a motion to approve the minutes of the previous meeting. The motion was seconded and the minutes approved.
5. **Accept the Facility Outreach Plan:** Cassandra Hemenway discussed the highlights of the outreach plan for the proposed new facility. Cassandra stated the goal of the plan was to pass a facility bond vote and generate information about how constituents view the CVSWMD and the services the CVSWMD offers. A component of the plan includes conducting three focus groups in various parts of the CVSWMD as well as conducting a survey. Cassandra stated gaining consensus for the facility on the part of the Board and staff was also a goal. Bill asked about previous surveys that had been conducted. Cathleen Gent reviewed outlined surveys of ARCC customers, and the general population via social media, as well as stakeholder meetings she had conducted. Cassandra discussed working with a third party facilitator to assist with survey design and focus group facilitation. Cassandra also discussed outreach to selectboards of member towns to be conducted by Cassandra, Cathleen Gent and Leesa Stewart. Executive Board members instructed Cassandra to remember to include Board representatives for member towns in any outreach that occurs with the representative's Selectboard. Lee Cattaneo voiced concern around offering gift cards as incentives. Cassandra stated that it is hard to get people to turn out for focus groups without incentives. Ginny Callan suggested the advertising budget be reduced given public perception might not appreciate a municipality engaging in advertising. The EB also suggested the plan highlight more of the benefits of the work the CVSWMD is doing for member towns, including grant programs. The Executive Board discussed favorably not holding the bond vote on Town Meeting Day but waiting until November of 2016 to consider a bond vote, if the organization chooses to move forward with a bond. The Executive Board requested that the plan, and the budget, be refined for further review at their July 21 meeting.
6. **Review Facility Selling Points:** Cathleen Gent reviewed the process for developing facility talking points. The Executive Board discussed the talking points. [Cassandra Hemenway left the meeting]
7. **Review Organics Hauling Proposals and Staff Recommendations:** Leesa Stewart reviewed proposals received for organics hauling services from Black Dirt Farm of Stannard Vermont and Grow Compost of Moretown Vermont. Leesa Stewart stated that staff recommend entering contract

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negotiations with Black Dirt Farm to provide services to the Hardwick hauling route and requesting additional information from Grow Compost of Vermont. Discussion ensued.

8. **Authorize Organics Hauling Contract Negotiations:** Bill Powell made a motion to authorize the General Manager to begin contract negotiations with Black Dirt Farm and to request additional information, and term modifications from Grow Compost of Vermont. The motion was seconded and approved.
9. **Facility Project Review:** Cathleen Gent reviewed the facility project, including the work of Gossens Bachman Architects and Northeast Resource Recovery Association (NRRA). The Executive Board discussed having NRRA present to the Board of supervisors
10. **Authorize a Real Estate Buyer/Broker Agreement:** Cathleen Gent requested authorization to enter into a buyer broker agreement to assist with the search for property upon which to build the proposed new facility. The EB discussed negotiating a flat fee with prospective realtors as opposed to a percentage of sale agreement and directed Cathleen to discuss with the potential brokers the fact that the Board is hesitant to enter into an agreement without reviewing the agreement and knowing the fee structure. The EB will reconsider the request at their July 21 meeting.
11. **Recycling Container Assistance to member towns:** Cathleen Gent reviewed a request to provide assistance purchasing recycling bins to member towns and the newly released State of Vermont purchase plan for containers. Lee Cattaneo made a motion to develop a grant program to provide assistance to member towns to purchase recycling bins required by the unfunded Act 148 mandate based on the points system suggested by Cathleen Gent. Towns would be eligible to receive up to \$75 per point to assist with the purchase of bins. The motion was seconded and approved. The Executive Board requested that staff be directed to perform outreach and promotional activities. [Cathleen Gent left the meeting]
12. **Exit Interviews and Treasurer Hiring:** Bill Powell made a motion to enter executive session to discuss staff exit interviews and an application received for the open Treasurer's position at 6:25 PM. Bill Powell made a motion to exit executive session at 6:49 PM. Bill Powell made a motion to direct the General Manager to reach out to the candidate for Treasurer and offer the candidate an interview with the General Manager, Chair of the Board and Chair of the FOC.
13. **Adjourn:** Lee Cattaneo adjourned the meeting at 6:52 PM.

***** EXECUTIVE SESSIONS AS NEEDED*****