

**Meeting of the  
FACILITY COMMITTEE**  
Of the Central Vermont Solid Waste Management District  
At 137 Barre Street, Montpelier VT  
**Wednesday, September 17, 2014**

**Approved minutes**

- 1) **Convene meeting:** Peter Anthony convened the meeting at 5:34 PM. In attendance: Steve Micheli, Leesa Stewart, Carl Witke, Chrissy Bellmyer, and Cathleen Gent (committee staff). Absent: Lee Cattaneo, Fred Thumm. Cathleen Gent took the minutes.
- 2) **Election of Committee Chair:** Peter Anthony reported that Mia Moore has been asked to serve on the Program Oversight Committee (POC), so has resigned from the Facility Committee. He added that would like to see more board members participate on the Facility Committee, since the committee makes recommendations to “sell” to the board. The committee discussed whether a staff member could chair the committee and decided, because it is an “ad hoc” committee, that either a board member or staff could serve as chair. Motion by Leesa Stewart, seconded by Carl Witke, to nominate Chrissy Bellmyer as chair. Approved unanimously. Chrissy Bellmyer took over as chair at that time.
- 3) **Approval of the minutes of the August 20 Meeting:** Motion by Leesa Stewart, seconded by Peter Anthony, to approve the minutes. No changes were offered and the minutes were approved.
- 4) **New Facility**
  - a. **Decision-Making Process:** Leesa Stewart reported that board chair Fred Thumm has requested the following process for the new facility: the Facility Committee make recommendations about a new facility to the POC and then the POC will meet with the Financial Oversight Committee, with both committees caucusing together to bring a recommendation to the full board. Cathleen Gent noted that the POC meets on October 1 and the Facility Committee meets again on October 15 to discuss its final recommendations. A joint POC/FOC meeting is tentatively scheduled for October 20. The goal is for the full board to discuss the new facility on November 5.
  - b. **General Information, Cost, and Space Requirements for Potential Facility Materials:** Peter Anthony reported on the Executive Board’s discussion at its meeting last night, namely that there might be changes to our program commitments based on the fact that there has been a proposal from a private sector firm to take over the district’s food scrap route. Leesa Stewart added that the Executive Board is willing to entertain a more thorough proposal and business plan from the firm. There was discussion about the food scrap program as being an important part of CVSWM’s business plan. Peter Anthony suggested that there should be a formal business plan for program pricing. Cathleen Gent said pricing is part of the long-term plan she is working on.

Cathleen Gent provided an overview of the Facility Committee Staff Working Group’s discussion on September 3<sup>rd</sup> regarding facility elements and a full staff meeting discussion on September 10<sup>th</sup> about the ARCC. The Facility Committee reviewed the information, space requirements, and costs for each material. There was general agreement regarding the following:

1. Support for a leaf and yard waste facility – Consensus that we can find markets for the chips/mulch as feedstock for bio-heat or composting, for highway projects, etc. The 4,000 square foot area may need to be larger and there is room to do that. If the leaf and yard waste facility were located separately, we might need a dump truck to move the materials from the drop-off site.
2. Recognition that accepting HHW is important, and that there are ways to streamline costs (e.g., send full containers to Safe Harbors). The committee agreed that having a flood-proof, fire-proof, and tornado/hurricane proof container is essential. Cathleen Gent will look at whether there are any state grants for purchasing the HHW trailer and whether we could reduce the price of the unit by changing some of the add-ons (from when we last priced out a unit).

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3. Consider having two sites – one for public drop-off and one for compost facility and leaf and yard waste. Steve Micheli discussed several options for sites.
4. EPR programs should be evaluated and pursued. Depending on the labor market, fees earned on certain EPR materials can cover both processing and other costs (staff time).
5. Build a facility with versatile space where we can adapt to market changes over time. Now is the time to make the investment in a facility that allows CVSWMD to offer a wider array of services and programs.

The Committee made the following requested changes to the draft plan:

1. Remove the square footage for storage for school program and compost products, and the conference room while keeping the bath/shower, sink, and small office.
2. Move the compost facility information, square footage, and costs into a separate plan which will be referenced in the main facility plan. Discussed pros and cons of CVSWMD owning a composting facility and options for the type of operation. Questions came up about how extensive the state storm water, Act 250, etc. permitting process will be. Carl Witke will meet with staff from the state to answer those questions.
3. Remove any equipment that we know isn't needed.

The Facility Committee discussed further the process for decision-making for the new facility. Leesa Stewart laid out the following plan: first get a sense of the POC, then get a sense of the FOC, and invite the Facility Committee members to attend the next POC meeting to be sure that the process can be as streamlined as possible.

**c. CVSWMD Towns with Leaf and Yard Waste Facilities Report**

Cathleen Gent referenced her memo regarding the research she did about how to handle contaminants in leaf and yard waste. With the correct systems in place and procedures for all phases of collecting, processing, and finishing, including testing of materials in a separate area before mixing them with other materials, she believes that CVSWMD could operate a successful leaf and yard waste program.

- 5) **Adjourn:** Motion by Carl Witke, seconded by Steve Micheli, to adjourn. The meeting adjourned at 7:10 pm.