



111 South Street, Suite 203, Bennington, VT 05201 (802) 442-0713 (802) 442-0439 fax

Memorandum

To: Keith Squires, Stu Hurd, Rob Gaiotti, Rickey Harrington, John O'Keefe, Tom Shuey, Mark Lourie, Suzie dePeyster, Gerry DeGray, Mitch Race, Nancy Bushika, Steve Bendix, Mike Charette, Betty Charette

Cc: Jim Sullivan, Andrea Lenhardt, Linda Sciarappa, Dave Kiernan

From: Michael S. Batcher

Subject: August 24, 2016 SWIP Planning Meeting Minutes

Date: September 21, 2016

Town Representatives: Keith Squires (Arlington), Stu Hurd (Bennington), Rob Gaiotti (Dorset), Tom Shuey (Pownal), Suzie dePeyster (Sandgate), Gerry DeGray (Searsburg), Tim Scoggins and Tony Krulikowski (Shaftsbury), Steve Bendix (Sunderland), Mike Charette (Woodford)

Not in Attendance: Ricky Harrington (Glastenbury), John O'Keefe (Manchester), Mark Lourie (Rupert), Nancy Bushika (Stamford),

BCRC Staff: Michael S. Batcher

Location and Time: Arlington Town Hall – 4:00 to 6:00 PM

Public in Attendance: Betty Charette (Woodford), John Cullen, interested party

Introductions: The Alliance members introduced themselves. Gerry DeGray is the new representative from Searsburg.

Approval of the Minutes of November 17, 2015: Stu Hurd moved and Steve Bendix seconded a motion to approve the minutes of November 17, 2015.

Review of FY 2016 Final Report from BCRC: Michael reviewed the final report (attached) dated August 10, 2016 on work by BCRC and subcontractors under the contract with the Alliance. The main points were:

1. The Alliance held the required number of household hazardous waste events in calendar year 2015.
2. Business outreach did not occur as we did not complete the SWIP until the end of 2015 and hired the Northeast Resource Recovery Association (NRRRA) as a contractor soon after.
3. Working with the Northeast Recycling Council (NERC), we did make contact with several of the schools. This has been expanded this year by NRRRA.
4. The Alliance now has a web site at www.bcswavt.org
5. BCRC applied for and received a grant for \$21,859.00 for HHW events for 2016. BCRC also applied for and received a grant for \$6,410.00 for business outreach for 2016.
6. The Alliance survey completed for VT ANR received 341 responses and the results are on the Alliance website and were submitted to VT ANR.
7. The Town of Shaftsbury is now accepting food scraps at their transfer station following work by BCRC and training by NERC.

The contracted amount for the period from July 1, 2015 to June 30, 2016 was \$186,665.00. Actual expenditures, including HHW events totaled \$93,239.29. However, each quarter, the amounts expended have increased as programs have been implemented. The final quarter total was \$33,776.51, after reductions for grants. Using that quarterly figure, the annual total with a fully operational program would be \$135,106.04, which is still within budget.

2016 to 2017 Contract with BCRC: The Alliance had previously approved a budget of \$177,455.00 for this year. Michael had prepared a contract for Keith Squires to sign, and Keith wanted the Alliance to review the contract. After some discussion, Stu Hurd moved and Mike Charette seconded a motion to authorize Keith to sign the contract.

Household Hazardous Waste: Michael reported that Casella had collected bulbs and batteries at the spring event and had Clean Harbors take them, resulting in a significant charge to the Alliance. Stu Hurd said the issue was now resolved for future events. Michael discussed the fall event and there was some question on taking propane tanks. The Alliance is required to provide for collection of propane tanks that still have propane in them. Transfer stations generally require removal of the valve, so the tanks are disposed of as metal. We will have to use the HHW events for collection until a facility is developed or a vendor found to take one and twenty pound tanks that still contain propane for residents.

Possibility of Towns Joining BCSWA: Michael asked how the members felt about the possibility of towns joining the Alliance. Steve Bendix said that Winhall had indicated their plan to leave the Windham Solid Waste Management District. Michael suggested that the Alliance require any new towns to pay for the costs of amending the plan, holding the required hearing and other costs. The members generally agreed with this, but further discussion may be needed.

Hauler Registration: Michael reviewed communication he has had with VT ANR on haulers that have not registered with the state. Most are registering. Bennington has not received communication back from several haulers it has requested to register.

Other Items: Michael reviewed the status of E-Waste, battery collection and other programs. There was some discussion on the costs of recyclables. Tom Shuey said the E-Waste program was working much better under the current contract.

John Cullen asked about funding for signs that he felt were needed at the Casella Transfer Station. Signs are needed so people who come to the transfer station can understand what they can and can't recycle. He said there seemed to be plenty of "slush" money for the Alliance to pay for these. Michael wondered why Casella could not pay for their own signs. Keith said the contract with Casella required appropriate signage and, perhaps a meeting to discuss this was in order.

Next Meeting: The next meeting was scheduled for October 11, 2016 from 4:00 to 6:00 PM at the Arlington Town Hall to discuss the budget for 2017 to 2018 and provide an opportunity for public comment on the work of the Alliance.

Adjournment: Mike Charette moved and Tom Shuey seconded a motion to adjourn the meeting.



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Cc: Jim Sullivan, Dave Kiernan, Andrea Lenhardt, Linda Sciarappa

From: Michael S. Batcher

Subject: Fourth Quarter and Year End SWIP Report

Date: August 10, 2016

Part One – Final Invoice

As before, I am mailing out the fourth quarter invoice separately for implementation of the SWIP. The total amount being billed is \$33,783.99 allocated by the population of each town. Our expenses were actually \$50,205.05 and these were offset by \$16,473.55 of revenues from grants and compost bin sales. Until this quarter, each town has been billed quarterly except for Glastenbury as the amounts for Glastenbury were small. This final bill will be for the entire year for Glastenbury and for the final (fourth) quarter for the other 12 towns.

Part Two – Financial Report

Table 1 below shows the total amount invoiced to each participating town by quarter for the year beginning July 1, 2015 and ending June 30, 2016. As you may recall, we had some carry over from development of the SWIP which offset the first quarter costs. The invoiced amounts are shown in columns F, G, H and I with the total invoiced in column J. Columns K and L show the estimated quarterly and total year payments from the contract between BCRC and the Alliance. Up until the end of 2015, we were billing household hazardous waste events separately, but these are now included in the quarterly invoices. I am showing the cost for the fall 2015 events in Bennington and Manchester which had been billed separately. Column M shows the total amount that we billed including those events. As you can see, the total of \$93,239.29 is half the contract amount of \$186,665.00. However, as we have progressed, the quarterly billings have increased. If we used the fourth quarter, which includes the spring 2016 HHW event as representative, the total would be \$135,106.04. The fourth

Table 1. Financial Summary

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Town	Population	Share	Quarter 1 Actual Costs	Carry over from FY 2015	Quarter 1 Invoice	Quarter 2 Invoice	Quarter 3 Invoice	Quarter 4 Invoice	Total Invoiced	Quarterly Estimated from Contract	Total Contract Amount	Total with Fall 2015 HHW	Fall 2015 HHW
Arlington	2,317	0.0661	\$ 678.42	\$ 388.12	\$ 290.30	\$ 834.15	\$ 1,349.53	\$ 2,232.63	\$ 4,706.61	\$ 3,084.02	\$ 12,338.56	\$ 7,382.54	\$ 2,655.65
Bennington	15,764	0.4496	\$ 4,614.49	\$ 2,639.96	\$ 1,974.53	\$ 5,673.77	\$ 9,179.23	\$ 15,185.92	\$ 32,013.45	\$ 20,982.51	\$ 83,924.58	\$ 38,189.23	\$ 6,175.78
Dorset	2,031	0.0579	\$ 594.26	\$ 339.98	\$ 254.28	\$ 730.67	\$ 1,182.11	\$ 1,955.66	\$ 4,122.73	\$ 2,703.34	\$ 10,807.90	\$ 6,528.23	\$ 2,387.27
Glastenbury	8	0.0002	\$ 2.05	\$ 1.17	\$ 0.88	\$ 2.52	\$ 4.08	\$ 6.76	\$ 14.24	\$ 10.65	\$ 37.33	\$ 16.52	\$ 2.28
Manchester	4,391	0.1252	\$ 1,285.00	\$ 735.15	\$ 549.85	\$ 1,579.97	\$ 2,556.14	\$ 4,228.82	\$ 8,914.78	\$ 5,844.60	\$ 23,370.46	\$ 14,396.68	\$ 5,440.37
Pownal	3,527	0.1006	\$ 1,032.51	\$ 590.70	\$ 441.81	\$ 1,269.53	\$ 2,053.89	\$ 3,397.92	\$ 7,163.15	\$ 4,694.58	\$ 18,778.50	\$ 8,235.20	\$ 1,072.05
Rupert	714	0.0204	\$ 209.38	\$ 119.78	\$ 89.60	\$ 257.44	\$ 416.50	\$ 689.04	\$ 1,452.58	\$ 950.36	\$ 3,807.97	\$ 2,280.59	\$ 821.74
Sandgate	405	0.0116	\$ 119.06	\$ 68.11	\$ 50.95	\$ 146.39	\$ 236.83	\$ 391.81	\$ 825.98	\$ 539.07	\$ 2,165.31	\$ 1,256.67	\$ 430.69
Searsburg	109	0.0031	\$ 31.82	\$ 18.20	\$ 13.62	\$ 39.12	\$ 63.29	\$ 104.71	\$ 220.74	\$ 145.08	\$ 578.66	\$ 290.34	\$ 69.60
Shaftsbury	3,590	0.1024	\$ 1,050.99	\$ 601.27	\$ 449.72	\$ 1,292.25	\$ 2,090.64	\$ 3,458.71	\$ 7,291.32	\$ 4,778.43	\$ 19,114.50	\$ 8,422.67	\$ 1,131.35
Stamford	824	0.0235	\$ 241.19	\$ 137.99	\$ 103.20	\$ 296.56	\$ 479.79	\$ 793.75	\$ 1,673.29	\$ 1,096.78	\$ 4,386.63	\$ 2,201.16	\$ 527.87
Sunderland	956	0.0273	\$ 280.20	\$ 160.30	\$ 119.90	\$ 344.51	\$ 557.37	\$ 922.10	\$ 1,943.88	\$ 1,272.47	\$ 5,095.95	\$ 2,995.96	\$ 1,044.11
Woodford	424	0.0121	\$ 124.19	\$ 71.05	\$ 53.14	\$ 152.70	\$ 247.04	\$ 408.70	\$ 861.57	\$ 564.36	\$ 2,258.65	\$ 1,039.50	\$ 177.93
Total	35,060	1.0000	\$ 10,263.56	\$ 5,871.78	\$ 4,391.78	\$ 12,619.59	\$ 20,416.44	\$ 33,776.51	\$ 71,204.32	\$ 46,666.25	\$ 186,665.00	\$ 93,235.29	\$ 21,936.69

quarter is probably the best representation of continuing costs as much of my time in the first two quarters was devoted to completing the SWIP and the third quarter was devoted to hiring contractors and getting programs up and running.

Expenses	Amount
Salaries and Benefits	\$ 27,379.28
Direct Costs	\$ 3,269.09
Compost bin purchases	\$ 4,180.33
Advertising	\$ 1,972.80
Equipment	\$ 2,618.52
Travel	\$ 765.7
Indirect Costs	\$ 18,639.81
Contracts (NRRA, Berkshire Direct, other contractors)	\$ 13,425.00
Professional Services (Clean Harbors, web domain maintenance, etc.)	\$ 21,299.11
Total Expenses	\$ 93,549.64
Income	
Compost Sales	\$ 4,235.00
Ag and Markets	\$ 2,402.00
VT ANR SWIP Grant	\$ 9,836.55
Total Revenues	\$ 16,473.55
<u>Total Costs</u>	<u>\$ 77,076.10</u>
Carry over from previous year	\$ 5,871.78
<u>Total Invoiced</u>	<u>\$ 71,204.32</u>

Table 2 shows expenditures for the year by category. Again, this does not include the fall 2015 HHW events as I billed those to you separately. From now on, those expenditures will be included here.

Part Three – Year Two Contract

The BCRC-BCSWA contract runs for five years with a provision for a new set of tasks and costs to be approved each year. As I recall, the Alliance approved a budget for the July 1, 2016 to June 30, 2017 year. I am including the draft contract as Keith wanted the board to review and approve it before he signed it. I will be developing a budget for your review in the next month for 2017 to 2018, and we should discuss amending the time frame to reflect work over the calendar year rather than the fiscal year. Table 3 below shows the budget for each of the major program areas described in the contract as well as how those costs would be allocated to each town based on population.

Town	Population	Share	Allocation	Program Areas	Cost
Arlington	2,317	0.0661	\$ 11,729.78	Program Administration	\$ 49,250.00
Bennington	15,764	0.4496	\$ 79,783.77	General	\$ 7,800.00
Dorset	2,031	0.0579	\$ 10,274.64	Recycling	\$ 3,100.00
Glastenbury	8	0.0002	\$ 35.49	Organics	\$ 3,750.00
Manchester	4,391	0.1252	\$ 22,217.37	Household Hazardous Waste	\$ 44,050.00
Pownal	3,527	0.1006	\$ 17,851.97	Sludge	\$ 2,200.00
Rupert	714	0.0204	\$ 3,620.08	Construction and Demolition	\$ 700.00
Sandgate	405	0.0116	\$ 2,058.48	Multi-media	\$ 16,450.00
Searsburg	109	0.0031	\$ 550.11	Contractor Outreach	\$ 50,155.00
Shaftsbury	3,590	0.1024	\$ 18,171.39	Total	\$177,455.00
Stamford	824	0.0235	\$ 4,170.19		
Sunderland	956	0.0273	\$ 4,844.52		
Woodford	424	0.0121	\$ 2,147.21		
Total	35,060	1.0000	\$ 177,455.00		



Part Four – Summary of Activities

This section summarizes BCRC activities on behalf of the Alliance under the contract for the period April 1 through June 30, 2016 with some information on previous quarters. During this period, we engaged in the following activities:

1. The Vermont Agency of Natural Resources informed us that Year One of implementation of our SWIP did not start on July 1, 2015 and end on June 30, 2016 as I had previously thought but started on January 1, 2015 and ended on December 31, 2015. Our report to ANR was due on July 1, 2016. I submitted a report indicating that we had not completed many actions, as we had almost no program in calendar year 2015 other than household hazardous waste events. I will report on the work in this calendar year (2016) by July 1, 2017. I am including a copy of the report I submitted for July 1, 2016.
2. We continue to oversee the contract with the Northeast Resource Recycling Council. I am including their summary report of activities for your review. To briefly summarize, NRRA has
 - Contacted all 25 schools and prioritized those needing assistance.
 - Completed on-site training at the Village School in North Bennington and Manchester Elementary. A workshop at Mt. Anthony Union High School is scheduled for this fall.
 - Over 300 businesses were contacted with follow-up to those that responded.
 - 80 businesses were visited in person, of which 40 were food generators and 40 non-food generators.
 - Held a workshop for businesses and for operators at the Arlington Inn on July 20th.
 - NRRA has developed newsletters and other outreach materials, which have been distributed, and some of which have been placed on the BCSWA website.

As I stated in my third quarter report, we amended our contract with NRRA to reflect this change, extending it through calendar year 2017.

3. The notes that NRRA took from their visits include some of the following observations:
 - Some food generators use TAM, some bring materials home to compost, a few are using local farmers and others are donating to food banks.
 - At the same time, some food generators are not diverting organics at all.
 - Some food generators need assistance with diverting things such as fryer oil while one was diverting oil but not food scraps.
 - In general, non-food generators were recycling to varying degrees. Some were diverting only cardboard while others were doing a much better job diverting.
 - Some businesses complained of dumpster poaching where they find the trash from others in their dumpsters.

- In many cases, it was difficult to find or to make an appointment with the right person who could authorize changes in how materials were handled.
 - Some chain stores may best be approached by the state rather than at the local level as policies for materials management are not developed locally.
 - Household hazardous waste events need to be better advertised and/or held more often.
 - In some areas, banned items such as fluorescent bulbs were observed in the trash.
4. Berkshire Direct completed the website and that is now up and running at www.bcswavt.org. We continue to provide content for updates.
 5. We assisted the Town of Bennington in advertising and promoting the spring household hazardous waste event at the Bennington Transfer Station. Table 4 below summarizes the number of households by town. We did a mailing to businesses, but no businesses participated.

Town	First Time	Returning	Total
Arlington	14	0	14
Bennington	64	82	146
Dorset	6	0	6
Manchester	5	1	6
Pownal	15	6	21
Rupert	1	0	1
Sandgate	4	0	4
Searsburg	1	0	1
Shaftsbury	25	10	35
Stamford	2	0	2
Sunderland	3	0	3
Woodford	4	1	5
Totals	144	100	244

6. BCRC applied for and received approval for a SWIP grant of \$21,859.00 to support HHW events. We are also renewing our contract with the Agency of Agriculture and Markets and submitted for reimbursement for handling of pesticides for the spring event for a total of \$2,402.00 for the spring event.
7. BCRC also applied for and received a grant of \$6,410.00 for business outreach. We will use this to reach an additional 40 businesses this year as we were unable to do business outreach in 2015.
8. BCRC applied jointly with the Windham County Solid Waste Management District and the Londonderry Group for an Eco AmericCorps member who will help with implementing a "Food: Too Good to Waste" program to provide education and outreach on ways to reduce food waste. The member will also assist with outreach to events and development of outreach materials.

9. BCRC entered into a contract with Clean Harbors for the fall household hazardous waste collection event. That will be held at the Dorset School on Saturday, October 1, 2016. We will soon be promoting that in the Banner, Journal, News Guide, Front Porch Forum, postings in town halls and other locations, a GNAT/CAT public service announcement, and sending links to towns for their websites.
10. We collected the paper forms and combined them with the Survey Monkey data to complete the VT ANR survey, and all data has been entered. We tabulated a total of 341 responses. I am including a cop of the complete results, which list responses by town.
11. With help from the Town of Dorset and the One World Conservation Center, we sold 61 Soil Saver backyard composters, 42 Kitchen Composters and 7 Sure Close kitchen composters. The proceeds slightly exceeded the costs of the units. We had purchased 72 Soil Savers and sold the remaining 11 to the Windham County Solid Waste Management District.
12. We worked with the Northeast Recycling Council (NERC) and the Town of Shaftsbury to begin offering food scrap collections at the Shaftsbury Transfer Station. All stations will be required to offer this service as of July 1, 2017.
13. We have also been sending you regular emails on various Universal Recycling Law requirements, training opportunities and other information.
14. I have communicated with VT ANR on haulers that are not registered with them that haul in Vermont. VT ANR sent them a card indicating that they need to register. Here is the latest response I received from Barb Schwendtner, VT ANR Solid Waste Compliance Chief:
 - a. County Waste, also known as ACE: NOAV issued & VT transporter application submitted (under County Waste & Recycling Service, Inc.). At this time the application is incomplete, awaiting additional paperwork from their corporate offices.
 - b. George Apkin and Sons: I closed this one out as "No Violation Found" as postcards sent to 2 different addresses were undeliverable.
 - c. Delmolino and Sons: Now a permitted VT transporter. A NOAV was issued.
 - d. Hart and Sons: Never permitted, may be referring to Hart Construction Co., Inc. out of Williamstown MA, they appear to do some rubbish hauling, but I have not verified that they operate in VT.
 - e. Tom Sweet: Never permitted, have not located any evidence that he is hauling.
 - f. Willie's Rubbish Removal: Last permitted in 2006, and had been permitted 10 straight years. His corporate and trade name are also inactive. Unable to reach by phone. Likely out of business, but if you find evidence he is operating we can reopen it.
15. We continue to participate in solid waste meetings concerning the new battery program, the recyclers group, representing staff responsible for recycling in the solid waste districts and alliances and the household hazardous waste group that coordinates on HHW/CEG issues.

Part Five – Actions Needed

1. The Alliance needs to schedule a public meeting this fall to invite residents and businesses to learn more about the SWIP and solid waste management as well as for budgeting for the fiscal year starting in the summer of 2017. We also stated in the SWIP that we would hold a similar public meeting in the spring of 2017.
2. Starting July 1, 2017, transfer stations will have to accept food wastes. The Northeast Recycling Council assisted with training and program establishment for Shaftsbury, and Pownal staff participated in that. We can facilitate training for the other stations as well. Stations should now be accepting leaf and yard waste.
3. We need to better coordinate the Bennington HHW event so that fluorescent bulbs and batteries are accepted as part of the existing free programs and not collected for a fee by Clean Harbors.
4. Given how VT ANR has altered the “year” the Alliance may wish revise our contract that so that BCRC is completing the tasks within the calendar, or reporting year. That will require some significant changes in budget estimates.
5. Alliance towns also need to provide me with the hauler registrations they have received. I have received copies of reports from TAM, but not the hauler registrations, so I don’t know who has and who has not registered.

Included Documents

1. August 24, 2016 Meeting Agenda
2. November 17, 2015 BCSWA Meeting Minutes
3. BCRC – BCSWA Year Two Contract
4. Bennington County Solid Waste Alliance 2016 Annual SWIP Report
5. NRRRA Summary Report
6. BCSWA Survey