

Meeting Agenda

Wednesday Nov. 9, 2022; 4:00 to 5:30 PM Arlington Town Hall, 3828 Route 7A, Arlington, VT 05250 with Remote Option

- 1) Introductions and review of 9/14/22 meeting minutes 4:00 pm (Chair)
- 2) FYE 2022 SWIP Q1 Report 4:05 pm (BCRC Staff)
- 3) Permanent Household Hazardous Waste Facility 4:10 pm (BCRC Staff)
 - a. Facility Placement
 - b. Updated Timeline
 - c. Facility Operations Planning
- 4) Outreach & Events Update 4:25 pm (BCRC Staff)
 - a. ANR Visit
 - b. USDA Grant for Landlord Outreach
- 5) Call 2 Recycle Home Mailer Pilot Program 4:40 pm (BCRC Staff)
- 6) Household Hazardous Waste Event 4:45 pm (BCRC Staff)
- 7) Tour of Casella MRF 4:50 pm (BCRC Staff)
- 8) Public Comments 4:55 pm (Chair)
- 9) Upcoming Meetings and Events 5:05 pm (Chair)



210 South Street, #6, (802) 442-0713

BENNINGTON COUNTY SOLID WASTE ALLIANCE

Bennington, VT 05201 (802) 442-0439 fax

Draft September 14, 2022 Meeting Minutes

Town Representatives Present: Nick Zaic, Town of Arlington; Stu Hurd, Town of Bennington; Rob Gaiotti, Town of Dorset; Leslie Perra, Town of Manchester; Tom Shuey, Town of Pownal; Dave Kiernan, Town of Shaftsbury; Nancy Bushika, Town of Stamford; Dixie Zens, Town of Sunderland

BCRC and BCSWA Staff: Scott Grimm-Lyon, Paula Kamperman

- 1. **Call to Order/Approval of Minutes:** Dixie Zens called the meeting to order at 4:00 PM. A motion to approve the minutes of the 6/1/22 BCSWA meeting was made by Nick Zaiac, seconded by Tom Shuey and passed unanimously.
- 2. FYE 2022 BCRC SWIP Report: Scott Grimm-Lyon reviewed the End of Fiscal Year Solid Waste Implementation Report. He explained that while the operations budget and the financial budget operate on different calendars,> Grimm-Lyon said that while the Fiscal Year is running ran 11,596.14 over budget, there is an additional \$22,749 available in reimbursement funds from the Agency of Natural Resources and that BCSWA should expect to receive by the organization by the end of the calendar year.

3. Permanent Household Hazardous Waste Facility:

- a. <u>Prefabricated Unit Selection:</u> Grimm-Lyon went over an update of price quotes related to the purchase and delivery of prefabricated units for the permanent household waste facility. Quotes were updated as per the 6/1 meeting request to attain quotes with more comparable features including 3-hour fire proof rating, explosion relief panels, and additional features like shelving. Quotes were collected from the companies Safety Storage Inc., Securall, and US Chemical Storage. Securall submitted he least expensive quote at \$70,050.00.
- b. <u>Engineering Contract:</u> Grimm-Lyon discussed the approvals process required by the Town of Bennington Development Review Board (DRB) to install the prefabricated unit, including site drawings that need to be created by a licensed engineer. To meet this goal Grimm-Lyon re-approached the engineering firms who replied to the initial RFP for the facility in the spring for assistance. A proposed contract that was developed by MS&K, Inc. was shared with the Board. Proposed contract services include performing an existing conditions survey of the

site, preparing a site plan, and preparing and submitting an application to the DRB.

- c. <u>Timeline and Budget Projections</u>: Grimm-Lyon explained the structure of the budget a noted in the meeting packet that includes expenses for the prefabricated unit, additional contractors, and facility supplies. That the project budget is \$120,000 with \$69,190.00 reimbursable through a grant from Vermont ANR with the remainder of funds to be provided by the 13 BCSWA towns. And that with the adoption of the Securall Trailer and MSK's professional services, the current expected expenses would be \$98,900.00
- d. A motion to approve the purchase of the prefabricated Unit quote as updated by Securall and to accept the proposed contract for services by MSK was made by Nick Zaiac, seconded by Stu Herd and passed unanimously.
- 4. **Outreach & Events Update:** Paula Kamperman reported that this quarter she has visited 13 farmers markets across the Alliance, continued small businesses outreach, developed two CAT-TV segments one related to the instillation of a Green Cone and one related to Sorting and Recycling. BCSWA hosted a public event related to composting and will host an upcoming presentation on Recycling. The Alliance is actively working on developing a volunteer team to help work at events across the area, and is working to provide or direct events with technical assistance in meeting the source separation requirements. School outreach this quarter has been focused on cafeterias, and efforts are being made to work with both districts and lunch service providers. BCSWA maintains a social media presence on Instagram and YouTube and we encourage towns to share BCSWA content.
- 5. **Call 2 Recycle Home Mailer Pilot Program:** Grimm Lyon discussed a plan to work with Call2Recycle (C2R), a battery recycling and stewardship program to help them run a Rural Home Delivery pilot program. Other SWME's including Landgrove will also be participating. The program is planned to begin in late October/early November. C2R has agreed to help fund promotion of the program and reimburse BCSWA for social media advertisements.

Zens requested that links to the Board of Directors be sent more information when the program starts. Shuey confirmed that he has had positive experiences working with C2R, and expressed concerns that the differences between batteries may not be easily recognizable to members of the public, and that rechargeables can catch on fire. Grimm-Lyon confirmed the program would include a battery identification guide, and that boxes were fire proof.

6. **Rupert ISWAP Update: Grimm-Lyon reported that members of the** Rupert Selectboard asked if it was feasible to have only a portion of the town join the program. Grimm-Lyon

will work with BCRC to do some GIS Mapping and to develop a potential pricing structure.

- Compost Bin Sales: Grimm-Lyon reported that the final tally of the annual Compost Bin sale was 67 Soil Saver Backyard Composters, 36 Green Cone Solar Digesters, and 22 Buckets. Remaining stock will continue to be sold over the year, but BCSWA will not host a sale event and promotion until next year.
- 8. Household Hazardous Waste Events: Grimm-Lyon reported that the July 23rd event in Readsboro had 29 cars, which is a reduction from the 2022 vehicle count of 42. And the third HHW event for the year will be on September 17th in Dorset. Windham Solid Waste Management District is paying for 2% of the costs – and Pawlet (SWAC) is paying 4% of the costs of the Dorset Event.
- 9. **Tour of Casella MRF:** Grimm-Lyon reported that tours of the Rutland MRF, are available and that the day will include a tour of Rutland County Solid Waste District's HHW Facility for the same day. The board agreed to choose a day for the tour over email.
- 10. Fluorescent Bulb Ban: Kamperman went over details of the Vermont fluorescent bulb ban which will begin with a ban on the sale of fluorescent screw in bulbs in Feb. 2023 and continue in Jan 2024, with a ban on 4-foot linear bulbs. BCSWA has been distributing information to retailers, and encourages Towns to make this information available for their residents.
- 11. Public Comments: No public comments.
- 12. Next Meeting/Adjournment: Wednesday, 11/9/22 at 4PM.

A motion to adjourn was made by Nick Zaiac, seconded by Tom Shuey and passed unanimously. The meeting was adjourned at 4:42 PM.



210 South Street, Suite 6, Bennington, VT 05201 (802) 442-0713 (802) 442-0439 fax

Memorandum

To: BCSWA Board of Directors

Cc: Jim Sullivan, Bill Colvin

From: Scott Grimm-Lyon

Subject: Quarter 1 Fiscal Year 2023 SWIP Report

Date: Nov 1, 2023

Expenses July-September, 2022

Table 1 below shows the total amount invoiced to each town for the quarter beginning July 1, 2022 through September 310, 2022. Table 1 also shows the budgeted amount per quarter and for the entire year. Expenses are substantially higher than anticipated, and are approximately 2 times the quarterly budget allocation.

Table 2 shows expenditures for the year thus far by category. It also shows a comparison between this year and the first quarter of FY22. Cost overruns have been common in the first quarter of BCSWA Fiscal Years, with much lower than budgeted costs typically appearing in subsequent quarters. However this overrun is worse than it has been in previous years as price increases have been exasperated by a number of factors.

Expenses related to holding Household Hazardous Waste (HHW) collection events increased sharply due to inflation and consolidation/lack of competition in the industry.

Labor cost overruns also continued in this quarter as they did in Q4 of FY22 due to a continued onboarding process for the a new program manager. This trend will cease in Quarter 2 of this year as we return to the previous schedule with only 20 hours of staff time/week from the Program Manager being billed to BCSWA.

We have yet to receive income to offset expenses. \$32,499.47 in funding has been awarded from Vermont Agency of Natural Resources for activities during this calendar year.

	2020							Quarterly		Annual
Town	Population	2020 Share	FY	23 Quarter 1	FY	23 Year Total		Budget		Budget
Arlington	2,457	0.0707	\$	7,489.22	\$	7,489.22	\$	3,698.23	\$	14,792.90
Bennington	15,333	0.4412	\$	46,736.74	\$	46,736.74	\$	23,078.91	\$	92,315.65
Dorset	2,133	0.0614	\$	6,501.63	\$	6,501.63	\$	3,210.55	\$	12,842.19
Glastenbury	9	0.0003	\$	27.43	\$	27.43	\$	13.55	\$	54.19
Manchester	4,484	0.1290	\$	13,667.75	\$	13,667.75	\$	6,749.22	\$	26,996.89
Pownal	3,258	0.0937	\$	9,930.76	\$	9,930.76	\$	4,903.87	\$	19,615.49
Rupert	698	0.0201	\$	2,127.58	\$	2,127.58	\$	1,050.62	\$	4,202.46
Sandgate	387	0.0111	\$	1,179.62	\$	1,179.62	\$	582.50	\$	2,330.02
Searsburg	126	0.0036	\$	384.06	\$	384.06	\$	189.65	\$	758.61
Shaftsbury	3,598	0.1035	\$	10,967.12	\$	10,967.12	\$	5,415.63	\$	21,662.54
Stamford	861	0.0248	\$	2,624.43	\$	2,624.43	\$	1,295.96	\$	5,183.84
Sunderland	1,056	0.0304	\$	3,218.81	\$	3,218.81	\$	1,589.47	\$	6,357.88
Woodford	355	0.0102	\$	1,082.08	\$	1,082.08	\$	534.34	\$	2,137.35
Total	34,755	1.000	\$	105,937.23	\$	105,937.23	\$	52,312.50	\$	209,250.00
					Α	mount Over/U	Inde	er budget:	\$:	103,312.77

Table 1. Quarterly allocation of expenses by town

A substantial increase in Indirect Costs. Indirect costs are based on a formula related to administrative salaries, office expenses, rent, security expenses, telephone expenses, and utilities.

The FY23 Budget was a replica of the previous year's budget and was not drafted with a change in price expectations based on the above factors. It was intended largely to act as a placeholder until a new budget conversation was ready to be had.

When the BCSWA passed the FY23 Budget in June the Board discussed reexamining the budget in light of two factors; the inevitable change in expenses that will come from operating a permanent Household Hazardous Waste Facility, and an expression of desire from the new program manager to reexamine the chart of accounts with the Board, once he gained more experience in the position and had a better understanding of the goals of the Solid Waste Implementation Plan.

To accommodate this BCRC will perform a comprehensive review of the budget and present it to the Board of Directors at the January 2023 meeting in order to give your municipalities a clear and predictable schedule of expenses for the future.

The new budget is expected to include:

- An updated chart of accounts
- Clear expectations of what funding is expected to be received from ANR and on what schedule
- Expectations for operations related to the permanent HHW Facility

Category	Quarter 1 FY22	Quarter 1 FY23
BCRC Expenses		
Salary & Benefits	\$ 10,409.37	\$ 19,304.32
Phone, Supplies, post & equip.	\$ 3.60	\$ 139.76
Travel	\$ -	\$ 65.30
Copying Costs	\$ -	
Indirect Costs	\$ 6,287.26	\$ 13,013.04
Total BCRC	\$ 16,700.23	\$ 32,522.42
Events and other expenses		
Web site	\$ 299.97	\$ 638.22
Dues	\$ 4,056.36	\$ 600.00
Printing	\$ -	
Advertising	\$ 6,879.89	\$ 5,440.64
Compost bin purchase	\$ -	
Equipment	\$ 477.00	
Outreach Program (Manager + Events +		
Expenses)	\$ 12,322.48	\$ 16,014.90
Software		\$ 204.13
Sales Fee (Paypal)		\$ 64.68
HHW Events	\$ 30,390.47	\$ 51,395.82
HHW Facility		\$ 259.95
Donations to MAUS and Dorset School	\$ 300.00	
Insurance		\$ 950.00
Total Other Expenses	\$ 57,115.27	\$ 75,568.34
Total Expenses	\$ 73,815.50	\$ 108,090.76
Income		
Donations	\$ 1,438.16	\$ 1,795.05
Ag and Markets (Pesticides)	\$ 350.00	
ANR	\$ 9,749.84	
Compost bin sales	\$ -	\$ 358.48
Windham Payment (Readsboro)	\$ 250.38	
SWAC Payment (Pawlet)	\$ 778.43	
Total Income	\$ 12,566.81	\$ 2,153.53
Expenses - Income	\$ 61,248.69	\$ 105,937.23

Permanent Household Hazardous Waste Facility

Updated Project Timeline:

Due to delays in the site planning and permitting process, BCSWA has requested a temporary delay of construction and is exploring options for storage or delayed delivery of the unit until March. The following timeline is expected:

November, 2022

• Submission of Plan to Town of Bennington Development Review Board (DRB). Applications due 25 days ahead of the DRB meeting

December

- DRB Review held on 1st and 3rd Tuesday of the month.
- When approved, permits are issued within a few days with a 30 days appeal period

January, 2023

- Board determines facility operations plan and budget
- Applications for EPA Site ID Number and State Permits submitted

February

- Unit Construction is expected to be complete around February 15, 2023. With delivery expected in Feb/March 2023
- Depending upon costs possible storage at production facility may be possible until site has been fully prepared. Additional Options include on-site storage and using crane services twice

March

- Site preparation and pouring of concrete pad to be completed when the temperatures are consistently between 40 and 60 degrees
- Unit Installation

April

- Activation of electric and fire suppression systems
- Development of website-based reservation system

May

- Hiring and Training of Staff
- Promotion of Facility

June

• Operations Begin

Operations of HHW Facility:

Operations of the facility will be dictated by the 2019 Vermont Materials Management Plan which states (<u>MMP</u>, Page 24):

HHW & CEG HAZARDOUS WASTE

H1 – HHW Collection Events and Facilities

To ensure community members have convenient access to safely dispose of Household Hazardous Waste (HHW) and Conditionally Exempt Generator Hazardous Waste (CEG), SWMEs must provide a minimum of two (2) HHW/CEG hazardous waste collection events per year or access to a permanent HHW collection facility defined within this MMP as a facility that is open at least one day per week and open at minimum from May through October (ANR may consider approving requests for alternative operating days and seasonal openings and closures of permanent facilities when necessary). SWMEs that provide access to a permanent HHW collection facility in their region, are exempt from the requirement to offer all towns at least one annual collection event within 20 road-miles.

Permitting

HHW collection facilities need to obtain an EPA Site ID Number and an IWMEA. Permit requirements require the development of a Safety, Accident and Contingency Plan for this site; a list of materials expected to be collected, a site map, and expected dates and hours of operations.

Operations Schedule

Vermont law requires a permanent facility to be open to the public for:

- Minimum 1 Day Per Week
- Minimum 18 Weeks of Operation

Hours of Operation and the length of staff shifts will need to coincide with the open hours of the Bennington Transfer Facility. Shift length may vary depending upon days of operations per week and number of staff onsite. Similar facilities tend to be open for either 4 or 6 hours per day.

Scheduled Appointment Operation

The facility is being designed with the intention of operating on an appointment system. This will limit vehicle capacity, and prevent long queues at the Transfer Station.

A key question will be whether BCSWA wishes to charge a collection fee. Collection Fees have been implemented by some facility operators but there is no standard practice. There is a fee of \$7/vehicle in Springfield VT, \$20/vehicle in Barre, and Chittenden and Rutland VT both charge no fee for district residents, but have a published Fee Schedule for businesses and Non-Residents.

Staffing Requirements

Staff at other HHW facilities in Vermont tend to either work in shifts of 2 or 3. A three member staff may be preferable as it would allow for more flexibility related to sick time, and the ability to schedule more vehicles per hour.

Staff Qualifications

- 40 Hours of OSHA Training (HAZWOPER Certification)
- Ability to lift 50 lbs.
- Basic Computer Skills

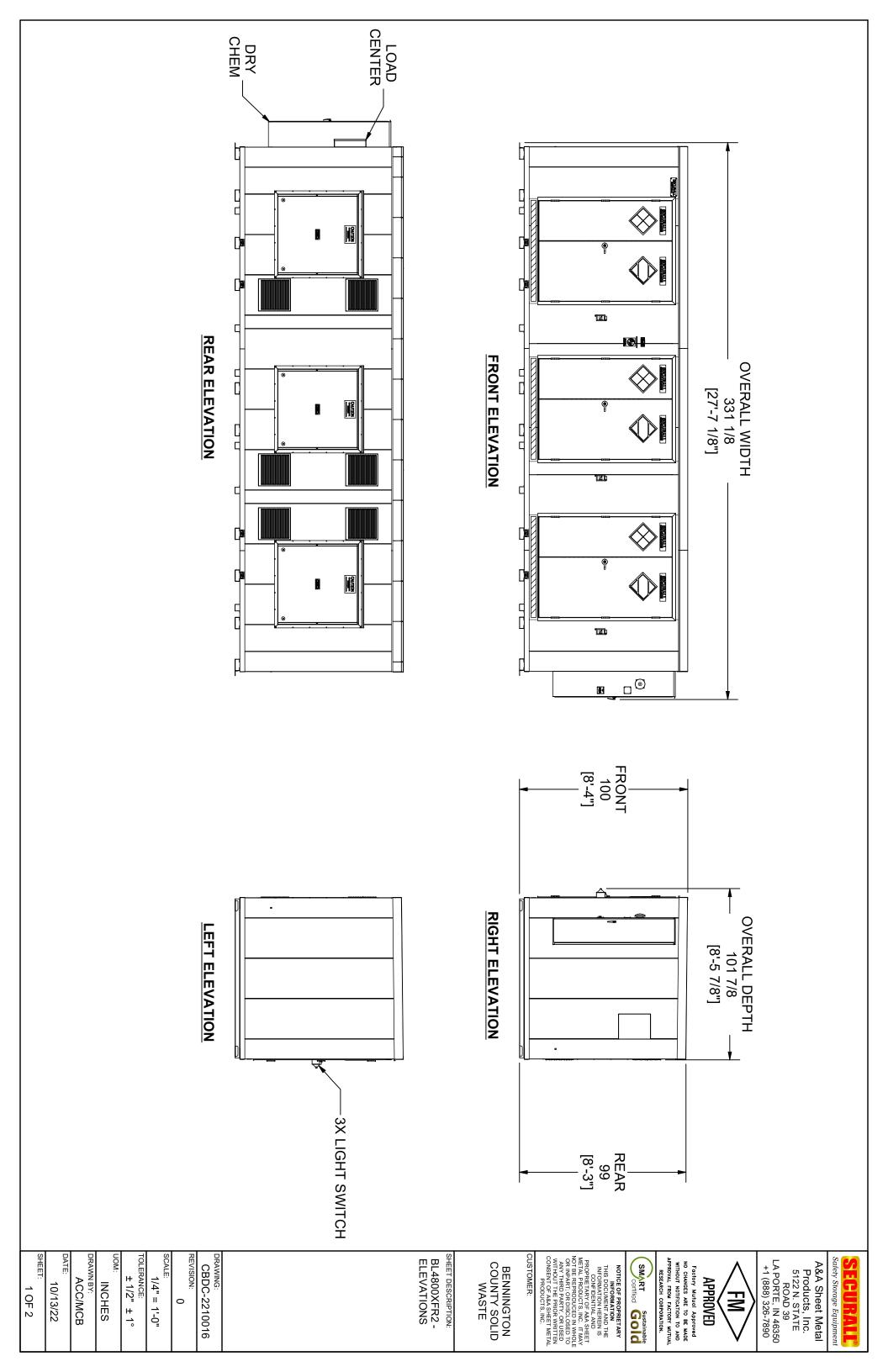
Pay rates at other HHW facilities in Vermont typically begin at \$22.5/hour however as they operate as a District rather than an Alliance, this allows them more flexibility in staffing than we should anticipate.

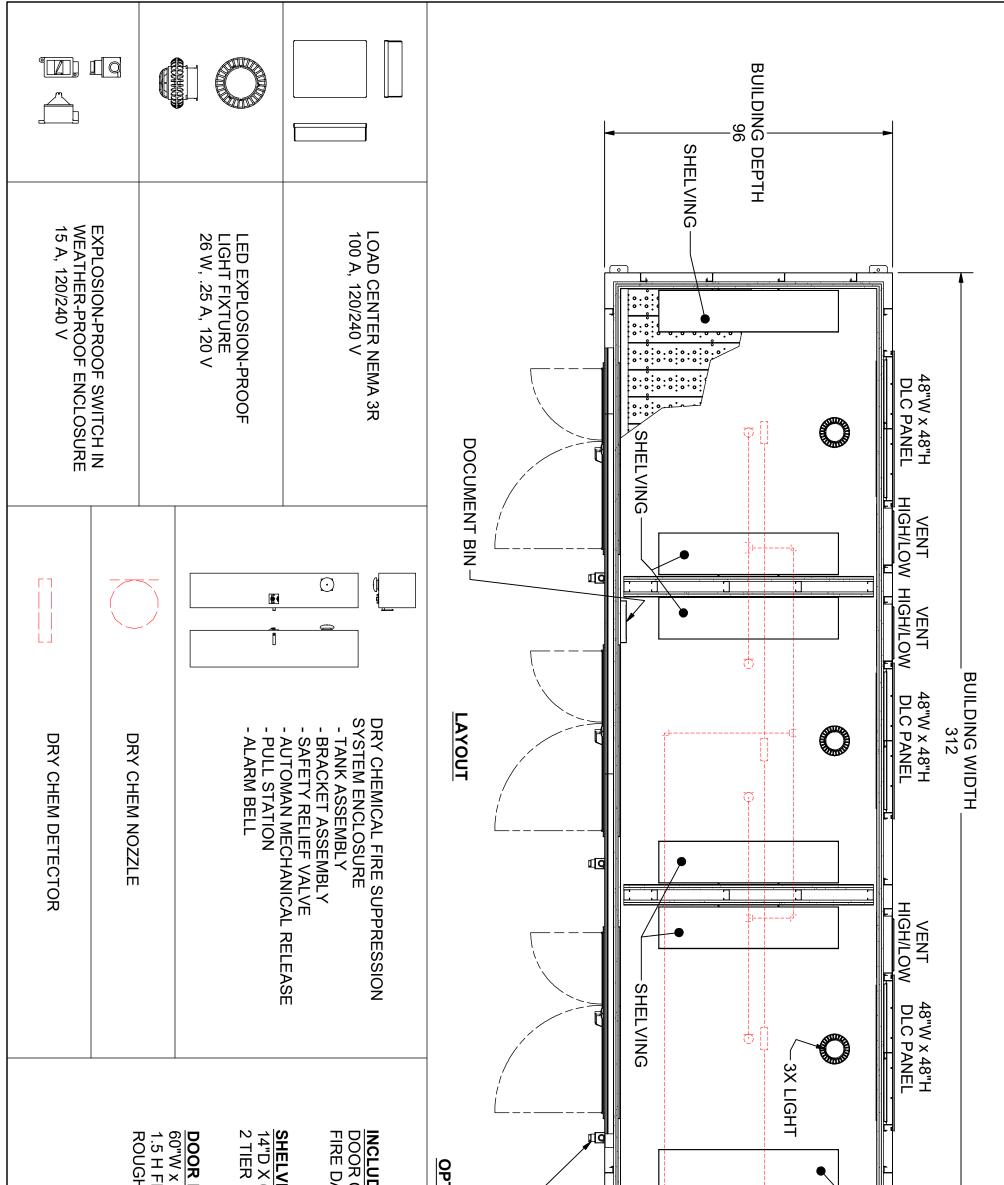
BCSWA needs to explore options to work with third party contractors to provide staffing, either through private or governmental partner to share staff or be a hiring agent. In addition, further liability questions related to dealing with hazardous materials and independent contractors need to be explored further; including information on what types of insurance that carrier will need to carry and/or name BCSWA as covered under.

Recommendation: That a subcommittee be formed to draft an operations Plan and Budget to bring to the January BCSWA meeting.



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	BENNINGTON COUNTY SOLID WASTE
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