



Town of Hinesburg
10632 Rte. 116
Hinesburg, VT 05461
www.hinesburg.org
(802) 482-2281

SELECTBOARD AGENDA

May 18, 2022

MEETING WILL BE HELD IN-PERSON & REMOTELY
FACE MASKS SUGGESTED FOR IN-PERSON ATTENDANCE

Join Zoom Meeting

<https://us06web.zoom.us/j/89038921566?pwd=eFpBQ2gvMXcwdnBIYnl5U1RlbTZoUT09>

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 890 3892 1566

Passcode: 556063

Link to meeting on Media Factory: <https://www.mediafactory.org/hinesburg>

You can also view on Comcast Ch.1084

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| 1. Public Hearing on Village Design Standards | 7:00PM |
| 2. Meeting Call to Order | 7:15PM |
| 3. Agenda Additions or Deletions | 7:17PM |
| 4. Public Comment (for items not on the agenda) | 7:18PM |
| 5. Approve Minutes of 2/28 & 5/4 | 7:25PM |
| 6. Selectboard Forum | 7:30PM |
| 7. Consider Approval of CSWD Budget | 7:35PM |
| 8. Affordable Housing Committee ARPA Fund Proposal | 7:45PM |
| 9. Consider Letter of Support for Rule to Manage Wake Boats | 7:55PM |
| 10. Consider Appointment of Planning and Transportation Advisory Committee Representatives | 8:05PM |
| 11. Consider Approval of Village Design Standard Zoning Regulations | 8:10PM |
| 12. Town Hall Committee Update and Possible Consideration of Spending of Funds | 8:20PM |
| 13. Consider Assigning a Portion of Fund Balance to Capital Funds per FY23 Budget | 8:35PM |
| 14. Town Manager Update | 8:45PM |
| 15. Approve Warrants and Payroll | 8:55PM |
| 16. Consider Entering Executive Session to Discuss the Evaluation of a Public Officer or Employee pursuant to 1 V.S.A §313(a)(3) | 9:00PM |
| 17. Adjourn | 9:30PM |

Questions or comments during the live broadcast? Email selectboard@hinesburg.org and those questions or comments may be read during the meeting. ***All times are approximate. For meeting materials, please visit: <https://www.hinesburg.org/select-board>*** Contact the Town Manager if you have questions: todit@hinesburg.org; or 482-4206

NOTICE OF PUBLIC HEARING
TOWN OF HINESBURG – SELECT BOARD
May 18, 2022 – 7pm

Village Design Standards Proposal

The Hinesburg Select Board will hold a public hearing on May 18, 2022 at 7pm to receive public comment on proposed changes to the Zoning Regulations. The purpose is to revise regulations for village area design standards for new development – both site-level and building/architectural standards. The geographic area affected is the village growth area – specifically eight zoning districts: Village, Village Northwest, Village Northeast, Commercial, Residential 1, Residential 2, Industrial 3, Industrial 4.

The proposed revision, as well as a report on how the proposed changes comply with State Statute and the Town Plan, are available on the Town web site (www.hinesburg.org), and by contacting Alex Weinhagen (Director of Planning & Zoning) at aweinhagen@hinesburg.org or 482-4209. A list of the affected section headings follows, as required pursuant to Title 24, Chapter 117 V.S.A. Section 4444 (b).

Zoning Regulation Sections:

- 2.9.3 – Non-residential Density Bonus Incentives
- 5.5.5 – Bicycle Parking or Storage Facility
- 5.22 – Village Area Design Standards
- 10.1 - Definitions

Notice Date – April 14, 2022



Planning Commission Reporting Form for Municipal Bylaw Amendments 5/13/2022

Proposed Revisions to Hinesburg's Zoning Regulations Village Area Design Standards – Section 5.22 *Revised May 13, 2022 for Select Board May 18, 2022 public hearing*

This report is in accordance with 24 V.S.A. §4441 (c) which states:

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. The report shall provide:

(A) Brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under section §4444 of this title,

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Process & Response to Select Board Revision

The Planning Commission held public hearings on June 9 and June 23, 2021. Substantive revisions were made to the proposal based on these hearings, and a proposal was forwarded to the Select Board in November 2021. The Select Board reviewed the proposal in March 2022, and decided to delete design standard 5.22.3(3)(e)(2). This was a building-level design standard that would have required front porches or porticos on all new single-family or two-family homes.

The Planning Commission discussed this change at their April 13, 2022 meeting. The Commission still feels that a porch facing the public street is a good design standard. It reflects the design of existing village area buildings, and it helps homes present to the public sphere, encourages community interaction in these spaces, and creates a more lively public streetscape. With that said, the Commission acknowledges the Select Board concern that such a requirement

could add significant construction cost, thereby impacting affordability. The Commission feels that the deletion of this element will not have a large impact on what the overall package of design standards is trying to achieve. The Commission feels the revised proposal will still be consistent with and help implement the Town Plan.

Background

The Hinesburg Zoning Regulations have had special design standards for village area development since the inception of the village zoning district in 1981. Rudimentary at first, these design standards were refined in 1996 and substantially enhanced in 2009.

In a 2014 community survey, respondents were asked for reaction to several recent and proposed developments. In most cases, respondents reacted positively; however, the reaction to “recent housing developments in the village area” was decidedly negative (46% negative vs. 35% positive; 422 respondents). Community concern about the future was apparent in other more general survey responses – Question #4, Is Hinesburg prepared for the challenges it will face in the next 5-10 years? 48% said no, and only 13% said yes (432 respondents); Question #1, Do you feel Hinesburg is headed in a positive direction? 33% said no, 36% said yes, 31% were not sure. A follow up survey in 2015 confirmed a desire to exert more control over new development. When asked how the Town should manage growth and development, the top answer was to revise/improve regulations (47%; 224 respondents).

Town Plan top priority action item 3.3.1, “Create more specific development design standards (site, building, greenspaces) to more clearly articulate the community’s expectations.” The proposed regulation revision seeks to do just that – i.e., tune up the existing architectural and site-level design standards for new development. The goal is to be clearer about important design elements so that developers better understand what the community is looking for, and so community members have more confidence in what gets developed.

The proposal represents a significant rewrite of the village area design standards in section 5.22. All existing provisions were reviewed and refined, and many new provisions were added. Illustrations have been incorporated to help explain the standards. A compilation of photos that further illustrate various standards is also being assembled in a separate document. Pending completion of this photo library, it will be referenced in the revisions to section 5.22.

Some of the new provisions include:

- Revised building footprint limits for retail uses – e.g., 25,000 square foot maximum for grocery stores, and 15,000 square foot maximum for other types of retail and service establishments.
- Building façade:
 - Architectural detail
 - Front façade variation
 - Window pattern and minimum coverage
 - Prominent entryways – multiple options for multi-family, non-residential, and mixed-use structures (porch, portico, patio, storefront, etc.)

- Building form – prohibits excessive repetition in form and orientation
- Building corporate branding – prohibits stylized corporate or franchise architecture
- Building material – requires variety in building materials for new development to avoid a monotonous built environment
- Building height – requires 1.5-story or greater buildings
- Building roof pitch – clarifies existing requirement for pitched roof design
- Maximum front yard setback – requires new buildings to be proximate to the street with certain exceptions

Findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

The proposal is directly tied to implementation of Town Plan action item 3.3.1 (page 29). The proposal will have no effect on the availability of safe and affordable housing.

2. Is compatible with the proposed future land uses and densities of the municipal plan:

The proposed changes will have no substantial effect on future land uses and development densities.

3. Carries out, as applicable, any specific proposals for any planned community facilities.”

Not applicable.

2.9.3 NON-RESIDENTIAL DENSITY BONUS INCENTIVES:

Revision: Delete maximum building height increases as a density bonus incentive (fifth column in related table)

Non-residential (commercial, industrial, etc.) incentives are handled differently because density is regulated by site planning constraints (lot coverage, maximum height, dimensional standards, parking, site plan standards, etc.). Incentives are still based on a sliding scale formula. Greater incentives are available to projects that best address the public benefit areas described below. Incentives accrue both to projects that address a single benefit extensively or multiple benefits.

Total Incentive #	Benefit / Incentive				
	Maximum Lot Coverage*			Max-Building-Height	Required Parking
	VG	I-3 & I-4	Other Districts		
1	+5%	n/a	+10%	+5 ft	-10%
2	+10%	+5%	+15%	+7 ft	-20%
3	+15%	+10%	+20%	+10 ft	-25%

5.5.5 BICYCLE PARKING OR STORAGE FACILITY

Revision: Increase required bicycle parking/storage.

A bicycle parking or storage facility shall be provided for properties with 10 or greater motor vehicle parking spaces. At least one bicycle parking space shall be provided for each five car spaces used for staff or customer motor vehicles (exclusive of company, service, or delivery vehicles).

SECTION 10.1

Revision: Add definitions for bicycle and bicycle parking/storage facility

Bicycle: Means a pedal-driven device propelled by human power having two or more wheels on which a person or persons may ride, including a so-called pedal vehicle which may have an enclosed cab (per 19 V.S.A. § 2301). Also includes electric bicycles pursuant to 23 V.S.A. § 1136a and § 4(46)(A).

Bicycle parking or storage facility: A device or structure used to support and/or shelter bicycles that are not in use – e.g., racks, lockers, storage room, etc. If not in a secure enclosure, bicycle parking shall be: sized and/or anchored to facilitate security of parked bicycles; spaced to allow easy access to each bicycle; allow secure locking of the frame and wheel; support a bicycle frame at two points of contact.

SECTION 5.22 VILLAGE AREA DESIGN STANDARDS

Clarification - retain sections 5.22.4 & 5.22.5; replace 5.22.4(2) with a reference to 5.22.3(9)(b)

Revision: Strike existing section in its entirety, and replace with the following.

PURPOSE/APPLICABILITY: The village area of Hinesburg has a unique sense of place for many reasons: the surrounding rural landscape, its location relative to other municipalities, and its location at the southern edge of Chittenden County. Many natural features (e.g., streams, hills, agricultural fields) inform and connect it to the surrounding landscape. Historic buildings, architecture, and a vibrant mix of uses relate both to present day needs as well as traditions and influences from the past. Hinesburg is not now, and should not be allowed to become, “anyplace USA”. With that said, the Town recognizes the need to allow for innovation, evolving architecture, and progressive design.

Therefore, the intent of these design standards is to help ensure that new development respects and bolsters the village area’s important design elements and features. Furthermore, these standards are intended to guide new development such that its pattern and essential aesthetics facilitate the functional priorities of the village growth area (as described in the Town Plan), which include but are not limited to: a compact built landscape, public and private places for people to gather and interact, full and safe pedestrian and bicycle access and connectivity, logical and efficient traffic flow, economic development and local employment, the provision of housing. These design standards shall apply to the eight zoning districts that make up the village growth area as described in section 3.1 – i.e., Village, Village NW, Village NE, Residential 1, Residential 2, Commercial, Industrial 3, Industrial 4. The design standards in section 5.6 shall also apply to commercial and industrial uses in these districts; however, where there are any contradictions or inconsistencies, the standards of section 5.22 shall prevail.

These design standards shall be reviewed by the Zoning Administrator prior to the issuance of a zoning permit. The Development Review Board shall also utilize these standards to the extent to which the project plans are substantive enough to address the relevant design elements. For example, during subdivision review, site-level design standards will likely be the most relevant for the Development Review Board; whereas, during site plan review for a new building, both site-level and building-level standards will likely be relevant for the Development Review Board. With regard to permits for changes to pre-existing development (e.g., building additions, site plan revisions, etc.), only those standards related to the revisions proposed shall apply. For example, a project to increase off-street parking at an existing restaurant, with no changes to the structure, should not be compelled to meet the building design standards in section 5.22.3.

5.22.1 WAIVER OPTION:

The DRB may waive specific design review provisions where it determines there is good cause to do so, and only if the waiver does not have the effect of nullifying the overall purpose and intent of these standards. When deciding whether to grant a waiver, the DRB shall take into consideration the nature and degree of the exception requested, and the extent to which the project provides suitable mitigation via other design elements or otherwise addresses specific goals outlined in the Town Plan.

5.22.2 SITE-LEVEL STANDARDS:

- (1) **Wastewater and Water:** All new wastewater disposal and water supplies are to be by connection to the town wastewater and water systems, unless this requirement is waived by

the Select Board pursuant to the Town's water and wastewater ordinances. Continued use of existing on-site septic systems and on-site water supplies (e.g., well, spring, etc.) may or may not be allowed, subject to the provisions of the Town's water and wastewater ordinances.

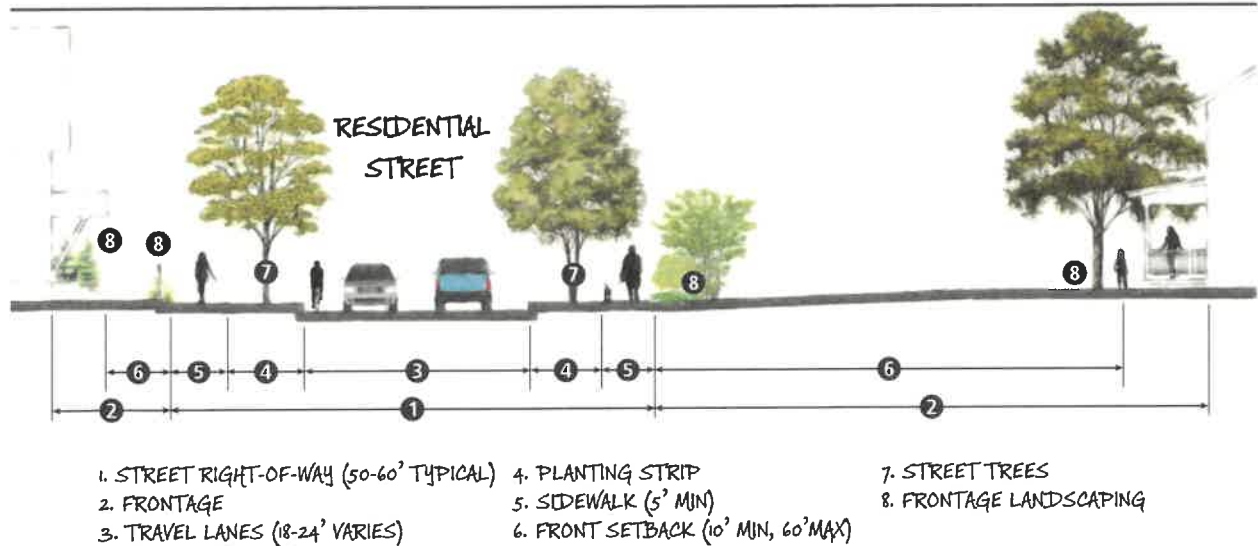
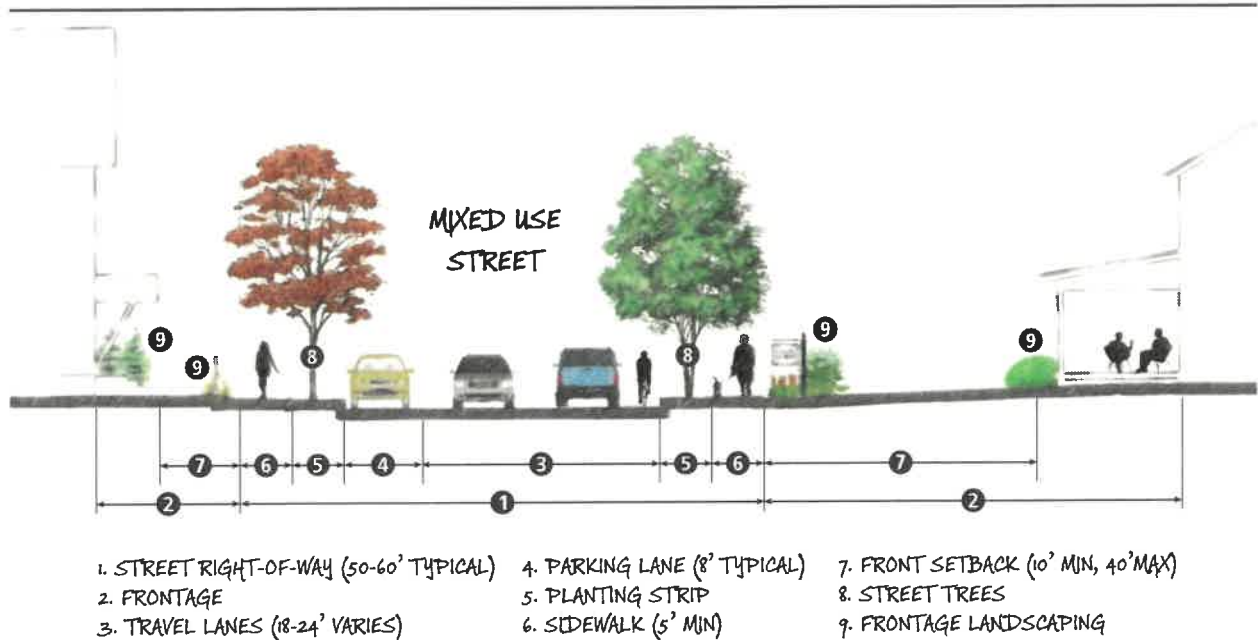
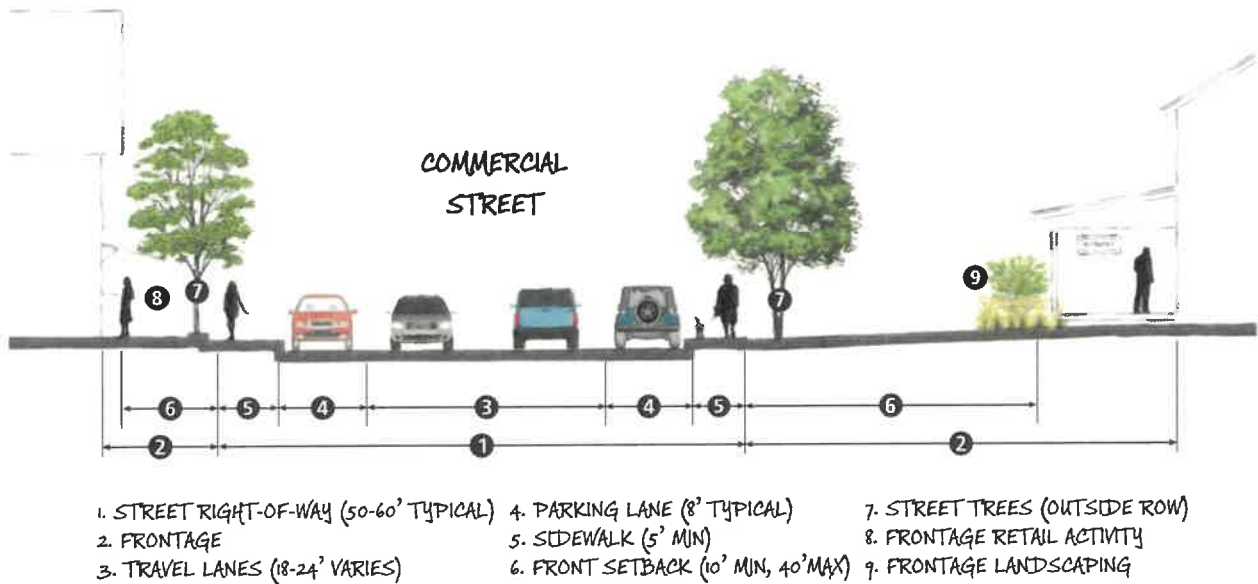
- (2) **Stormwater infrastructure:** Stormwater infrastructure shall comply with the provisions of section 5.27.

(3) **Parking Lots:**

- (a) **New Buildings:** All parking lots for any new buildings shall be located on the side or rear yards of lots and shall include landscaping to address views from adjoining properties and roads. When considering waivers to this standard, the Development Review Board should provide some flexibility in areas with severe topographic constraints, particularly in portions of the Village and Village NE districts. On-street parking and shared parking lots shall be utilized when feasible.
- (b) **Existing Buildings:** When a zoning permit is issued for a change of use, or a site plan is approved, existing front yard parking shall be removed if sufficient off-street parking exists elsewhere on the property. If the existing front yard parking spaces are necessary, they shall be well screened. New parking spaces in front yards of existing buildings (excluding on-street parking spaces) shall be prohibited unless they are necessary, well screened, and approved by the Development Review Board. On-street parking and shared parking lots shall be utilized when feasible.
- (c) **Gas station and vehicle/equipment sales allowances:** The aforementioned front yard parking limitations shall not apply to: a) gas station parking at fueling islands or to parking spaces between fueling islands and the principal building; b) parking areas used for the display of vehicles or equipment sales (e.g., car sales, rental equipment, trailer sales, etc.). Such parking display areas shall still be landscaped as outlined in the site plan review standards in section 4.3.8. Other parking areas associated with the above uses are subject to the front yard parking limitations above.
- (d) **Driveway parking allowance:** The aforementioned front yard parking limitations shall not apply to parking in a driveway serving one single-family dwelling or one two-family dwelling.

- (4) **Streets, Road Cuts and Streetscapes:** All newly constructed streets and road/driveway intersections shall meet Town Road Standards. All newly constructed streets shall include sidewalks (or multi-use improved paths), street trees, and accommodations for safe bicycle travel. With the exception of alleys providing rear vehicular access to lots/buildings, all newly constructed streets shall include a streetscape that accomplishes the objectives listed below. Examples of streetscapes and various streetscape elements are shown in the accompanying illustrations (e.g., commercial street, mixed-use street, residential street).

- (a) Facilitates safe and convenient pedestrian and bicycle access.
- (b) Provides ample area for an appropriate and high quality growing medium (e.g., traditional or engineered soils) for street trees and other green infrastructure.
- (c) Includes on-street parking along streetscapes with non-residential, mixed-use, or multi-family uses. On-street parking may be included, but is not required on new streets with single-family or two-family residential uses.



- (d) Provides for appropriate vehicular access with the understanding that vehicular speed and convenience are secondary to the aforementioned objectives.
- (5) **Street Grid/Connectivity:** New streets shall be arranged to connect and link with other neighboring streets to form a grid. The word grid implies a rectilinear configuration of streets, and obviously land and other natural features will not always result in a grid shaped neighborhood of streets. Where one street terminates into another street, care should be taken to shape and enliven the view at these street terminations. A site feature or view to the natural landscape or an important building could all be utilized at these intersection points. Dead end streets should be avoided and will be allowed only at the discretion of the Development Review Board
- (6) **Integration with Surrounding Area:** Building sites (especially street frontage, road and pedestrian networks) shall be designed in a manner that is integrated with adjoining parcels and areas.
- (7) **Pedestrian and Bicycle Connectivity:** Clearly defined pedestrian walkways shall be provided through parking areas, between buildings, and from public sidewalks to the site. Bicycle parking and/or storage shall be provided pursuant to the off-street parking requirements in section 5.5. Bicycle travel along streets and/or multi-use paths shall be addressed.
- (8) **Site Improvements:** The overall site shall be designed to encourage pedestrian activity and provide visual interest as follows:
 - (a) **Minimum Frontage Buildout:** A minimum of 40% of the lot frontage shall be occupied by structures. Any structure within the maximum front yard setback area shall be counted, including portions such structures that may extend beyond the maximum front yard setback area. For lots fronting on multiple streets, only one frontage must comply with this standard; however, if only one frontage complies, it shall be the one with the most expected pedestrian traffic. If the lot frontage includes unbuildable areas (e.g., stream setback, flood hazard area, wetland, etc.) that are not being developed, these areas shall be excluded from the lot frontage for the minimum frontage buildout calculation.
 - (b) **Landscaping:** Street frontages and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.) shall include landscaping (in addition to street trees) that is attractive and well maintained. Landscaping may include flowering shrubs, floral beds, ground covers, foundation plantings, raised beds/planters, etc. Landscaping may also be integrated on the building itself – e.g., window flower boxes, entryway arbor plantings, wall trellis with annual or perennial plants, etc. Native plant species are preferred, and under no circumstances shall non-native invasive species be used. Landscaping shall be maintained in a vigorous growing condition. See section 4.3.8 for additional information, and additional requirements for projects undergoing site plan review. For non-residential and mixed-use buildings set back from the street beyond the minimum setback, landscaping shall be more robust and integrated with hardscape features (e.g., seating, trellises, artwork, etc.) to create an inviting, pedestrian-friendly space. Restaurants may use the space between the building and the street for seating and outdoor dining, as long as it doesn't interfere with pedestrian use of adjacent sidewalks. Such outdoor seating and dining areas shall still incorporate landscaping as appropriate to make the space inviting and aesthetically pleasing – e.g., patio ground cover, flower boxes/baskets, trellis plantings, potted shrubs, etc.

- (c) **Utility & Mechanical Equipment:** Utility and mechanical equipment (e.g., electrical vaults, telecom cabinets, HVAC equipment, etc.), whether at ground level or mounted on the building, shall be minimized along the street frontage and the street-facing facade of buildings. Such equipment should not be placed directly in front of primary building facades. Where possible, place such equipment to the side of the primary facade and behind the front yard setback line. When such equipment must be located in such areas, or in other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), its appearance shall be minimized through the use of screening, art work, or other innovative methods. Screening can be hard, opaque materials (e.g. wood, metal, stone, brick) or plant materials, to the height and width of the item to be screened.

SECTION 5.22.3 - BUILDING STANDARDS:

- (1) **Historic Building Removal:** Demolition or removal of any barn or any principal structure in

SITE DESIGN & LAYOUT:

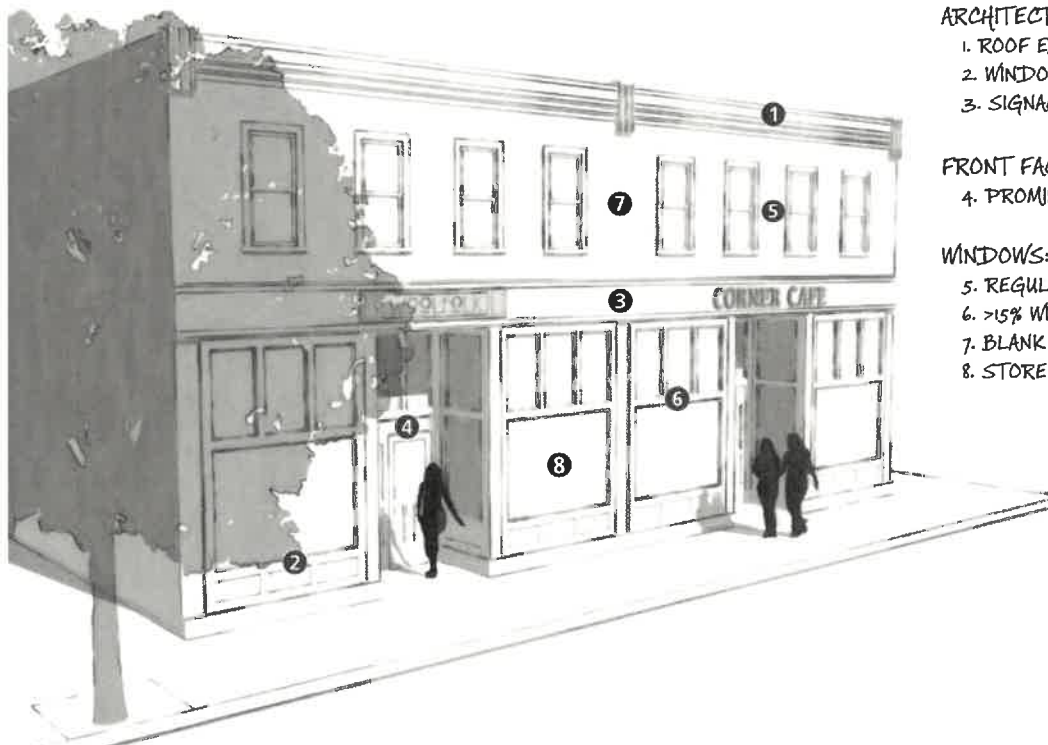
1. CONTINUOUS SIDEWALK NETWORK
2. PARKING TO THE SIDE OR REAR
3. FRONT YARD LANDSCAPING
4. SCREENING ALONG PROPERTY BOUNDARIES
5. UTILITY & SERVICE ELEMENTS TO THE REAR & SCREENED



existence before 1940 shall require conditional use approval, unless the Zoning Administrator determines that the structure poses an imminent public health/safety threat.

- (2) **Building Footprint:** The footprint of buildings with non-residential principal uses shall conform to the limits or special review outlined below. For buildings with multiple businesses or multiple principal uses (including mixed residential and non-residential buildings), the limits or special review outlined below shall apply regardless of how much of the building footprint is occupied by the uses below.
- (a) Retail and service establishments – 15,000 square foot maximum.
 - (b) Grocery stores – 25,000 square foot maximum.

- (c) All other non-residential uses – 40,000 square feet or more shall require conditional use review.
- (3) **Building Facades:** The provisions below are to ensure building facades interface with the streetscape and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), in order to welcome pedestrian access and interaction.
- (a) **Architectural Detail:** For building facades facing a road or other areas where the public interacts with the site, architectural detailing shall be required. Along each façade, at least two different types of architectural detailing shall be used. Acceptable examples are listed below. Other types of detailing may be permitted if they provide equivalent coverage, visual interest, and serve to enrich the building's appearance. Facades greater than 30 feet in length shall include architectural detailing at intervals of no more than 30 feet.
1. Architectural detail that surrounds a door or series of windows.
 2. Architectural detail at the roof edge, parapet or eave.
 3. Architectural detail such as a small reveal or a recess in the long wall that helps to break up a building's length and mass.
 4. Variation in material selection and color.
 5. The use of a distinctive signage frieze atop the first floor as an area for mounting signage for a commercial use on the first floor.
- (b) **Front Facade Variation:** For buildings with a road-facing facade of greater than 30 feet in length, a change in the plane shall be required along all road-facing facades at intervals of no more than 30 feet. Along the entire facade, at least two different methods shall be used to accomplish this change of plane. Acceptable methods are listed below. Other methods

**ARCHITECTURAL DETAILING:**

1. ROOF EDGE / PARAPET
2. WINDOW SURROUND
3. SIGNAGE FRIEZE

FRONT FACADE:

4. PROMINENT ENTRYWAY

WINDOWS:

5. REGULAR PATTERN
6. >15% WINDOWS & DOORS
7. BLANK WALLS <20 FT
8. STOREFRONT DISPLAY

may be permitted if they result in significant dimensional changes that prevent monolithic and/or homogeneous facades.

1. Prominent entryway as described in section (e) below.
2. A passage through to the rear of the building.
3. A change in plane of at least four feet in depth.
4. A change in the roof edge, roof form, or parapet.
5. Variation in the facade as a result of a bend or change of elevation in the road.
6. Upper floors that are stepped back from lower floors by at least eight feet.
The stepped back area shall be functional – e.g., usable outdoor balcony space, landscaping, active solar installations, etc.

(c) **Windows - General:** Road-facing facades of all principal structures shall have a regular pattern of real windows on all stories. Window openings may become proportionally smaller on the upper stories. Windows and doors shall constitute no less than 15% of the area of the road-facing facade of principal structures. Solid or blank walls must not exceed 20 feet in length on road-facing facades of principal structures.

(d) **Windows – Retail and Restaurants:** Ground floor windows, of retail establishments and restaurants, that face roads and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), shall offer pedestrians and customers views of activity inside and outside the building – i.e., minimize mirrored, severely tinted or opaque glass, windows blocked by interior shelving or exterior displays, covered or blocked windows, etc. Up to 25% of such ground floor windows may instead be used for display purposes –

ARCHITECTURAL DETAILING:

1. ROOF EDGE / PARAPET
2. WINDOW SURROUND

FRONT FACADE:

3. PROMINENT ENTRYWAY
4. CHANGE IN PLANE
5. CHANGE IN ROOF FORM

WINDOWS:

6. REGULAR PATTERN
7. >15% WINDOWS & DOORS
8. BLANK WALLS <20 FT

ENTRYWAYS:

9. OPEN PORCH



e.g., storefront product display, seasonal decorative display, etc. This requirement shall apply to no more than two sides of the building – i.e., road facing side and one other side. Exceptions may also be made for portions of the building utilized for non-customer areas – e.g., kitchen, storage, etc.

(e) Entryways:

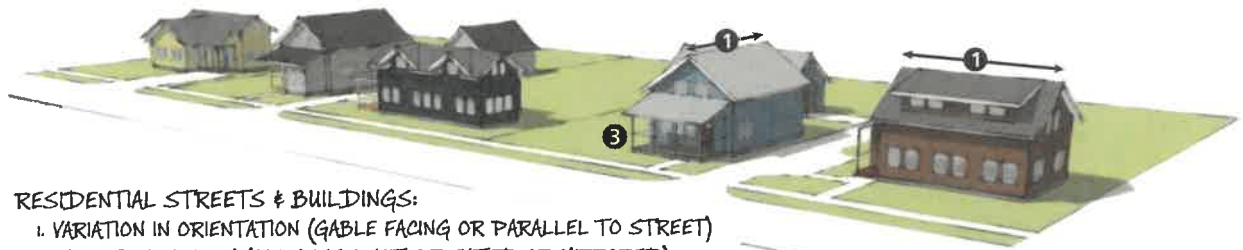
1. Non-residential, mixed-use, and multi-family residential structures shall have a prominent entryway facing the street, which shall include an open porch, portico, patio/terrace, gallery, arcade, or storefront design. An open porch or portico shall be no less than six feet deep. A patio/terrace shall be no less than ten feet deep. A gallery or arcade shall be no less than six feet deep. When such structures face multiple streets, they may have prominent entryway facing just one street. In such cases, street-facing facades without an entryway shall include other pedestrian-scale architectural features to maximize visual interest and integration with the streetscape – e.g., display windows, bay windows, architectural detailing.

REMOVED FROM
PROPOSAL BY
SELECT BOARD,
4/6/22

- ~~2. Single-family and two-family residential structures shall have an open porch or portico facing the street. A porch or portico facing the side yard instead is acceptable if it is still prominently visible from the street and has a clear functional connection to the street. The open porch or portico shall be no less than six feet deep. When such structures face multiple streets, only one street-facing side must comply with this standard.~~

- (4) **Building Form:** There shall be a variety of building form and orientation along the road frontage, as measured between road intersections or other clear breaks in the streetscape (e.g., stream crossing, park or greenspace, etc.).

- (a) No one building orientation shall represent more than 70% of the road frontage. For example, for a street comprised of single-family homes with simple, pitched roofs, no more than 70% shall face the street on the gable-end or the non-gable end.
- (b) No more than two buildings of the equivalent form (including simple mirror image designs) shall be constructed adjacent to each other along a principal road frontage unless there are substantial variations in that form.
- (c) These form and orientation variety requirements shall not apply along roads that provide secondary or rear access to the buildings in question.



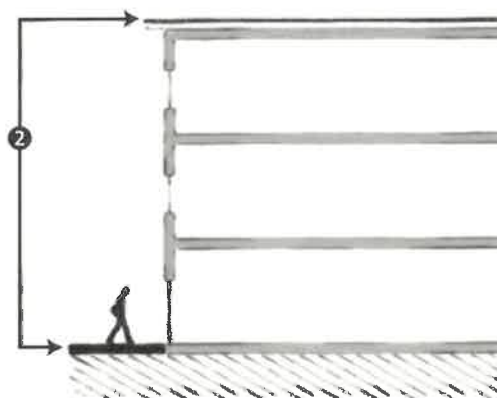
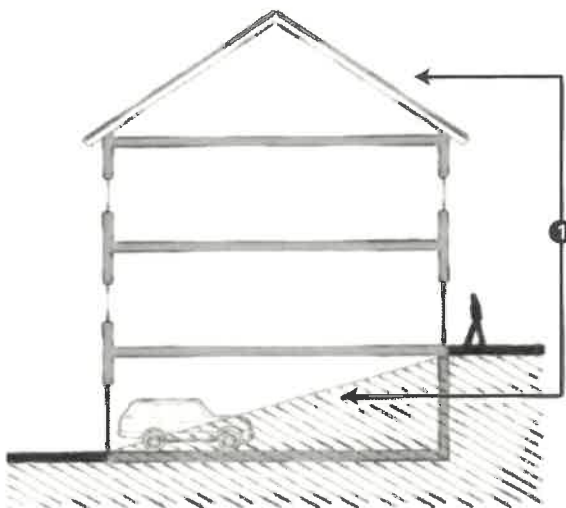
RESIDENTIAL STREETS & BUILDINGS:

1. VARIATION IN ORIENTATION (GABLE FACING OR PARALLEL TO STREET)
2. VARIATION IN FORM (BUILDINGS NOT REPEATED OR MIRRORED)
- ~~3. OPEN PORCHES FACING THE STREET (AT LEAST 6' DEEP)~~
4. VARIATION IN MATERIALS OR COLOR

- (5) **Building Corporate Branding:** Buildings that are stylized (e.g., form, color scheme, etc.) in an attempt to use the building itself as advertising shall be prohibited, particularly where the proposed architecture is the result of corporate or franchise architecture.
- (6) **Building Material:** In projects with three or more new principal buildings, a variety of exterior building materials (e.g., siding, roofing, windows, trim) and colors shall be used on street-facing facades to bolster the character of the village growth area and to avoid a monotonous built environment.
- (7) **Building Height:** Multi-story buildings are anticipated within the height allowances outlined in section 2.7 and 2.9.3. Principal buildings shall be a minimum of 1.5 stories, and be designed so that the upper floor is functional, or could be made functional simply by finishing the space, and adjusting internal access (e.g., stairway). Along mixed-use streets (as determined below under maximum front yard setbacks) and along Route 116, at least 60% of the building frontage shall be two stories.
- (8) **Building Roof Lines and Pitch:** Except as noted below, buildings shall have moderate to steeply pitched roofs with a pitch no less than 6:12. Secondary shed roofs with a pitch no less than 2:12 may be used over building elements such as porches or dormers. For compound roof types

BUILDING HEIGHT:

1. MEASURED FROM AVERAGE FINISHED GRADE TO MIDWAY BETWEEN EAVES AND PEAK FOR BUILDINGS WITH SLOPED ROOFS



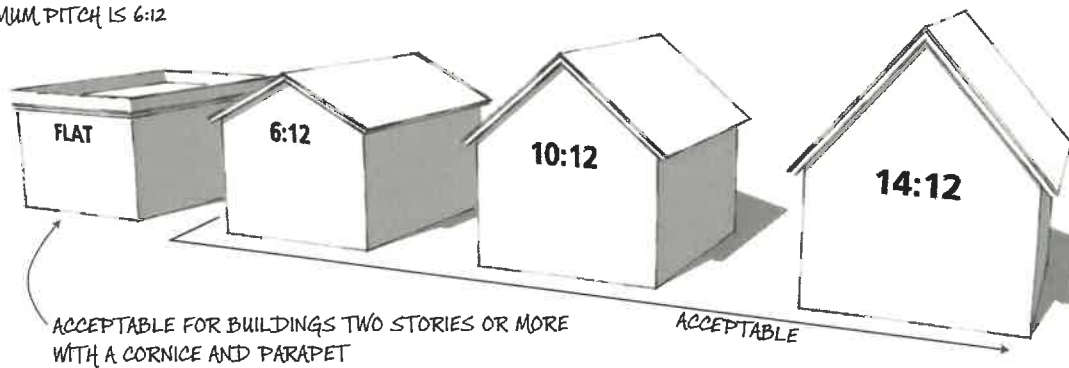
2. MEASURED FROM AVERAGE FINISHED GRADE TO THE HIGHEST POINT OF THE ROOF FOR BUILDINGS WITH FLAT ROOFS

3. MAXIMUM BUILDING HEIGHT IS 35 FT

(e.g., gambrel, mansard, etc.), only one pitch must be 6:12 or greater. Flat roofs may be utilized on buildings of two stories or more, but shall incorporate a cornice and parapet designed for visual interest (e.g., cornices on historic flat roof buildings on Route 116 in the village core), and to screen views of the roof surface and roof-mounted equipment from street level.

- (9) **Building Setbacks** – as noted in Table 1, with the following special provisions.

PRIMARY ROOF PITCH
MINIMUM PITCH IS 6:12



- (a) **Village "Main Street" Setbacks:** Minimum front yard setbacks from Route 116 may be greater for lots fronting on the portion of Route 116 from the Mechanicsville Road intersection to the Silver Street intersection. For such lots, where both neighboring principal structures within 150 feet of either side of a proposed structure have a front yard setback greater than specified in Table 1, the proposed structure shall be set back at least as far from Route 116 as the neighboring principal structure with the shortest setback. In no event is a setback greater than 50 feet from the right of way edge required.
- (b) **Village NW District Route 116 Setback:** The minimum Route 116 front yard setback in the Village NW district shall be 100 feet in order to facilitate the creation of a linear green as shown on the Official Map. Rather than placing buildings, sidewalks, driveways, etc. directly on the Route 116 frontage (traditional village design), development shall be set back to allow for pedestrian and multi-use paths that are separated from Route 116 and landscaped. The idea is to create a green buffer at least 100 feet wide (from edge of right of way) along this portion of the Route 116 frontage, which provides a functional and visual connection between the northern village gateway and the village core.
- (c) **Maximum Front Yard Setbacks:** Principal structures shall be set back from the edge of the road right of way no more than the maximum front yard setback in order to ensure buildings effectively interface with the streetscape. Varies by type of street and mix of uses as noted below. A single street type shall be designated for each street segment – i.e., typically between intersections. When there is a question about how a street should be segmented, or the appropriate street type designation, the relevant permitting entity (i.e., Zoning Administrator or Development Review Board) shall make the determination. Principal structures on lots with multiple frontages shall comply with the maximum front yard setback on each side, except on sides along alleys or streets designed to provide rear access.
 1. None - Route 116 - Village NW and Village NE districts – none
 2. 40 feet - Route 116 (remainder of village growth area), mixed use streets, commercial/ industrial streets
 3. 60 feet – residential streets

Note: There may be cases where only a portion of the building's front façade meets this requirement – e.g., entryways, front porches, building face that isn't parallel to

the road, curvilinear road right of way. In such cases, the setback shall be considered met if either a prominent entryway, or 50% of the front façade of the building, complies with the maximum front yard setback.

- (d) **Garage Door and Accessory Structure Setback:** Garage doors shall not be dominant elements of the streetscape. Garage doors shall either be oriented away from the street, or shall be placed at least 10 feet farther back from the front property line than the front of the principal building. This standard shall not apply to garages that are under the principal structure, and that are 75% or more below grade on each side facing a street. Similarly, accessory structures shall be placed at least 10 feet farther back from the front property line than the front of the principal building.

1 TOWN MEETING MINUTES (DRAFT)

2 INFORMATIONAL MEETING FEBRUARY 28, 2022

3
4 The meeting was called to order at 7 p.m. The first order of business was for Merrily
5 Lovell, Selectboard Chair, to give a brief presentation on important happenings in the past year
6 in the town as well as recognizing the staff for all of their hard work and adaptations during the
7 past two years while dealing with Covid protocols.

8 She then handed the floor over to Todd Odit, Town Manager, who gave a short
9 overview of the budget and presented information relating to the main drivers of budget
10 increases as well as explaining the Capital transfers and how that works. Odit then handed the
11 meeting over to Frank Twarog, Moderator, who proceeded to open the discussion on Article III.

12 **ARTICLE III: Shall the Town approve a General Government budget of \$1,678,706 with the sum of**
13 **\$1,211,891 raised through taxes?** The discussion started with Richard Watts wondering how the town
14 had transitioned from a town meeting where discussion happened in person, and people had the
15 opportunity to offer amendments to the budget, to a town that “had ended town meeting” and would
16 vote by ballot from here forward. He quoted from a Seven Days article suggesting that someone should
17 sue the town for having the vote to change to Australian ballot by Australian ballot rather than an in-
18 person meeting to make that decision. Chairperson Merrily Lovell said that the Selectboard had been
19 very worried about the emergence of the Omicron variant and the fact that the Legislature had not
20 voted to continue the rules that were in place for the 2021 town meeting by November despite them
21 having a special legislative session. The Selectboard therefore felt compelled to have a vote in order to
22 protect the citizens of Hinesburg from having to participate in an in-person meeting in March. Someone
23 at the meeting asked if it was still possible for a suit to be brought and someone else asked the
24 Selectboard to investigate how to reverse this change. Attorney Roger Kohn sent a chat saying he would
25 not recommend a lawsuit. The discussion then moved on to the Article at hand. Having no further
26 questions, Moderator Twarog moved on to Article IV.

27
28 **ARTICLE IV: Shall the Town approve a Highway Department budget of \$728,733 with the sum of**
29 **\$573,233 raised through taxes?** Paul Lamberson stated that he is concerned about the sustainability of
30 a highway crew consisting of only 2 people. Todd said that we are actively looking for more employees
31 for the highway department. Phil Pouech made the point that it is very difficult to find people who want
32 to do that kind of work and that we have almost never been fully staffed. The discussion ended and
33 Moderator Twarog moved on to the next article.

34
35 **ARTICLE V: Shall the Town approve the Hinesburg Community Police Department budget of \$815,483**
36 **with the sum of \$714,983 raised through taxes?** As always, the police budget generated a lot of
37 discussion. Sam Hemingway asked about why we needed a sixth officer. Merrily Lovell said that they
38 wanted to provide adequate staffing to have 2 people on duty at all times for officer safety. Someone

asked why our costs are higher than most towns our size and Lovell responded that Richmond's are higher than ours per capita and she said she appreciates the work they do. Selectboard member Phil Pouech said that we should continue to have a community discussion around what we want the police department to look like in the future. Mary Crane asked a question about the night shift and whether we needed two officers on for that. Pouech said they don't get many calls at night.

Someone asked about whether there was data available regarding the number and types of calls the police respond to. Pouech said that there isn't much data available. Chief Cambridge said that what you see in the newspaper is picked out of the total calls often for entertainment purposes. He also stated that on-going cases are not included until they are resolved. Enrique Peredo suggested that we hire a mental health counselor or social worker instead of the 6th officer. Selectboard member Maggie Gordon said that we do contract with Howard Mental Health. Mike Loner said it had been discussed but no progress in that regard had been made but that it still warrants further discussion.

Will Patten made a comment about the militarization of police departments around the country and noted that our officers are covered in tons of gear all the time and that might be intimidating to people. He also said that the police shouldn't allow the paper to dictate what they print in the call log.

Jennifer Decker mentioned that the history of policing in this country was to help slave owners recapture fugitives and to keep exploited workers under control. She pointed out that the safety of the community is about the people, not the number of police and that the budget is actually for 7 FTEs, not 6. Many people said that the police showing up doesn't help to de-escalate a situation and that the budget is too high. Another community member asked for a definition of what constitutes community policing and how did we make the decision to have this? Phil Pouech said it was started under Chief Morrell and that it really means they respond to any issues that people might be having including locking keys in the car, for example. Paul Lamberson said he has witnessed our officers functioning very well as social workers. Richard Watts said he had posted his survey of other community's police departments online. Dawn Francis then asked if the Selectboard had considered sharing police services with another community such as Richmond, for example? Or perhaps having other communities pay us for coverage? Carl Bohlen feels we need a community discussion about what level of policing we want but that we definitely need good data in order to have that discussion. He feels the town needs to reevaluate the staffing levels and wonders why we need more people. Merrily said that the population has increased so the Board felt we therefore need more staffing.

ARTICLE VI: Shall the Town approve the Hinesburg Fire Department budget of \$426,347 with the sum of \$386,347 raised through taxes? Paul Lamberson asked a question about Capital funds given that he remembers the town buying a \$700,000 fire truck without voter approval. Todd Odit said that the Board policy is that anything over \$400,000 needs to be put forth for a vote. He also noted that you can't borrow for more than 5 years without voter approval.

Someone then asked about the ARPA funds and what the process might be for deciding what to do with them. Odit said that the Selectboard will discuss how they will be spent and that the public will have input into the process. Will Patten asked if the fire department is now fully integrated as a town department. Phil Pouech and Nick Baker, Fire Chief, answered in the affirmative. Carl Bohlen asked about what the salaries are for and Baker responded that there are 2 fulltime EMTs who are covering

the daytime shifts and that there will be a halftime fire chief position beginning on July 1, 2022. Impact fees will be spent on a study to review the future needs of the fire station. Andrea Morgante suggested that the town continue to be frugal and not assume we need a new fire truck every 3-5 years. Pouech reiterated that he wants a robust community discussion about the ARPA funds.

Article VII: Shall the Town approve the Hinesburg Fire Department Ambulance service budget of \$139,960 with the sum of \$39,960 raised through taxes? The question was posed as to why this is a separate budget from the Fire Department. Phil Pouech said that the Selectboard wanted to know the true cost of the ambulance service had we decided to move forward with it. Since so many of the costs are actually shared, it is likely that the 2 budgets will be combined for future fiscal years. Bill Lippert asked why the Board had changed their thinking on the ambulance and asked them to walk us through their reasoning. Chief Baker said that the State would not license the ambulance as there is not enough staffing. Todd Odit said we didn't want to end up with an ambulance we can't use sitting in the station and there was still time to cancel the order. Phil Pouech made the point that it is not how fast the ambulance arrives but rather the first responders that are the lifesavers. He noted that our response time for the ambulance is quicker now than it has been for the last 40 years since switching to Richmond rather than St. Mike's. Selectboard member Mike Loner made the point that the officers of the department agreed that it is not the right time to pursue an ambulance service. Sam Hemingway and others agreed with this decision and are in favor of regionalization moving forward. Chief Baker said that using Richmond Rescue for our ambulance service does in fact represent regionalization. Jamie Carroll commended the fire department for this tough decision and said that we need to look at public safety holistically. Jennifer Decker wondered why there hadn't been more recruitment efforts. Chief Baker said again that we have been unable to recruit people fast enough and that it takes two years at a minimum to train someone so they are ready to answer calls.

ARTICLE VIII: Shall the Town approve the Carpenter-Carse Library allocation of \$235,000 with the sum of \$235,000 raised through taxes? Selectboard Chair Merrily Lovell listed all of the wonderful things that the library provides and noted that the staff had done an excellent job being adaptive during Covid. She gave them lots of kudos. Carpenter Carse board member Paul Lamberson listed off a litany of programs that the library provides to the community.

ARTICLE IX: Shall the Town approve Capital Transfers of \$726,778 with the sum of \$525,778 raised through taxes? Moderator Twarog opened this article for discussion. There being none initially, Town Manager Todd Odit chimed in to explain the item. He said that part of the strategy is to take some of the unassigned fund balance to dedicate to maintaining infrastructure. He said that having a separate dedicated capital tax rate in the future might be a good idea. Paul Lamberson said he is on board with that. Anything exceeding \$400,000 would still be a separate article requiring voter approval. Odit said it would help to even out the impact of Capital spending projects.

ARTICLE X: Shall the Town appropriate the sum of \$51,200 with the sum of \$51,200 raised through taxes, to be distributed as specifically designated below?

120 Hinesburg Community Resource Center \$23,100

121 UVM Home Care & Hospice (VNA) \$7,000

122 Agency on Aging (CVAA) \$4,000

123 VT Family Network \$1,000

124 American Red Cross \$400

125 Hinesburg Senior Meal Site \$650

126 Vermont Center for Independent Living \$200

127 Steps to End Domestic Violence \$2,350

128 Prevent Child Abuse Vermont \$500

129 Lund Center \$1,500

130 Lake Iroquois Association \$7,500

131 Lake Iroquois Recreation District \$3,000

132 (If voters approved Articles 3 through 10 as presented, total expenditures of \$4,802,207 will be
133 required, with the estimated amount of \$3,738,392 to come from property tax revenue.)

134 An audience member asked what does the Lake Iroquois Association spend its dollars on? Mike Loner
135 said that the Board had stipulated that the funds could not be spent on chemicals for milfoil mitigation.
136 The funds will instead be spent on education at the fishing access about cleaning boats and other
137 invasives, as well as shoreline protections and improvements. Enrique Peredo said that the Agencies
138 had been an easy place to amend the budget when meeting in person. He wondered if each agency
139 could be its own yes or no vote. Andrea Morgante said that citizens can always bring their requests to
140 the committee ahead of time for inclusion.

141

142 **ARTICLE XI: Shall voters authorize the payment of real and personal property taxes for the fiscal year**
143 ***ending June 30, 2023, payable in full to the Town of Hinesburg in one (1) installment, with the due***
144 ***date being November 15, 2022 and to be collected by the Town Treasurer? Any and all payments***
145 ***received in the Town Treasurer's Office later than midnight on November 15, 2022 will be considered***
146 ***delinquent and will be subject to the collection of interest at the rate of 1% per month or fraction***
147 ***thereof for the first three (3) months and thereafter at the rate of 1.5% per month or fraction thereof.***
148 **There was no discussion on this article. There was no discussion on this article.**

149

150 Just before a motion to adjourn was made, the zoom Selectboard informational meeting was cut off
151 inadvertently at 10 p.m. It was not resumed.

152

153

SELECTBOARD MEETING DRAFT

May 4, 2022

Attending the meeting in person; Merrily Lovell, Maggie Gordon, Mike Loner, Dennis Place, Phil Pouech, Joy Dubin Grossman, Todd Odit, Sarah Toscano, Stuart Deliduka, Barbara Levy.

Attending the meeting remotely; Bill Moller, Graham Deutl, Mike Hoey, Lenore Budd, Carl Bohlen, Pat Carinias, Monique Jackson, Morgen Decker, Natacha Liuzzi, Holly Pasackow, Anthony Cambridge, Jen and Brian Hunter, Sussman, Andrew Leise, Barbara Forauer, Andrea Morgante, Marianna Holzer, Pat Mainer, Robert Hyams, Jonathan Trefry, Ben Avery, Alex Weinhausen, Al Karnatz, Brett Grabowski, Michael Buscher, Pat Chojnowski.

Meeting called to order at 6:03 p.m.

Public Information Meeting on Revised Police Budget

Merrily read the statement the Selectboard published on FPF addressing the budget and the plan to do a new Strategic Plan.

Sarah T. questioned with there now being 3 police officers and the budget being decreased how will we attract and retain new police officers using the budget without figuring in needing to up their pay in order to actually recruit and retain any police officers.

Todd said that is a concern. The original budget proposed to the Board in December had a salary line item that included 6 full time officers as well as funding filling of shifts and an administrative position. The Board level funded the salary line providing a \$25,000 decrease. That reduction would result in eliminating the administrative assistant or reduce the hours for filling shifts. A further \$10,000 reduction will have an impact, the salaries for the remaining officers and the Chief have been adjusted. Depending on what new officers will demand, he is pretty confident the budget can support 5 full time officers but does not think it will support 6. The Chief may decide to try to find an administrative assistant rather than looking to fill a half time position as there is a high administrative work load.

Lenore asked for an explanation of what will happen if the budget fails.

Todd said the Town has to keep warning a budget till one passes. If a police budget is not in place when we need to send out tax bills, funds for the police department can't be included in that calculation. The Town could possibly borrow funds, it would be up to the Selectboard on how they want to proceed with a revised budget.

Phil said if it does fail, he thinks the Board would look at the number of no votes and make a decision based on that.

Graham D said he understands in the past we had 6 police officers one of which was grant funded, he asked if the grant is still open. Also how does the police budget fulfill salaries for officers coming in, current officers and how does that match with the rest of the county.

Merrily explained the current proposal keeps the COPS Grant and the possibility that there will be 6 officers. Phil said the budget shows the COPS Grant, but to receive the grant we need to have 6 officers. We are not sure if we are going to do that. If we don't do it in this budget but want to in the future, we could have the grant in the following year. If we don't hire the 6th officer, we would not receive the grant money but we would not have that salary to pay.

Merrily said until about a month ago Hinesburg was the only town with a fully staffed Police Department. Surrounding towns increased salaries and incentives to attract officers. The reason we had a fully staffed

40 department was because officers wanted to work with Chief Cambridge and like the way he runs the department.
41 Merrily added the officers going to other towns are receiving \$11.00 an hour increases in pay.

42 Todd said the best comparison would be Shelburne. They have a newly negotiated contract which is not public at
43 this time.

44 Graham said if officers are getting \$11.00 more in other departments and it becoming increasingly more difficult to
45 hire officers will the proposed salaries for officers be increasing and will that increase be able to support 5 officers
46 and use the grant money for the 6th or will it cost us more and how is staffing effected by the current events.

47 Phil replied it will not cost more as we need to stay within the budget. We will hire the best officers we can with
48 the budget that is proposed.

49 Jennifer D asked the Board to describe the conditions of the COPS Grant when the money runs out and what year
50 it runs out and what would it cost. Merrily said that is not relevant right now because the grant is on hold as we
51 don't have a 6th officer.

52 Phil added if we bring the COPS Grant back in the Town is responsible for one additional year of that salary.

53 Jennifer asked how much that would be and when it would begin. Todd said it is hard to say, we need to have
54 three full years funded by the grant and what the cost would be would depend on whatever the rate for the
55 person filling that position is. Todd added we can pause the grant as long as we are looking to fill the position.
56 There will be a point if we can't fill the position, we would terminate the grant.

57 Graham asked what the salary range is? Todd said prior to departure of officers below the position of Chief and
58 Sergeant the range was \$25 to \$29 an hour.

59 Phil said a few years ago the Chief came to the Selectboard and said they want to implement a pay structure to
60 retain officers. Rather than giving the normal raise that Town employees received the salaries of the police
61 officers were increased above that amount with a three year plan to bring the salaries up to be more competitive.
62 Phil said we have finally come to grasp the fact that appropriate pay for certain positions, such as police officers,
63 needed to be increased significantly particularly in Vermont.

64 Todd spoke about the meeting he and Chief Cambridge had with 3 members of the State Police for proving
65 coverage for hours we will not be patrolling. The State Police said this coverage is temporary as they are dealing
66 with their own staffing issues. Their expectation is the Town will get back to providing 24 / 7 coverage. They will
67 respond to life threatening issues. The calls are referred to the Chief who makes the determination if the call is
68 forwarded to the State.

69 Dennis asked if calls go to Shelburne for dispatch why can't they make the decision instead of the Chief being
70 called every time. Todd said that is not their job, they just take the call and forward it on. The State Police want
71 the Town to make the decision about a call as they do not want to take on the liability.

72 Carl B suggested the Board pause the COPS Grant till the new strategic plan is done. Carl clarified that what he
73 heard was they might pause the grant but would hire an officer if they can which is not based on the strategic plan
74 being done yet.

75 Merrily said they are going to do the strategic plan as soon as they can and the likelihood they will find a 6th officer
76 is minimal.

77 Bill M. asked if the Chief is paid for 24 / 7 service. Todd said he is a salaried employee; adjustments have been
78 made to all officers including the Chief and the extra coverage was taken into consideration. Bill asked about the
79 number of call the Chief is getting 24 / 7. Todd said he will track that as it is not known yet with the new hours the
80 Chief is on call.

81 Chief Cambridge said he gets several calls a day. He does not want to put those decisions on the two remaining
82 officers.

83 Jennifer D said if the previous range of pay was \$25 to \$29 an hour, what are they earning now and are there
84 planned raises.

85 Todd said of the existing officers no one is making less than \$30 an hour now. As far as the open positions it would
86 depend on what it will take to attract a qualified person.

87 Jennifer asked if an actual budget spreadsheet is available on the website. Todd said it is.

88 Jennifer asked who would one call if the police violate our rights? Todd said you could contact the State Attorney,
89 State Police or the Human Rights Commission depending on the specifics of the incident. Merrily said this has not
90 been an issue in Hinesburg.

91 Jennifer noted Carl's idea of pausing till we have a strategic plan; she understands they don't feel it is likely we
92 would have a 6th officer but asked if Board members would share their views on that. The last strategic plan was
93 not exactly followed.

94 Phil said at this point he feels it is very unlikely we would hire a 6th person. Along with the strategic plan they will
95 need to understand what the Town's liability is with this grant going forward.

96 Graham said he was unaware the Chief was providing sole on call coverage and feels that is not a great quality of
97 life. What is the Board and Town doing to keep the Chief here?

98 Chief Cambridge said we were in a position of having 6 full time officers. There is no option not to have 24 /7
99 police services so if this falls on him.

100 Phil said step 1 is to get the budget passed. Step 2 is the strategic plan.

101 Holly Pasackow said she respects Anthony a lot, she has been an on call nurse and feels there is nothing more
102 disruptive to someone's personal life than to be on call. She said that is not a sustainable plan for the Town. If the
103 budget passes but we do not attract enough police officers, how would we compensate Anthony and any other
104 police officers who are taking calls. Are we in a position to continue to increase the compensation?

105 Merrily said the Town Manager is in charge of all departments. The budget is just a figure.

106 Todd said we could continue to offer more money but that does not solve all the problems.

107 Stuart said it is clear the current staffing will not be able to take vacations and this is big impact to their families.

108 Regular Selectboard meeting called to order at 7:01 p.m.

109 Agenda Additions and Deletions

110 None

111 Public Comment

112 Jennifer D asked to share what the Chief's salary is, what are police impact fees and how do they work?

113 Todd said his salary was to be increased to \$80,000 on July 1. After doing a comparison with other towns and the
114 workload here it has been increased to \$89,000. The impact study is in the May 20 Selectboard packet. Todd will
115 follow up with Jennifer to explain the fees and how they are used.

116 Approve Minutes of 4/13, 4/20 and 4/22

117 Maggie moved to approve the minutes of 4/13/22 as amended. Seconded by Mike and approved with 5 yes votes.

118 Maggie moved to approve the minutes of 4/20/22 as amended. Seconded by Mike and approved with 5 yes votes.

119 Maggie moved to approve the minutes of 4/22/22 as amended. Seconded by Dennis and approved with 4 yes
120 votes and Mike abstaining.

121 Selectboard Forum

122 Phil said plans for Green Up Day are going well and people are picking up bags. There will be a lunch outside the
123 Town Hall.

124 Town Forrest Committee Request to Apply for Recreation Trail Grant

125 Jonathan T provided information on the Recreational Trail Program Grant in a memo that can be found in tonight's
126 Selectboard packet. He noted they talked to the Department of Environmental Protection and found that a larger
127 culvert than what is in place now is needed. This means the cost submitted in the letter of interest has increased.
128 This is a 20% self-funded grant and they are estimating closer to \$18,000 for the total cost and will be asking the
129 State for \$14,000.

130 Phil asked if our contribution is in-kind labor. Jon said that amounts to about 140 to 150 hours of labor and he is
131 not sure we will get that much volunteer labor. Some will be volunteer labor; some will be administrative costs.
132 There is funding available from the timber harvest done over the winter to pay the upfront costs and if needed.
133 Pat M said they can also get funding from the stewardship fund.

134 Phil moved to approve the Town Forrest Committee to apply for, as described, the Recreational Trail Program
135 Grant. Seconded by Mike. Maggie noted that about 10 years ago the Hayden's did some work on the main logging
136 road, soon after the work was done one horse and one ATV did a lot of damage. She is concerned of damage being
137 done to area worked on. Pat said that work was done through a Clean and Clear Grant and there was damage
138 done soon after that by ATV's but they have since repaired that. That part of the Town Forest gets a lot of traffic
139 and is steep and needs work again. The current Management Use Plan allows ATV use on that trail and the future
140 plan they are working now also allows that. There is no enforcement, all you can do is ask people not to use the
141 trails when they are wet.

142 Motion voted and approved with 5 yes votes.

143 Merrily will write the letter of support. Jon said there are a few other requirements needed from the Town
144 associated with the grant. Todd said he and Joy will take care of the other requirements.

145 Hinesburg Land Trust Request for Letter of Support and \$10k for Ballard Farm Preservation

146 Dennis advised this is family but as he has nothing to gain the Board agreed there is no need for him to recuse
147 himself.

148 Kate Kelly, chair of the Conservation Commission, outlined the request, this can be found in tonight's Selectboard
149 packet.

150 Phil said he supports this; he is not sure what level of funding we have for preservation. He likes that this brings
151 connectivity to other lands that are preserved and it fits into the Town Plan.

152 Andrea M said they ask for \$10,000 from the Town and another \$10,000 from private donations.

153 Phil moved to provide \$10,000 out of the Hinesburg Land Conservation Fund toward the Hinesburg Land Trust
154 Ballard Farm project. Seconded by Mike and approved with 5 yes votes.

155 Consider Approval of Grant Application for Segment of Richmond Road Pedestrian Path

156 Phil moved to move forward with segment A for a Bicycle & Pedestrian Program Grant. Seconded by Maggie and
157 approved with yes votes.

158 Consider Approval of Contract for Landfill Inspection, Testing and Well Replacement

159 Todd reviewed the tasks that need to be done in May as well as next October.

160 Joy said we will need signage to stop people from walking on the cap.

161 Mike moved the Board approve a contract with Stone Environmental for the May 2022 monitoring, mw-
162 1monitoring well replacement and landfill inspection at a cost of \$21,425. Seconded by Maggie and approved with
163 5 yes votes.

164 Andrea M asked for how long the public will no longer be allowed on that property. Todd said it is too soon to
165 know. When the landfill cap inspection and report is done the Board can talk about those findings when they have
166 them.

167 Consider Approval of Police Vehicle Bid

168 Phil moved the Selectboard accept the bid of \$5,575 for the used police vehicle. Seconded by Maggie and
169 approved with 5 yes votes.

170 Consider Approval of Local Emergency Management Plan

171 Phil moved to approve the Local Emergency Management Plan with the changes noted. Seconded by Maggie and
172 approved with 5 yes votes.

173 Consider Request for Hinesburg Center II Payment in Lieu of Public Space

174 Dennis recused himself for this item.

175 Todd said this is actually a decision of the DRB, Brett is looking to go to the DRB with support from the Selectboard
176 for this proposal.

177 The zoning regulations allow for a payment of a fee in lieu of public space. They are proposing some public open
178 space but there is opposition they received to proposed improvements to lot 30 and will give the calculated fee of
179 \$41,925 to the Town for improvements to lot 1.

180 Phil asked if there are any restrictions on what the funds are spent on. Todd said the intent is to make
181 improvements to another public space.

182 Barb Forauer asked if it is the residents of Creekside who are opposing. Mike B said they don't want to see
183 hardscape improvements on the lot. Barb asked if the space will be maintained. Mike said it will be maintained in
184 a similar way as it currently is with the exception of drainage and additional landscaping included. Barb pointed
185 out part of that land is in the flood plain and she hopes that is taken into consideration with the plantings that are
186 done. Mike said part of the improvements will basically take that out of the flood plain. Barb asked how it can be
187 taken out of the flood plain. Todd said that discussion is an issue for the DRB.

188 Alex commented that as Todd mentioned the reason this is before the Board is that the DRB included a condition
189 that required this consultation.

190 Lenore asked who decides where the funding goes? Alex said the zoning regulations read that the developer is
191 required to make the contribution which needs to go into a Town fund for improvement of open space within the
192 Village Growth area.

193 Phil moved to recommend that the DRB consider and approve the request to provide monetary financial
 194 contribution of \$41,925 in lieu of the other hardscape green space improvement as shown in the memo.
 195 Seconded by Maggie and approved with 4 yes votes.

196 Consider Request for Haystack Crossing Fee Reduction

197 Dennis recused himself for this item.

198 Alex explained that the Haystack Crossing development is in the DRB process and asked what the fees for the
 199 application will be. Ben Avery, of BlackRock Construction, pointed out that with the large number of multi-unit
 200 dwellings proposed, the fee schedule would result in them paying a per unit dwelling fee twice. Alex is
 201 recommending to reduce the fee to this project accordingly and make a change to the fee schedule so we are
 202 consistent and all future projects are treated the same.

203 Phil asked if there are other developers now in this position and how quickly can the fee structure be revised.

204 Alex replied the Hinesburg Center II project is affected too. Alex said these projects will be scheduled for June or
 205 July for DRB action so there is time to update the fee schedule. Alex can work on a new schedule to be put on the
 206 Selectboard agenda.

207 Maggie would like what other municipalities fees schedules look like for large developments. She suggests the
 208 revision for fee structure be done and not act on this individual projects.

209 Phil said he is ok with that with the understanding it is done quickly to prevent the two projects from getting
 210 stalled.

211 Mike agrees with Phil and only wants to vote on this once so going forward everyone knows what the fee structure
 212 is.

213 Merrily is also in agreement.

214 Town Manager Update

215 • Unfortunately, the Town was not awarded the Structures Grant for the culverts on Lincoln Hill Rd. This
 216 will likely be done in a phased approach now.

217 • Next week the Town Hall Committee will meet

218 • Sewer and Water fees – received revised sewer fees from Wayne. He will discuss those as well as
 219 residential usage rates with Erik.

220 • Mike A plans to do half the planned amount of paving this year and use the remainder of the funds to
 221 purchase and stockpile gravel.

222 • Meeting with ST. George Selectboard was cancelled. Todd is waiting to hear when it will be rescheduled,
 223 He did submit a bill for Fire and Ambulance service for them to pay

224 • An offer has been made to a prospective new Highway employee

225 • Would like to arrange a Springtime Selectboard retreat. Mike would like to discuss ARPA funds at this and
 226 start collecting ideas on use.

227 • Merrily said she would like to arrange another zoom meet and greet.

228

229 Approve Warrants and Payroll

230 Phil moved to approve the warrants, including payroll, signed by Merrily and Maggie as submitted by the Town
 231 Treasurer. Seconded by Maggie and approved with 5 yes votes.

232 Adjourn

233 Mike moved to adjourn at 8:26 p.m., seconded by Maggie and approved with 5 yes votes.

234 Respectfully submitted,

235 Valerie Spadaccini, clerk of the Board

236

237

238

239



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495
EMAIL info@cswd.net
TEL (802) 872-8100
www.cswd.net

May 3, 2022

Todd Odit
Town of Hinesburg
10632 VT Route 116
Hinesburg, VT 05461

Dear Todd:

Attached please find copies of the Chittenden Solid Waste District Proposed FY 23 Budget. **CSWD is scheduled to meet with the Town of Hinesburg on Wednesday, May 18, 2022 at 7:30 p.m.** Please forward the attached copies to your Selectboard for their review.

On April 27, 2022 CSWD's Board of Commissioners approved sending the Proposed FY 23 Budget to member towns for their approval. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 11, 2022. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Amy Jewell'.

Amy Jewell
Director, Administration

Cc: Doug Taff – Rep. , Rick McCraw – Alt.

April 28, 2022

FISCAL YEAR 2023 BUDGET

Dear Board of Commissioners and Citizens of Chittenden County,

I am pleased to present to you Chittenden Solid Waste District's Fiscal Year 2023 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board's strategic goals over the coming year. It also lays the foundation to continue to advance those goals towards the future. I am happy to tell you that the financial condition of CSWD is sound, therefore **I do not see a need for any municipal assessments or per capita fees**. We continue to be self-sufficient, relying on revenue from facility user fees, material sales, and fees charged to haulers when disposing Chittenden County trash at the landfill to cover the costs of the services we provide.

Adjusting to New Realities

Fiscal Year 2022 began where FY2021 ended, still in the midst of a global pandemic. Major infrastructure projects resumed and we continued our focus on reconfiguring our public-facing facilities to ensure the health and safety of our employees and customers and continue to improve efficiency. As that new work progressed, the identified efficiencies and areas of improvement are being carried forward. Having said this, CSWD is not immune to material delays, steep increases in the cost of materials, and difficulty filling open positions. Early project cost estimates have needed to be revised, sometimes multiple times, and project start/completion dates are now simply a best guess.

Not surprisingly, costs are also increasing for CSWD in several key areas, specifically hauling services, fuel costs, waste disposal fees we pay at the transfer station, and processing fees we pay our MRF operator. We also provided a mid-year 3% cost of living adjustment to District employees in light of the steep rise in inflation in calendar year 2021. We are closely monitoring the US Bureau of Labor Statistics' consumer price index for the Northeast in the event that inflation continues to rise steadily. This budget does propose a 2% COLA for July 1.

MATERIALS RECOVERY FACILITY:

Market Resurgence

FY 2022 saw continued strong pricing in the recycling markets, particularly paper markets. The initial resurgence was a COVID-related effect. Mixed paper was in demand as recycled content in paper towels, toilet paper, and sanitizing wipes, and cardboard was in high demand as more and more consumers shopped online. The demand remains strong heading into FY 2023, putting us in a strong materials sales position as fiber products represent 75-80% of the materials sorted at the MRF. The markets for other "blue bin" materials such as plastic bottles, aluminum cans, and cardboard have also begun rebounding, due in part to increased demand by major brands like Coca-Cola to include

recycled material in their packaging. This budget assumes a conservative average commodity revenue of \$80/ton, but I expect we will surpass that average.

Modern Facility

In April 2022 the Board of Commissioners voted to ask the voters of Chittenden County to approve issuance of municipal bonds by CSWD to fund the construction of a new Materials Recovery Facility on Redmond Road in Williston. The Board approved a not-to-exceed bond amount of \$22,000,000. We are working to reduce this burden through a combination of grants and zero-interest loans. **CSWD will not be assessing our member cities and towns for the debt-service.** We are proposing a state-of-the-art facility, complete with high-tech sorting equipment and an education center. Advanced sorting capability will mean that we'll finally have the space and flexibility to expand what can be recycled in our blue bins/blue carts, allowing more to be diverted from the landfill and directed to processors as raw materials.

ORGANICS DIVERSION FACILITY:

Organics Diversion Facility tip fees are increasing from \$60/ton to \$65/ton starting July 1. The increase reflects the goal of bringing the ODF closer to self-sufficiency. This goal took a significant hit in FY21-22 as Casella began diverting most of their collected food scraps to their new depackaging facility. This reduction represented approximately 30% of the inbound compost feedstock and, while welcomed at the time to help alleviate processing concerns, the reduction places downward pressure on the FY23 tip fee revenue forecast. Food scraps brought to the Drop-Off Centers (DOCs) by smaller, niche haulers continue to grow. We've budgeted anticipated food scraps tons inbound to 4,400 tons. This is approximately 77% of our operational comfort level of between 5,500-6,000 tons of food scraps each year.

In FY23 we will complete the build-out of the facility. The build-out includes a new scale, new residential food scrap drop-off area, new entrance to the ODF, and a new traffic flow through the facility. We will also be able to accept clean wood for drop-off, adding convenience for residential and small business customers. This final phase of construction at the ODF increases site safety, allows us to accept up to 7,000 tons of food scraps annually for composting, and allows us to add real-time contamination checks which will lead to greater quality control and customer education opportunities.

We are not expecting pandemic-level product sales in FY23 and instead have budgeted a normalized (to FY18-19 levels) sales expectation. Having a local to Chittenden County resource able and willing to accept the county's food scraps means that county residents and businesses can feel good about complying with the state's mandate to keep food scraps out of the landfill because the food scraps are becoming compost, and that the cost to manage those food scraps remains affordable.

DROP OFF CENTERS:

The Drop-Off Center (DOC) system review is ongoing and in many ways is the most challenging of the systems reviews we've undertaken. **We are not raising bag prices in FY 2023**, however part of the system review is to obtain a truer understanding of the costs of managing waste materials through

the system, particularly those materials for which we currently do not charge a fee. These no-fee materials are subsidized by the CSWD general fund, and the subsidy required by the DOC system is growing.

Friendly Neighborhood DOC

Even though the DOCs are District facilities, they are very much seen as “local”. This capital budget includes long-awaited improvements to the Milton DOC. The remaining DOCs will receive updates in successive out-years. Our six DOCs serve 25% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 70% of Chittenden County residents use the DOCs to manage waste materials each year. We recognize that we perform a vital function in the community, and the challenge is to do so safely, efficiently, economically, and in an environmentally responsible manner.

SOLID WASTE MANAGEMENT FEE:

I am recommending that the Solid Waste Management Fee remain at \$27.00 per ton of trash disposed. This is the fee charged to haulers when they dispose trash in the landfill in Coventry. The fee has not risen in nine years. Our model estimates the SWMF to be 0.5% higher than FY22 estimates and 2.1% higher than CY21 actuals resulting in revenue slightly higher than FY20 actuals. Trash generation did not fall off as precipitously as feared that it might due to COVID-related shutdowns.

As the economy recovers and grows, as it is forecast to do through 2023, waste reduction education will be even more important. Our team of solid waste professionals is dedicated to ensuring our members’ solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team positioning CSWD to make sure we remain a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Reeves".

Sarah Reeves, Executive Director

FY 2023 BUDGET PROPOSAL

**TO VIEW BUDGET DETAIL VISIT
[CSWD Financial Information](#)**



Chittenden Solid Waste District

**1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**

CHITTENDEN SOLID WASTE DISTRICT FY 2023 BUDGET PROPOSAL

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Individual Program Budgets with Details and Comparisons to previous years are available on line at <https://cswd.net/about-cswd/financial-information/>

A.

To: Board of Commissioners
From: Sarah Reeves, Executive Director
Nola Ricci, Director of Finance
Date: April 21, 2022
RE: Fiscal Year 2023 Budget Proposal

OVERVIEW

In Fiscal Year 2022 (FY22) CSWD transitioned into a more robust financial system that allows us to better support decision making as we consider the future of our operations. Updates to the accounting, payroll and budgeting software now provide managers with better access to system data. The system also improves transparency, enables true comparison with previous years' finances, and provides a clear picture of the financial position of CSWD in an easy-to-read format.

Programs are grouped into three categories:

- **Administrative:** this collection of programs includes departments needed to manage State requirements and are financed by the Solid Waste Management Fee. This category includes Administration, Compliance & Safety, Engineering, Finance, Outreach & Communications, and houses the Solid Waste Management Fee.
- **Operating:** this collection of programs is comprised of what we call our "facilities", or those programs that actively receive, manage, and/or process municipal solid waste. This category includes the Organics Diversion Facility, the Materials Recovery Facility, the Environmental Depot and Rover, and six Drop-Off Centers.
- **Self-Funded:** this collection of program consists of non-active reception or management of municipal solid waste. This category includes the Closed Landfills, Biosolids, and the allocated cost of Maintenance and Roll-Off.

The proposed budget for FY23 remains conservative and acknowledges some of the increases we've experienced, and those we anticipate, as costs rise. The first and second quarters of Fiscal Year 2022 (FY22) are maintaining a similar trend we observed in Fiscal Year 2021 (FY21): by the end of December 2021, revenue reached over 80% of projections. This increase in excess income has encouraged us to rethink how we distribute excess income. Our redistribution procedure is described in more detail under the Reserve Highlights. Capital construction projects at the Organics Diversion Facility will be completed by the end of the second quarter of FY23, while construction of a new Administration building is anticipated to begin as early as Q2.

Materials Recovery Facility Highlight

In April 2022 the Board of Commissioners voted to ask the voters of Chittenden County to approve issuance of municipal bonds by CSWD to fund the construction of a new Materials Recovery Facility on Redmond Road in Williston. The Board approved a not-to-exceed bond amount of \$22,000,000. We are working to reduce this burden through a combination of grants and zero-interest loans. **CSWD will not be assessing our member cities and towns for the debt-service.** If the request is voter approved, permitting for a new MRF would commence in Q3 of FY23 with potential ground-breaking in late Q4. Preliminary engineering and design work for the new MRF is budgeted in FY23 as a capital expense and would be reimbursable through bond proceeds. Due to ongoing global supply chain disruptions and demands, completion of the new MRF may not occur until FY25.

Debt service is unknown as of the date of this memo because the financing package is still being developed, however a revenue sufficiency study performed for the project shows tip fees and commodity sales revenue generated by the facility to be sufficient to pay annual operating costs + debt service of \$1,200,000. The District is gathering data on the likely sources and costs of financing which will be integrated into our cash flow forecasting model for this project. The District's goal is to maintain a 5:4 debt service coverage ratio to assure the financial sustainability of the project and the health of the District as a whole.

CSWD SOURCES OF REVENUE

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), User Fees (tip fees), and Material Sales. The remaining revenue comes from rental income, license fees, bin sales, grants, and Extended Producer Responsibility program reimbursements. **CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.**

- **Solid Waste Management Fees:** \$27/ton charged on each ton destined for disposal. Four material types make up the tons subject to the SWMF-municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF, or \$6.75/ton. **In FY23, SWMF are 26% of the revenue budget.**
- **Tipping/User Fees:** Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recovery Facility (MRF), the Organics Diversion Facility (ODF), and the Environmental Depot. **In FY23, Tip/User Fees are 54% of the revenue budget.**
- **Material Sales:** Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables—or products we purchase on behalf of the public and then resell, like compost bins. **In FY23, Materials Sales are 17% of the revenue budget.**

REVENUE SNAPSHOT

Revenue (in thousands)	FY20 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget	Change from FY20 Actual	% of Overall Revenue
Tip Fees	6,930	7,045	7,724	8.80%	10.28%	53.6
Material Sales	1,777	2,175	2,541	14.38%	30.06%	16.6
SWMF	3,328	3,372	3,382	.30%	1.60%	25.7
All Other	611	541	386	-61.14%	-58.6%	4.1
TOTAL	12,646	13,132	14,032	6.41%	9.88%	100%
Cost of Goods Sold	329	177	172	-3.01%	-91.04%	
Gross Profit	12,317	12,955	13,860	6.53%	11.13%	

Tip Fees, User Fees, and Material Sales Assumptions:

- MRF tip fees were raised in March 2020 to \$80/ton and **we are not proposing raising the tip fee in FY23**. The fiscal year average commodity revenue (ACR) value from material sales through February 2022 was \$134/ton, up from approximately \$84/ton average through the same period in FY21. Cardboard and mixed paper pricing increased due to high demand from domestic paper mills. This increased demand is expected to continue through at least the 2nd quarter of FY23. Plastics pricing is stable, with high demand for HDPE-Natural (milk jugs) and for PET. We have budgeted MRF materials sales very conservatively at \$80/ACR and will likely exceed budget expectations. The rationale for not budgeting higher sales is because the ACR is highly dependent upon the paper mills to which Casella markets our materials. Fiber products represent 75% of our MRF material stream and paper pricing, while stabilizing, is still variable. We are assuming 47,500 tons of inbound recycling, and marketing 38,000 of those tons.
- The MRF Operating contract with Casella expires on June 30, 2022 and is currently in renegotiation. MRF expenses will rise as a result of the new terms (an increase in the processing fee is anticipated).
- Organics Diversion Facility tip fees are increasing from \$60/ton to \$65/ton starting July 1. Food scraps brought to the Drop-Off Centers (DOCs) by smaller, niche haulers continue to grow. We saw a significant reduction in food scraps from Casella in FY22 as they diverted most of their collected food scraps to their depackaging facility. This reduction represents approximately 30% of the inbound compost feedstock and, while welcomed at the time to help alleviate processing concerns, the reduction places downward pressure on the FY23 revenue forecast. We've budgeted anticipated food scraps tons inbound to 4,400 tons. This is approximately 77% of our operational comfort level of between 5,500-6,000 tons of food scraps each year.

We are not expecting pandemic-level product sales in FY23 and instead have budgeted a normalized (to FY18-19 levels) sales expectation. The increase to the Cost of Goods Sold is due largely to a need to purchase sand for incorporation into a product blend.

- Revenue is down at the DOCs in large part due to the loss of the Richmond facility and the continued limited use at the Burlington site. There is not yet an agreement to construct a permanent facility in Burlington, however discussions with the City continue in earnest. The new goal is to have a facility constructed by FY26. Additional DOC revenue pressure is due to the many items managed at the DOCs that do not have adequate (or any) revenue associated with them, meaning we are subsidizing the collection and management of certain materials such as universal waste, some electronics, and leaf and yard debris. Recycling and food scraps are bundled in the pricing of trash when brought together as a unit, and we are currently not recovering the full cost of all three of those material streams. When the tip fees increase at the MRF and ODF, we do not always adjust DOC pricing to accommodate the increases. The DOC pricing structure will be analyzed in FY23 for potential changes in FY24.

Solid Waste Management Fee:

Solid Waste Management Fee revenue is projected to be slightly higher than FY22 budgeted amounts, representing a continued return to “normal”. We used the Solid Waste Disposal and Diversion Trends Model developed for CSWD by SERA, Inc to generate our projections for FY23. The model estimates the SWMF to be 0.5% higher than FY22 estimates and 2.1% higher than CY21 actuals resulting in revenue slightly higher than FY20 actuals levels. Supporting the model’s output, the state’s Joint Fiscal Office is projecting favorable economic conditions in FY23 as new infrastructure spending begins.

EXPENSES SNAPSHOT

Expenses (in thousands)	FY20 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget	Change from FY20 Actual	% of Overall Expenses
Salary/Wages	2,644	3,286	3,345	1.76%	20.97%	25%
Benefits	1,106	1,411	1,455	2.95%	23.99%	10.7%
Travel/Training	58	96	97	.58%	40.36%	.7%
Administrative	472	173	123	-39.93%	-282.68%	1.3%
Professional Services	312	208	268	22.59%	16.15%	1.6%
Equip/Fleet	370	664	773	14.02%	52.17%	5.1%
Gen. Supplies	67	95	120	20.73%	43.64%	.7%
Mat'l Management	5,575	5,020	6,151	18.38%	9.36%	38.2%
Property Management	417	507	490	-3.38%	14.81%	3.9%
Promotion & Education	93	155	163	5.11%	43.02%	1.2%
Community Support	39	26	106	75.73%	63.41%	.2%
Maintenance	509	681	718	5.11%	29.07%	5.2%
TOTAL*	11,662	12,322	13,809	10.76%	15.55%	

**Expenses shown are before capital contributions and contributions to overhead.*

Key Points:

- Expenses in FY23 are reflecting a “return to normal” with a few notable exceptions. Materials management expenses (hauling, MRF processing) are increasing significantly. Just over \$1M of the increase is in the MRF budget, reflecting an increase in the contract cost with the facility operator and an increase in the cost to transport recycled glass to market. Even with a return to normal activities and this one very large increase, our overall expenses have only slightly increased.
- Salaries and wages increased slightly in this budget. Although a 2% COLA is budgeted, the increase was moderated in part due to recent retirements, the elimination of some seasonal positions, and a decrease in on-call staff hours. A Total Compensation Study was completed in FY22, but this budget does not include the recommendations of the study and the subsequent Ad Hoc Committee. The Finance Committee felt additional study on the long-term ramifications of the recommending changes to the CSWD Pay Grade and Step Schedule was warranted. The impact of the Ad Hoc Committee recommendations are presented in an additional memo allowing the full Board to determine if the step changes should be put into practice beginning FY23.

In January 2022, a mid-year COLA of 3% was provided to District employees in response to the staggering increase in inflation over the course of calendar year 2021. CSWD utilizes the US Bureau of Labor Statistics’ index for the Northeast to generate a suggested annual COLA for employees. This year we also referenced the Social Security Administration’s annual COLA when developing the recommended COLA for FY23. We are keeping a close watch on the CPI and will be reporting back to the Board in October regarding the forecasted COLA for calendar year 2023.

- Administrative costs are lower now that the new budgeting, accounting and payroll software systems have been implemented.
- General Supplies are higher, corresponding to a physical return to the office.
- The Community Clean Up Fund (CCUF) is budgeted at the full liability balance as an expense per recommendation of the FY20 Auditors and is a new primary expense account under Community Support. The expense is housed in the Finance Department instead of in Outreach & Communications. Management is recommending changing the District CCUF Policy to eliminate banking and/or carrying over unused funds, and instead fully fund the CCUF each year with five years’ worth of allotment. The goal is to facilitate member communities’ use of the funds each year, instead of waiting 3-5 years to build up enough money to fund meaningful community-wide projects. If a member community doesn’t use their allotment within a fiscal year, the allotment is retained by the CCUF Reserve. The CCUF Reserve would not exceed \$95,000 unless the per-community allotment is adjusted by the Board of Commissioners. The amount budgeted, \$95,000, represents the maximum total of all District member communities’ five-year funds carried over and “banked” as currently allowed by the CCUF Policy.

- Travel and Training assumes a return to attending conferences, workshops, and trainings in person; How much will occur remains to be seen. Where we can continue to attend events remotely, we will do so. We have promoted several employees to new leadership positions and will be providing training to them to support their growth and success.
- Materials Management is up significantly. Materials management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market, and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal. Most of the expenses are at the MRF where we are anticipating increased costs to move processed glass aggregate to markets outside the Northeast and increased operating costs with a new operator contract.

RESERVE FUNDS

In FY22, the District revised the Reserve Fund policy and structure. The new structure establishes a priority funding mechanism, minimum and maximum balances, and proposes to restrict certain funds (Closed Landfill, Facility Closure, and Biosolids). As each priority reserve reaches its maximum, remaining excess revenue flows (“waterfalls”) to the next priority reserve fund in order, as illustrated below:

Reserve Type	Reserve Name	Minimum Carry Value	Maximum Carry Value
Restricted	Biosolids Reserve	Current depreciation of Biosolids Trailers, as contracted	\$650,000 or cost of replacing Biosolids trailers
Restricted	Landfill Post Closure Reserve	Original cost of calculated closure less operating reduction	Original cost of calculated closure
Restricted	Facilities Solid Waste Termination Reserve	Calculated cost of facility solid waste termination	Highest past calculated cost of facility solid waste termination
Assigned	Facilities Decommission Reserve	Calculated cost of facilities decommissions	Highest past calculated cost of facilities decommissions
Assigned	General Fund	3 months of budgeted administrative expenses	6 months of budgeted administrative expenses, or highest past calculated cost
Assigned	Community Clean Up Fund	Current balance due to communities	Maximum carry over allowed to communities
Assigned	Operating Reserve	3 months of budgeted operating expenses	6 months of budgeted operating expenses, or highest past calculated cost
Assigned	Capital Reserve	Current value of fully depreciated assets	Current value of total asset depreciation
Unrestricted	Undesignated Fund	5% of budgeted revenue	10% of budgeted revenue

Assigned FUNDS

Capital Reserve

In FY21 we moved to a single Capital Reserve fund rather than separate capital reserves for each program. This was done to reflect the reality of our accounting and banking system, to improve strategic planning efficiency, and to eliminate proprietary feelings over capital funds. CSWD is one singular fund, and as such all “reserve funds” exist merely on paper – although some long-term reserve dollars are held in interest-bearing accounts, in general funds are not deposited into separate bank accounts. There are no separate pots of money destined for use in particular programs. The District

formerly budgeted individual capital reserve fund contributions and tracked each program's contribution and total, albeit not precisely. This practice gave the impression that separate funds existed.

The single Capital Reserve remedies the past practice of programs internally subsidizing each other. When a program generates revenue in excess of expenses, it contributed that excess to "their" capital reserve. Occasionally those contributions exceed the program's need, such as in the case of the MRF in most years. Because we had internally separated the capital reserves of each facility, if the DOCs or ODF had capital needs that exceeded their funds' balance, they would "borrow" capital funds from the MRF and then would "reimburse" that reserve account. This practice was unnecessarily burdensome, required extensive tracking and caused internal resentment among managers reluctant to let go of "their" capital funds. We no longer silo our operations; We have one District capital plan. We will continue to track each program's ability to contribute, and the amount, as a check on the program's economic health. Each program's capital needs will be analyzed and evaluated in the context of the needs of the entire District. In FY23, the MRF is the primary program contributing to the capital reserve; however we are anticipating that in FY25 the ODF will begin to contribute to capital.

Beginning in FY22 we no longer budgeted for programs to contribute to the capital reserve if the program is being subsidized by the District's Undesignated Fund. In previous budgets, each program that used capital funds would budget a capital fund contribution. This would occur as an expense. When the revenues, expenses, and allocations were tallied, nearly every operating program would be "in the red" and require subsidized support from the Undesignated Fund, which is funded through solid waste management fees. This practice did not support transparent accounting of the individual operations programs' relative economic health. Subsidies are now accounted for "below the line" so that the operating health of each program is clear.

Operating Reserve

Related to recognizing one capital reserve for the District, new in this budget is the **addition of an Operating Reserve**. This new reserve is necessary to provide a buffer against unexpected events (such as we experienced with COVID-19) or large unbudgeted but necessary operating expenses, such as if outside vendor contracts that are deemed necessary change without notice. This reserve will allow us to weather the unanticipated and provide time to discuss and implement a new direction without resorting to snap decisions. In FY23, the Operating Reserve is being seeded with excess MRF revenue.

Solid Waste Management Fee Rate Stabilization Reserve proposed name change to General Fund

CSWD hasn't raised the Solid Waste Management Fee (SWMF) in nearly 10 years and continues to contribute excess SWMF revenue to this reserve. The SWMF reserve has functioned as a de facto Operating Reserve, but this will change with the implementation of a true Operating Reserve. The CSWD Charter states that the District may establish a "management fee structure" for the purpose of generating revenues from sources other than assessments to member municipalities. The Charter is less clear on the specific uses of the management fees but the District has in practice used the fees to fund administrative program costs, state mandated education and outreach program costs, and to

subsidize certain operational expenses, such as those associated with the Environmental Depot.

Renaming this reserve “General Fund” brings it in line with standard Municipal naming conventions used to describe an unrestricted and undesignated fund used for routine business activities.

Facilities Closure Reserve proposed to split into Facilities Solid Waste Management Termination Reserve and Facilities Decommission Reserve

Initially established to provide funding in the event the District may need to decommission facilities. In FY23 we have created two distinct funds to account for the State mandated solid waste management termination and the cost of decommissioning a facility. Due to its requirement by the State of Vermont, the Facilities Solid Waste Management Termination Reserve will be considered restricted. The Facilities Decommission Reserve will remain assigned as it is intended primarily for internal costing in event a facility closes.

RESTRICTED FUNDS

The Biosolids, Closed Landfill, and Facilities Closure reserve funds will be considered Restricted Funds, beginning with the FY23 budget. They currently are not formally restricted, but this is not considered a best practice. We manage the Biosolids Reserve as a restricted fund, but it is unrestricted. Restricting these reserves means that the funds attributed to these programs may be used only for the expenses of these programs. Excess funds after their restricted use may be redistributed as deemed appropriate by management.

BOTTOM LINE

Each year, we need to “get to zero”. In FY23, we are projecting \$768,607 in income after capital and allocations needing to be transferred to reserves.

Revenue	\$14,031,725	
Cost of Goods Sold	\$172,197	
Gross Profit		\$13,859,528
Expenses		\$13,808,706
Income from Operations		\$50,822
Capital Contribution	-	
Maintenance Allocations	\$717,785	
Income After Capital & Allocations		\$768,607
Transfer from (to) Closed Landfill Reserve	\$188,919	
Transfer from (to) SWMF Reserve	(\$429,225)	
Transfer from (to) Biosolids Reserve	(\$46,375)	
Transfer from (to) Operating Reserve	(\$30,617)	
Transfer from (to) Capital Reserve	(\$451,309)	
Net		-

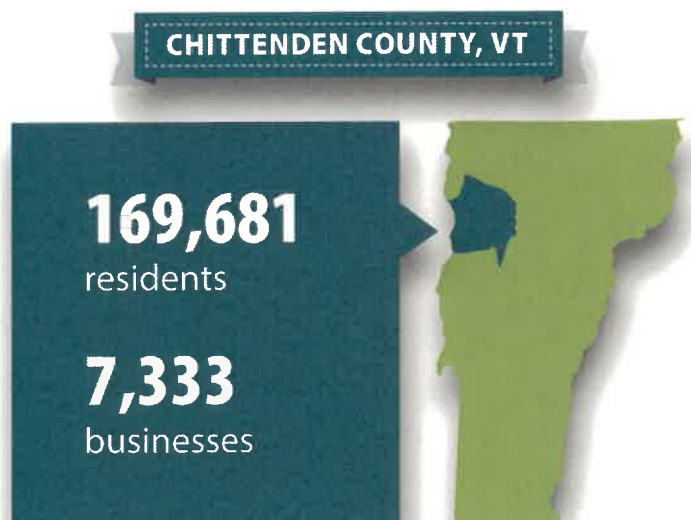
who we are

OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.



2020 data. Sources: U.S. Census and VT Dept. of Labor

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,681 residents and 7,333 businesses)* with facilities, programs, and expertise developed over our 34-year history.

*2020 data. Sources: U.S Census and VT Dept. Of Labor

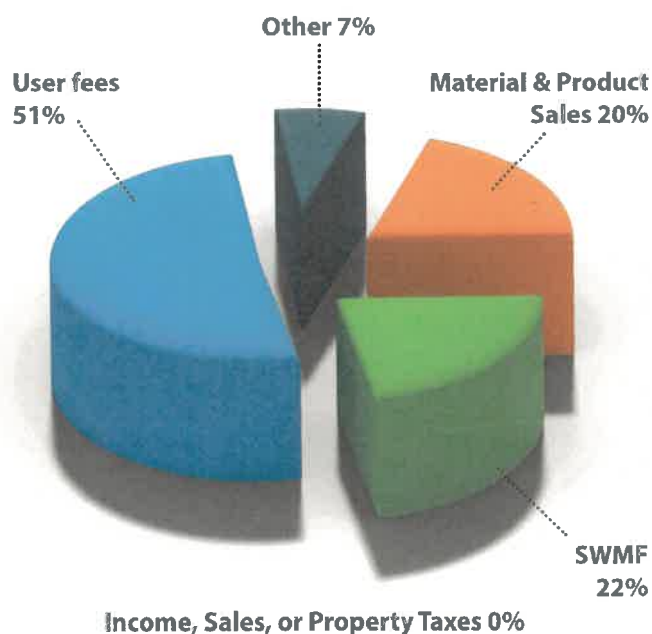
HOW WE'RE FUNDED

Our revenue comes from three primary sources:

- › **User fees** on incoming material at our facilities;
- › **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- › **Material and product sales** from material we collect and process at our facilities and sell;
- › A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

We are not funded by Income, Sales and Property tax dollars.

FY21 REVENUE \$15.1M (unaudited)



what we do

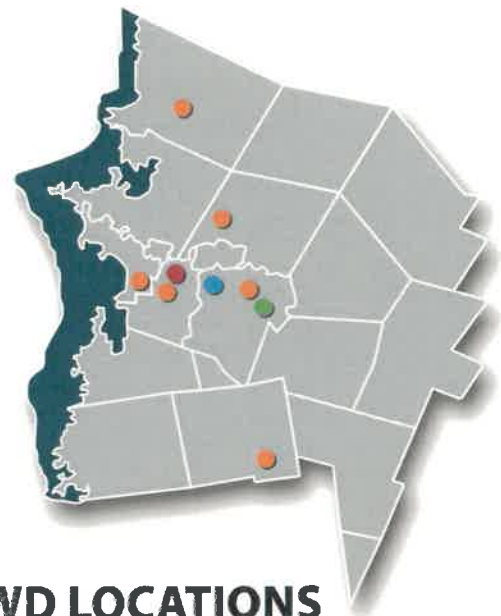
REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recovery Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special recycling
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recovery Facility**
- **Organics Diversion Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
 - › Community Cleanup Fund for all member towns
 - › Waste Reduction Container and Project Grants
- › **Provide waste-reduction containers**
 - › Recycling bins
 - › Containers for food-scrap drop-off at CSWD facilities
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;

how we're doing

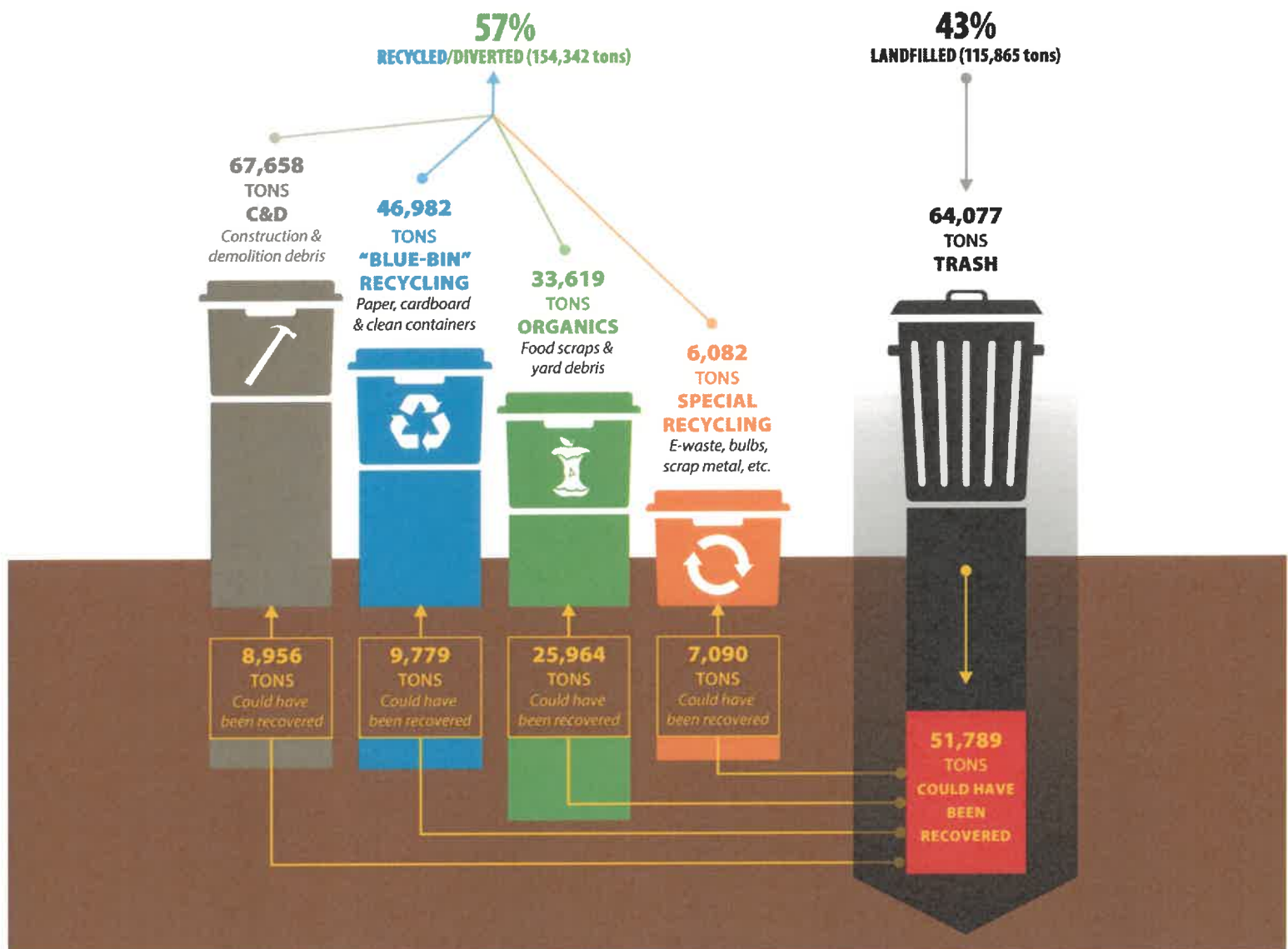
This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in 2020:

1. An estimate of how much "stuff" we all generated and needed to manage as solid waste in 2020.
2. Which stream all that stuff went to -- landfill or recovery via recycling or composting.
3. How much recoverable material our community chose to send to the landfill instead of keeping it out of the trash by using a currently available program or facility.

Full details are available in the 2020 CSWD Diversion Report.

100% MATERIALS GENERATED (270,207 tons)

57% RECYCLED/DIVERTED + 43% LANDFILLED



Chittenden Solid Waste District Administrative Descriptions

Administration Program

The Administrative program encompasses the expenses of human resources, the Executive Director, risk management, information and technology, infrastructure and general support services.

Compliance Program

The Compliance program oversees the Solid Waste Management Ordinance and ensures the regulated community maintains compliance. Additionally, the Compliance program oversees the District Safety program.

Engineering Program

The Engineering program provides resources for compliance, design, project management, and applicable permitting. Additionally, this program oversees capital projects through the lifecycle of feasibility, design, and construction management.

Finance Program

The Finance program provides management, oversight, and control of CSWD financial assets, as well as accurate and timely financial information to facilitate sound management decisions.

Outreach and Communications (O&C)

The Outreach and Communications program manages statutory mandates for raising awareness of CSWD services and educating residents, businesses, and institutions in reducing and properly managing the waste they generate.

Chittenden Solid Waste District Operating Descriptions

Drop Off Centers (DOCs)

CSWD Drop Off Centers provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, compostable yard debris, and certain special recyclables.

Hazardous Waste

The Hazardous Waste program includes both the Environmental Depot and Paint Depot. The Environmental Depot manages the hazardous waste of the residents and small businesses of Chittenden County. The Paint Depot manages discarded paint and produces recycled paint for the CSWD Local Color Program.

Materials Recovery Facility (MRF)

The Materials Recovery Facility manages single stream recycling from Chittenden County and Northern Vermont through sorting and preparing recyclables for domestic commodity sales.

Organics Diversion Facility (ODF)

The Organics Diversion Facility manages the acceptance, processing, and transfer of organics for use in compost and anaerobic digestion.

Property Management

The Property Management department maintains and protects CSWD's investment in residential and business tenant property.

Chittenden Solid Waste District
Self-Funded Descriptions

E.

Biosolids Program

The Biosolids program provides efficient and effective residuals management for participating community members. This program is developed to be self-funding.

Closed Landfill Program

The Closed Landfill program oversees the 30-year post closure period through responsible maintenance, reporting and monitoring according to the safety standards of applicable governing bodies. This program is funded through monies reserved at the launch of the closing project.

Maintenance & Roll-off

The Maintenance department provides material hauling and supports facility operations through ongoing maintenance of CSWD assets.

F.

Chittenden Solid Waste District
Summary
FY23 Budget Proposal

	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget \$	%
REVENUE							
Solid Waste Management	\$ 3,327,711	\$ 2,575,125	\$ 3,263,750	\$ 3,371,625	\$ 3,381,750	10,125	0.30%
Tipping Fees	6,929,937	7,706,159	7,772,544	7,044,455	7,723,784	679,329	8.80%
Material Sales	1,777,042	1,419,960	3,039,400	2,175,258	2,540,711	365,453	14.38%
License Fees, Fines & Penalties		21,055	15,917	16,395	(1,485)	-	-9.96%
Rent	87,446	88,200	74,183	71,400	71,400	-	0.00%
Product Stewardship & Reimbursements	231,799	285,516	252,321	273,993	190,700	(83,293)	-43.68%
Interest & Dividends	94,730	30,000	16,856	2,150	2,000	(150)	-7.50%
Grants	108,673	106,470	661,336	106,470	106,470	-	0.00%
Other Income	73,779	-	11,592	70,428	(70,428)	-	0.00%
REVENUE TOTAL	12,645,944	12,232,485	15,107,899	13,132,174	14,031,725	899,551	6.41%
COST OF GOODS SOLD	328,959	143,310	156,718	177,380	172,197	(5,183)	-3.01%
GROSS PROFIT	12,316,985	12,089,175	14,951,180	12,954,794	13,859,528	904,734	6.53%
EXPENSES							
Salaries and Wages	2,643,707	2,872,220	3,068,147	3,286,170	3,349,221	63,051	1.88%
Benefits	1,105,630	1,228,156	1,206,229	1,411,654	1,455,106	43,452	2.99%
Travel & Training	57,597	61,221	30,250	96,005	563	563	0.58%
Administrative Costs	472,509	117,074	43,424	172,771	123,474	(49,297)	-39.93%
Professional Fees	311,675	180,235	202,391	207,725	318,330	110,605	34.75%
Equipment & Fleet	369,690	556,317	548,092	664,565	772,967	108,402	14.02%
Supplies	67,415	84,012	64,745	94,826	119,623	24,797	20.73%
Materials Management	5,574,870	6,127,858	5,192,050	5,020,145	6,150,788	1,130,643	18.38%
Property Management	417,631	497,531	482,664	506,852	490,262	(16,590)	-3.38%
Promotion & Education	92,903	87,670	50,215	154,713	213,052	58,339	27.38%
Community Support	38,899	24,644	18,704	25,800	106,300	80,500	75.73%
Maintenance & Rolloff	509,156	571,772	522,091	681,099	698,196	17,097	2.45%
EXPENSES TOTAL	11,661,682	12,408,710	11,429,002	12,322,325	13,893,886	1,571,561	11.31%
ALLOCATIONS							
Maintenance	509,156	571,772	522,091	681,099	698,196	17,097	2.45%
Support	(468,295)	(371,800)	(371,800)	-	-	-	-
Capital Contribution	(619,968)	(249,172)	(249,172)	(450,000)	(450,000)	-	-
Capital Investment Adjustment	-	-	(367,757)	-	-	-	-
ALLOCATIONS INCOME TOTAL	(579,107)	(49,200)	(466,638)	231,099	248,196	17,097	6.89%
NET INCOME	76,196	(368,735)	3,055,540	863,568	213,838	(649,730)	-303.84%
TRANSFER FROM RESERVES							
from Landfill Post Closure Reserve	73,340	83,561	60,374	102,599	188,919	-	-
from Operating Reserve	-	-	-	-	70,630	-	-
from Solid Waste Management Fee Reserve	58,363	452,298	-	-	-	-	-
TRANSFERS FROM RESERVES TOTAL	131,703	535,859	60,374	102,599	259,549	-	-
TRANSFER TO RESERVES							
to Solid Waste Management Fee Reserve	-	-	624,655	603,068	425,703	-	-
to Biosolids Restricted Reserve	45,500	45,000	63,651	45,517	46,375	-	-
to Capital Reserves	-	122,124	414,956	-	1,309	-	-
to Operating Reserves	-	-	-	317,582	-	-	-
TRANSFERS TO RESERVES TOTAL	45,500	167,124	1,103,262	966,167	473,387	-	-
Transfer to Undesignated	162,399	-	2,012,652	(0)	(0)	-	(0)
Net District	-	-	-	-	(0)	-	(0)

G.

Chittenden Solid Waste District
Administrative Programs
FY23 Budget Proposal

REVENUE	Administration	Compliance	Engineering	Finance	Outreach & Communication	Solid Waste Management Fee	Total Administrative
Solid Waste Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,381,750	\$ 3,381,750
License Fees, Fines & Penalties	-	14,910	-	-	-	-	14,910
REVENUE TOTAL	-	14,910	-	-	-	3,381,750	3,396,660
COST OF GOODS SOLD	-	-	-	-	-	-	-
GROSS PROFIT	-	14,910	-	-	-	3,381,750	3,396,660
EXPENSES							
Salaries and Wages	435,900	107,895	84,190	297,701	581,731	-	1,507,418
Benefits	140,519	27,324	11,029	141,659	254,977	-	575,507
Travel & Training	34,075	5,460	1,500	15,068	11,900	-	68,003
Administrative Costs	26,950	1,850	70	2,500	21,700	-	53,070
Professional Fees	26,800	8,500	11,500	55,000	31,975	-	133,775
Equipment & Fleet	168,535	5,200	-	81,600	5,253	-	260,588
Supplies	5,700	800	-	9,000	10,650	-	26,150
Materials Management	300	-	-	50	-	-	350
Property Management	44,245	-	1,500	2,027	-	-	47,772
Promotion & Education	-	-	-	-	156,732	-	156,732
Community Support	-	-	-	95,000	4,700	-	99,700
Maintenance & Rolloff	41,892	-	-	-	-	-	41,892
EXPENSES TOTAL	924,916	157,029	109,789	699,605	1,079,618	-	2,970,957
NET INCOME FROM ADMINISTRATIVE	(924,916)	(142,119)	(109,789)	(699,605)	(1,079,618)	3,381,750	425,703
Administrative Subsidy	924,916	142,119	109,789	699,605	1,079,618	(2,956,047)	-
Transfer to Solid Waste Management Fee Reserve						425,703	425,703
Net Program	-	-	-	-	-	-	-

H.

Chittenden Solid Waste District
Operating Programs
FY23 Budget Proposal

	Drop Off Centers	Materials Recovery Facility	Organics Diversion Facility	Property Management	Hazardous Waste	Total Operating
REVENUE						
Tipping Fees	\$ 2,289,450	\$ 3,800,000	\$ 286,897	\$ -	\$ 68,000	\$ 6,444,347
Material Sales	172,450	1,534,400	783,061	-	50,800	2,540,711
Rent	-	-	-	71,400	-	71,400
Product Stewardship & Reimbursements	41,200	-	-	-	149,500	190,700
Grants	-	-	-	-	106,470	106,470
REVENUE TOTAL	2,503,100	5,334,400	1,069,958	71,400	374,770	\$ 9,353,628
COST OF GOODS SOLD	-	-	153,197	-	19,000	\$ 172,197
GROSS PROFIT	2,503,100	5,334,400	916,761	71,400	355,770	\$ 9,181,431
EXPENSES						
Salaries and Wages	681,563	80,869	380,799	4,839	342,755	1,490,825
Benefits	362,254	20,111	192,851	637	145,746	721,599
Travel & Training	2,700	8,100	11,305	-	2,500	24,605
Administrative Costs	30,653	29,543	8,162	-	-	68,358
Professional Fees	180	53,375	2,200	-	2,500	58,255
Equipment & Fleet	19,500	38,680	285,469	-	22,550	366,199
Supplies	26,614	1,350	31,079	-	20,300	79,343
Materials Management	1,135,889	3,302,250	109,413	-	340,700	4,888,252
Property Management	48,828	120,220	83,121	64,266	71,150	387,585
Promotion & Education	-	50,000	6,320	-	-	56,320
Community Support	6,600	-	-	-	-	6,600
Maintenance & Rolloff	610,572	6,982	17,455	349	17,455	652,813
EXPENSES TOTAL	2,925,353	3,711,480	1,128,174	70,091	965,656	8,800,754
NET INCOME FROM OPERATING	(422,253)	1,622,920	(211,413)	1,309	(609,886)	380,677
Operating Subsidy	422,253	(1,243,552)	211,413	-	609,886	-
Transfer to Capital Reserve		450,000		1,309		451,309
Transfer from Operating Reserve		(70,632)				(70,632)
Net Program	-	-	-	-	-	-

Chittenden Solid Waste District
Self Funded and Allocated Programs
FY23 Budget Proposal

I.

	Biosolids	Closed Landfill	Maintenance & Rolloff
REVENUE			
Tipping fees	\$ 1,279,437	\$ -	\$ -
Interest & Dividends	-	2,000	-
TOTAL REVENUE	1,279,437	2,000	-
COST OF GOODS	-	-	-
GROSS PROFIT	1,279,437	2,000	-
EXPENSES			
Salaries and Wages	1,190	12,335	337,455
Benefits	186	1,278	156,536
Travel & Training	2,960	-	1,000
Administrative Costs	1,946	100	-
Professional Fees	2,300	124,000	-
Equipment & Fleet	-	-	146,180
Supplies	80	250	13,800
Materials Management	1,224,401	37,785	-
Property Management	-	11,680	43,224
Maintenance & Rolloff	-	3,491	-
EXPENSES TOTAL	1,233,062	190,919	698,196
NET INCOME FROM SELF FUNDING & ALLOCATIONS	46,375	(188,919)	(698,196)
Transfer to Administrative & Operating Programs			698,196
Transfer from Landfill Post Closure Reserve		188,919	
Transfer to Biosolids Restricted Reserve	46,375		
Net Program	-	-	-

CHITTENDEN SOLID WASTE DISTRICT Fiscal Year 2023 Proposed Budget

HIGHLIGHTS - CAPITAL PROGRAM BUDGET

Staff has developed a capital plan and timeline for the next three fiscal years, and staff is presenting FY23 costs that will be included in the FY23 budget packet. The following assumptions were made to develop the plan:

- The capital reserve is a singular account and shall universally cover all programs
- The capital reserve will not be segmented into specific programs
- The capital reserve will be approximately \$5,451,765 starting FY23
- The Materials Recovery Facility (MRF) will contribute a fixed amount to the Capital Reserve. Staff anticipates the Organics Diversion Facility (ODF) will begin to contribute to the Capital Reserve in FY 2025
- Bonding will be required, in part or in full, for the construction of a new MRF
- General upgrade of the Milton DOC will take place in FY23
- Construction of an Administrative Building in late fall/winter FY23
- Scheduled capital infrastructure replacement of the Environmental Depot

CSWD Capital Plan Fiscal Year 2023	
Materials Recovery Facility	\$302,600
Organics Diversion Facility	\$543,000
Roll-Off and Maintenance	\$320,000
Drop Off Centers	\$380,000
Hazardous Waste and Latex Paint	\$260,000
Administrative infrastructure	\$2,610,000
FY 23 Capital Projects	\$4,465,600
MRF input	\$(450,000)
ODF input	
DOC input	
Total Capital	\$4,015,600

District staff has made significant efforts to generate accurate capital costs in developing the capital budget as well as following through with capital purchases, upgrades and projects as planned. Approval of the budget does not mean work will proceed without a proper bidding process and associated Board approval according to CSWD financial policies. Please note that this is a **Plan** and is inclusive of all potential capital costs for FY23. All major capital projects greater than \$100,000 will require approval from the Board of Commissioners. Staff will also bring updates of facility projects that are under the \$100,000 threshold.

Significant items included in the FY23 capital budget are as follows:

\$100,000	MRF BOND communication and education campaign
\$420,000	Trommel screener, plastics removal. ¹
\$255,000	Purchase new Roll-Off Truck (replacing Truck #31).
\$331,500	Expanding, regrading, repaving, and constructing a special waste building at MDOC.
\$145,000	General facility maintenance at the Environmental Depot. ²
\$115,000	New Rover for the Environmental Depot and Paint Program. ³
\$85,000	Updating and upgrading the District website
\$2,400,000	Constructing a new Administrative Building.

- 1) Directly manage contamination of inbound Source Separated Organics (SSO).
- 2) Replacing the existing waste oil heater and replacing the existing paved parking lot (5-foot drop).
- 3) Replacing existing rover 23 years old.

There are expected to be sufficient cash reserves available to finance the \$4,015,600 cash-funded capital expenditures budgeted for FY 23.

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 4 YEAR PLAN

MATERIALS RECOVERY FACILITY

Site Work

General	Repave lot				
	Replace Stormwater System (1993)			\$225,000	
	New Roof			\$85,000	
	Building Structure upgrades			\$225,000	
	Full Tip Floor			\$250,000	
	HVAC			\$110,000	
	Replace Septic system (1993)			\$950,000	
	contingency			\$125,000	
	cost to transfer material while down			\$250,000	
				\$330,000	
Sub Total		\$0		\$2,550,000	\$0

Building & Building Repair

General	Refurbish Tip Floor				
	Building Roof (1993)				
	Presort Enclosure (2003)				
	Refurbish bathroom	\$60,000			
	Refurbish Tip Floor Steel Side wall				
	Sprinkler System Modifications				
Sub Total		\$60,000	\$0	\$0	\$0

Capital Equipment

Fiber Line	Sorting Conveyor				
MSW compactor	MC 1	\$25,000			
Single Stream System					
Sub Total		\$25,000	\$0	\$0	\$0

Rolling Stock

general	2 c.y. Compactor & 35 c.y. Roll-Off				
	Forklift #1 (2021)				\$35,000
	Forklift #2 (2021)				\$35,000
	#1 Skid Steer (approved FY22, received FY23)	\$59,000			
	#2 Skid Steer	\$58,600			
	Front End Bucket Loader				
	SCISSORS LIFT				
Sub Total		\$117,600	\$35,000	\$0	\$70,000

New MRF Project

	Site and design plan development (full)				
	Bond Attorney				
	BOND Communication Education Campaign	\$100,000			
Sub Total		\$100,000	\$0	\$0	\$0
Total MRF		\$302,600	\$2,585,000	\$0	\$70,000

ORGANICS DIVERSION FACILITY

Site Work

electrical and water for pressure washer at windrow turner location					
Sub Total	\$0	\$0	\$0	\$0	\$0

Building & Building Repair

Widen road ASP to Buzzi \$8500					
Poll Barn	\$45,000				
Concrete patching (wear abatement)	\$78,000				
Concrete Pad Replacement (mixing bay)					
Sub Total	\$123,000	\$0	\$0	\$0	\$0

Capital Equipment

Komptech L3 Screener (2012)				\$750,000	
ASP Trommel screener	\$420,000				
ASP BLOWER SYSTEM (AERATED STATIC PILE)					
Sub Total	\$420,000	\$0	\$750,000		\$0
	FY23	FY24	FY25		FY26

Rolling Stock

2003 MACK PUMP TRUCK (4500 GAL TANK)		\$120,000			
Loader #1 (2021)					
Loader #2 (2018)			\$260,000		
Loader #3 (2021) JD 524					
Used Triaxle Dump truck (ADT)					
stacking conveyor 20 years of life purchased in 2021					
Sub Total	\$0	\$120,000	\$260,000		\$0

ODF Expansion

Phase I					
Site Expansion					
Transfer modifications (stop gap)					
State of Vermont Grant - \$500K					
Sub Total	\$0	\$0	\$0	\$0	\$0
Phase II					
site work					
ODF Admin/scalehouse					
scale					
water line					
Misc.					
Sub Total	\$0	\$0	\$0	\$0	\$0
Phase III					
site work					
Paving					
booth					
solar (?)					
Sub Total	\$0	\$0	\$0	\$0	\$0
Total ODF	\$543,000	\$120,000	\$1,010,000	\$0	\$0

Roll-Off and Maintenance

Building & Building Repair

Overhead door						
Lean-to on Maintenance Building	\$	65,000				
Sub Total	\$	65,000	\$	-	\$	-

Capital Equipment

new roll-off containers	\$	-	\$	-	\$	100,000
Sub Total	\$	-	\$	-	\$	100,000

Rolling Stock

2004 EQUIPMENT TRAILER						
2005 KENWORTH ROLL OFF TRUCK T800 #1						
2012 KENWORTH ROLL OFF TRUCK T800 #31	\$	255,000				
2017 KENWORTH ROLL OFF TRUCK T800 #2						
2005 JD 644G Loader EDOC				\$	30,000	
2011 FORD F350 PICKUP TRUCK - Rack Truck				\$	250,000	
2014 JD 644K Loader Maint						
2014 JD 544 MRF loader - rehab						
2014 Volvo L30GS mini-loader (maybe tracked skid steer)				\$	110,000	
2015 enclosed trailer HH/lawnmower						
Used Oil Trailer				\$	25,000	\$
Sub Total	\$	255,000	\$	360,000	\$	55,000
						12,000
Total Roll-Off and Maintenance		\$320,000		\$360,000		\$155,000
						\$12,000

Drop Off Centers

Site Work

BDOC	Flynn Ave site development					
Sub Total		\$	-	\$	-	\$
EDOC	Design for Expansion Concrete pads under containers Overlay lot and road COMPACTOR 4-yd Recycling COMPACTOR 2-yd MSW 2008			\$	30,000	
Sub Total		\$	18,500			
		\$	18,500	\$	30,000	\$
MDOC	Design for Expansion Special waste building regrind/regrade road and lot expansion misc. (fence/electric/solar) COMPACTOR 2yd MSW 2012 COMPACTOR 2yd Recycling move RDOC up					
Sub Total		\$	331,500	\$	-	\$
		\$	30,000			
SOB	Design for Expansion misc. electric Concrete pads under containers COMPACTOR - WASTEQUIP MOD 245HD COMPACTOR - WASTEQUIP MOD 245HD					
Sub Total		\$	30,000	\$	-	\$

Capital Equipment

Sub Total		\$	-	\$	-	\$
Total Drop Off Centers		\$	380,000	\$	30,000	\$
						60,000
						\$

Building & Building Repair

Rolling Stock

ROVER truck (1999)	\$	115,000
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Total	HAZARDOUS WASTE AND LATEX PAINT	\$	260,000	\$	-	\$	80,000	\$	-
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Administration

Repay parking lot	\$.			
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Sub Total	\$	\$	\$	\$
Sub Total	\$	\$	\$	\$

New Server, routers switches - every 5 yrs.				
---	--	--	--	--

POS upgrade consultant	\$ 45,000		
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Full District Revenue Sufficiency Analysis		
\$	55,000	

New Phone System - (every 5 years)	\$	25,000		A
				A
				A

	FY23	FY24	FY25	FY26
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site design and permitting				
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Sub Total	\$ 2,400,000	\$	\$
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Bulky Waste Facility (old MRF)

.....

Contingency	\$	\$	\$	\$
50,000	50,000	50,000	50,000	50,000

MRF input	\$ (450,000)	\$ (450,000)	\$ (450,000)
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[illegible]

Cap Reserve Net Cost	\$ 4,015,600	\$ 2,695,000	\$ 890,000	\$ (333,000)
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ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

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MEMORANDUM

TO: Sarah Reeves
FROM: Jon Dorwart & Nancy Plunkett
DATE: November 10, 2021
RE: FY 2023 Projected SWMF Revenue

As you know, CSWD's Solid Waste Management Fee (SWMF or Fee) is imposed on all solid waste generated in the District as established in Article VIII of CSWD's Solid Waste Management Ordinance. Certain materials are exempt from the SWMF or are subject to a reduced Fee. Generally, the Fee is assessed at disposal sites, such as transfer stations and the landfill in Coventry. Haulers, including CSWD, which hauls waste from the District's Drop-Off Centers, recover the cost from their customers (the waste generators) through the rates they charge. The SWMF was originally set at \$17.61 in 1993. It was raised to \$22.06 in 2009 and to \$27.00 in 2013.

Estimated SWMF revenue for FY 2023 is \$3,381,750. The estimate is based on projections of waste generation and diversion from the Solid Waste Disposal and Diversion Trends Model prepared for CSWD by Skumatz Economic Research Associates. Variables impacting projections in the Model were updated including the expected economic growth rate for the coming year.

SWMF revenues dropped 2.4% from FY 2020 to FY 2021, when the impact of the COVID-19 pandemic was more fully felt. The CY 2020 receipts are in line with those of CY 2017. Though this is significantly lower than the two previous calendar years, it is significantly better than the anticipated drop staff projected in April 2020 at the beginning of the pandemic. Calendar year disposed tons for 2020 were 126,045, a 6.5% drop from CY 2019. The difference between disposed tons and SWMF tons is that some tons disposed are charged a discounted SWMF rate. For example, certain materials used for road building in the landfill (e.g., fines from C&D processing) or alternative daily landfill cover (ADC) are charged 25% of the full rate under the CSWD ordinance, and some tons are not charged at all (Green Up Day litter collected). To illustrate the difference, 100 disposed tons of ADC equals 25 SWMF tons. Consequently, the total tons disposed is always greater than the total SWMF tons.

Projections in such an unusual time continue to be extremely difficult to prepare. Severe reductions in waste generation in FY21 did not occur. Looking at three quarters of data, tons projected to be disposed in CY21 are expected to exceed FY21 by 2.4%. It is not expected that waste generation will return to pre-pandemic levels in FY23, but economic activity has improved and federal investment in recovery is significant. This latter point is underscored as a key driver in economic recovery for the State in the July 2021 economic review and revenue forecast update by economist Tom Kavet for the state Emergency Board and Legislative Joint Fiscal Office (<https://lifo.vermont.gov/subjects/revenue-and-tax/state-forecasts/consensus-revenue-forecasts-legislative-economic-outlook>). Regarding the overall state economic outlook, Kavet concluded, “As the pandemic recedes, federal disbursements and spending intensifies in FY22, and likely new infrastructure spending begins in FY23, favorable economic conditions will persist” Regarding the outlook in the construction industry specifically, Kavet stated in his report, “Going forward, residential single family building will continue to be the largest near-term growth area for those in the building trades, with nonbuilding construction benefitting from more recent pandemic and longer-term infrastructure spending.”

Given Kavet’s Vermont economic forecast and using the Skumatz model, the SWMF is projected to be 0.5% higher than the FY 2022 estimate and 2.1% higher than projected for CY 2021 resulting in a baseline of 125,250 tons at \$3,381,750 in revenue for FY 2023.

Disposal data from recent calendar and fiscal years and SWMF projections are shown in the following table:

TONS DISPOSED	MSW	C&D	C&D Road	ADC*	TOTAL	SWMF TONS
			Build*			
CY 2019 actual	98,392	29,276	773	6,318	134,759	129,441
CY 2020 actual	87,357	30,819	707	7,162	126,045	120,143
FY 2021 actual	87,902	31,195	2,643	4,251	125,991	120,821
CY 2021 - actual thru 3Q	65,897	24,551	1,416	6,313	98,176	92,380
CY 2021 - actual + projected 4Q	88,397	32,125	1,626	6,913	129,061	122,657
FY 2022 budget projection	94,300	29,500	700	600	125,100	124,600
FY 2023 budget projection	88,800	36,000	800	1,000	126,600	125,250
25% of SWMF FY 2023			200	250		
SWMF Tons Projection	125,250					
SWMF Revenue Projection	\$3,381,750					

*These are regular C&D fines from the C&D recycling facility plus painted concrete from demolition projects in FY21 & beginning of FY22 used in landfill road building. The SWMF rate for these and ADC is 25% of the full rate.

CHITTENDEN SOLID WASTE DISTRICT

Fiscal Year 2023 Proposed Budget

RESERVE FUNDS BUDGET - ASSUMPTIONS AND HIGHLIGHTS

Excess income is allocated to specified reserve accounts based on their established priority and reserve type.

Reserve Types include:

Restricted Reserves: resources subject to constraints. Due to the nature of their restriction, expenses must be tracked to prove the funds are used as the granting agency authorized. In accordance with the rules of terms of the funder, these reserves shall be accounted for monthly in a cash reconciliation statement prepared for the Board.

Committed Reserves: include encumbrances not otherwise reflected in Restricted Reserves. Limitations on spending imposed by the annual operating budget naturally lapse with the passage of time and thus do not remain binding indefinitely. Committed Reserves allows for the inclusion of encumbrances committed to, but not yet obtained.

Assigned Reserves: may be established by the Board from time to time to meet the future needs of CSWD. These reserves are established and may be changed by resolution of the Board in accordance with the Open Meeting Law requirements.

Undesignated Funds: not considered special revenue fund and include the unrestricted surplus funds not accounted for and reported in another fund

In FY23, CSWD will manage the following Restricted Reserves:

Biosolids Reserve – established by the contract with the wastewater treatment plants for the disposal of sludge. Reserves are often designated to reduce the impact of market conditions on the fees assessed from biosolids or to collect funds for the purchase of capital equipment. Budget projections for FY23 indicate an **increase of \$46,375**.

Landfill Post Closure Reserve – designated to assure funding exists to meet the requirements of the 30-year process of closing the landfill that began in 1996. Members of the operations team perform an annual audit to review the current closing cost and adjust for inflation and alterations, as necessary. Excess funds will remain in this fund until CSWD reaches custodial care through resolution with the state, expected no sooner than Fiscal Year 2025. A portion of the reserve earns interest through interest-bearing accounts. Interest earned is included in the annual budget, as well as, expected expenditures. Budget projections for FY23 indicate a **reduction of \$188,919**.

Facilities Solid Waste Termination Reserve – mandated to safely remove solid waste from closed operating facilities as required by state law. Members of the operations team perform an annual review of the current termination cost adjusting for inflation and alterations, as necessary. Budget projections for FY23 indicate this fund **will incur no changes to the balance**.

In FY23 CSWD will manage the following Assigned Reserves:

Facilities Decommission – established to preserve funding for the closing of a facility no longer in operation by CSWD. Members of the operations team perform an annual review of the current decommissioning cost adjusting for inflation, alterations and potential sale of CSWD own facilities. Budget projections for FY23 indicate this fund **will incur no changes to the balance**.

Solid Waste Management Fee Reserve – formerly designated to preserve the solid waste management fee from substantial changes year over year due to uncertain market conditions. However, in practice it has functioned as a de facto Operating Reserve. With the implementation of the Operating Reserve in FY22 direct operation subsidies will no longer be budgeted. The reserve will continue to provide support to management services as described in the Charter through a management fee structure. Budget projections for FY23 indicate this fund **will increase by \$429,225.**

Operating Reserve – designated to provide funds to operating programs and reduce the reliance on the solid waste management fee to meet the operational finances. It is assumed contributions are made in years when operation allocations balances are in excess; withdraws are made when operational allocations balances are insufficient. In the event operating reserves are depleted, funding will be withdrawn from the Solid Waste Management Fee Rate Stabilization Reserve. Budget projections for FY23 indicate **a decrease of \$70,630.**

Capital Reserves – established to preserve funding for future capital projects, asset upgrades and replacement of depreciated or disposed assets. Budget projections for FY23 **will increase by \$451,309**

Community Clean Up Fund – designated to member communities for local permissible projects. Currently this reserve is funded by an annual expense included in the Outreach and Communication budget. Budget projections for FY23 indicate this fund **will incur no changes to the balance.**

Chittenden Solid Waste District
FY23 Projected Reserve Balances

Biosolid Reserve	
FY22 Projected Reserve Balance	263,254
FY23 Budgeted Transfer	46,375
FY23 Projected Reserve Balance	<u>309,628</u>
Landfill Post Closure Reserve	
FY22 Projected Reserve Balance	572,814
FY23 Budgeted Transfer	(188,919)
FY23 Projected Reserve Balance	<u>383,895</u>
Facilities Solid Waste Termination Reserve	
FY22 Projected Reserve Balance	549,365
FY23 Budgeted Transfer	-
FY23 Projected Reserve Balance	<u>549,365</u>
Facilities Decommission Reserve	
FY22 Projected Reserve Balance	782,844
FY23 Budgeted Transfer	-
FY23 Projected Reserve Balance	<u>782,844</u>
Solid Waste Management Fee Reserve	
FY22 Projected Reserve Balance	875,000
FY23 Budgeted Transfer	425,703
FY23 Projected Reserve Balance	<u>1,300,703</u>
Operating Reserve	
FY22 Projected Reserve Balance	1,750,000
FY23 Budgeted Transfer	(70,630)
FY23 Projected Reserve Balance	<u>1,679,370</u>
Capital Reserve	
FY22 Projected Reserve Balance	4,550,456
FY23 Budgeted Transfer	451,309
FY23 Projected Reserve Balance	<u>5,001,765</u>
Community Clean Up Reserve	
FY22 Projected Reserve Balance	95,000
FY23 Budgeted Transfer	-
FY23 Projected Reserve Balance	<u>95,000</u>

CHITTENDEN SOLID WASTE DISTRICT
FY 23 SCHEDULE OF PROGRAM TIPPING FEES

	<u>FY 23</u>	<u>FY 22</u>	<u>FY 21</u>	<u>Change (FY 23 compared to FY 22)</u>
4) MATERIALS RECOVERY FACILITY				
Tipping fees and/or materials purchased price fluctuate with market price.				
Budgeted rates are:				
In District materials, per Ton	\$80.00	\$80.00	\$80.00	\$0.00
Out-of-District materials, per Ton	\$80.00	\$80.00	\$80.00	\$0.00
6) SPECIAL WASTE PROGRAM				
Special Waste Facility (at the Williston Drop-Off Center)				
Non-covered Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):				
Small loads (up to 2 cy), per cubic yard	\$22.50	\$22.50	\$22.50	\$0.00
Large loads, per ton	\$90.00	\$90.00	\$90.00	\$0.00
Tires ~ up to 16"	\$3.00	\$2.25	\$2.25	\$0.75
Tires ~ 16.5" to 19"	\$3.00	\$3.75	\$3.75	(\$0.75)
Tires ~ per ton	\$225.00	\$200.00	\$200.00	\$25.00
Tree limbs, trunks, clean stumps, & brush:				
Up to 3 cubic yards	No charge	No charge	No charge	
Each cubic yard in excess of 3 cy	\$5.00	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:				
Per ton	\$50.00	\$50.00	\$50.00	\$0.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$5.00	\$0.00
7) DROP-OFF CENTERS				
Items accepted vary by facility.				
Household Trash				
Small - up to 13 gallons	\$2.00	\$2.75	\$2.75	(\$0.75)
Medium - 14 to 35 gallons	\$6.00	\$5.25	\$5.25	\$0.75
Large - 36 to 45 gallons	\$8.00	\$7.50	\$7.50	\$0.50
per cubic yard	\$42.00	\$41.25	\$41.25	\$0.75
at Burlington Drop-Off Center, per pound	n/a	\$0.21	\$0.21	
Construction & Demolition				
up to 13-gallon bag/barrel	\$5.00	\$5.50	\$5.50	(\$0.50)
up to 33-gallon bag/barrel	\$10.00	\$10.50	\$10.50	(\$0.50)
up to 45-gallon bag/barrel	\$15.00	\$15.00	\$15.00	\$0.00
per cubic yard	\$82.00	\$82.50	\$82.50	(\$0.50)
Other Items				
(* indicates that limits apply)				
All-In-One Recyclables ONLY	\$2.00	\$2.00	\$2.00	\$0.00
All-In-One Recyclables, with paid trash items	No charge	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$10-\$15	
Batteries (household and lead acid)*	No charge	No charge	No charge	
Electronics -non-covered	No charge	\$1-\$15	\$1-\$15	(\$1-\$15)
Electronics - items covered by new State program	No charge	No charge	No charge	
Fluorescent lamps*	No charge	No charge	No charge	
Food Scraps, with paid trash items	No charge	No charge	No charge	
Food Scraps (per 5 gallons), without paid trash items	\$1.00	\$1.50	\$1.50	(\$0.50)
Small Furniture item	\$4-11	\$11	\$11	
Large Furniture item	\$16- 22	\$22	\$22	
Twin BoxSpring	\$20.00	\$18.75	\$18.75	\$1.25
Twin Mattress	\$20.00	\$18.75	\$18.75	\$1.25
Full/ Double/ Queen Mattress	\$25	\$11	\$11	\$14.00
Full/ Double/ Queen BoxSpring	\$25	\$11	\$11	\$14.00
King Mattress	\$30	\$22	\$22	\$8.00
King BoxSpring	\$30	\$22	\$22	\$8.00
Crib Mattress	\$6	\$6	\$6	\$0.00
Hard cover books* (accepted as trash)	\$42 (Cubic Yard)	No charge	No charge	
Mercury-containing products*	No charge	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	No charge	

CHITTENDEN SOLID WASTE DISTRICT
FY 23 SCHEDULE OF PROGRAM TIPPING FEES, Continued

7) DROP-OFF CENTERS, Continued

	<u>FY23</u>	<u>FY 22</u>	<u>FY 21</u>	<u>Change</u>
Other Items (Continued)				
Scrap metal	No charge	No charge	No charge	
Textiles*	No charge	No charge	No charge	
Tires	\$3.00	\$2.75	\$2.75	\$0.25
Tires ~ Up to 19"	\$3.00	\$5.25	\$5.25	(\$2.25)
Tires ~ 20" to 24.5"	\$15.00	\$14.00	\$14.00	\$1.00
Tires ~ Lq Equipment Tires	\$56.00	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:				
Up to 3 cubic yards (Williston)	No charge	No charge	No charge	
Up to 1 Cubic Yard (Milton & Essex)	No charge			
Each cubic yard in excess of 3 cy	\$5.00	\$10.00	\$10.00	(\$5.00)
Pallets & clean lumber:				
Up to 1 Cubic Yard (Milton & Essex)	No charge	No charge	No charge	
Up to 3 cubic yards (Williston)	No charge			
Each cubic yard in excess of 1 cy	\$5.00	\$5.00	\$5.00	\$0.00
Used oil*	No charge	No charge	No charge	
Used oil filters*	No charge	No charge	No charge	
Ashes (accepted as trash)	\$2-8; \$42 (Cubic Yard)			
Yard debris	No Charge			

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot

Household hazardous waste	No Charge		
Business hazardous waste ~ Conditionally Exempt Generators	Call For Pricing	Call For Pricing	

Rover

Household hazardous waste	No Charge		
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10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	NA	NA	NA	
Sludge per wet ton for disposal (average projected blended rate)	\$91.30	\$87.40	\$86.72	\$3.90
Sludge per wet ton for land application (average projected blended rate)	NA	NA	NA	
Sludge per wet ton for alkaline treatment (average projected blended rate)	\$99.01	\$92.87	\$92.02	\$6.14

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$ 65.00	\$ 60.00	\$ 60.00	\$5.00
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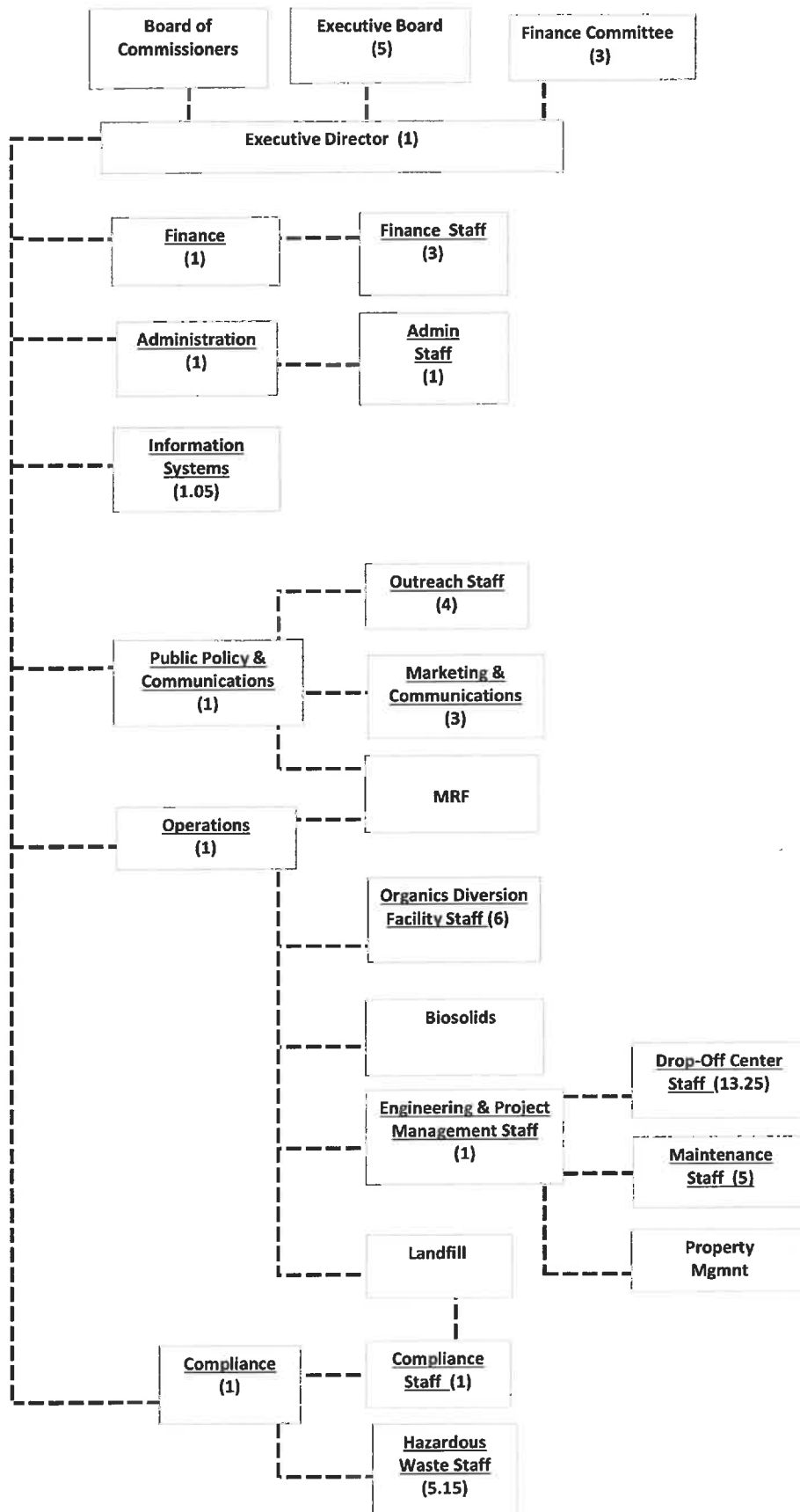
15) FINANCE

Solid Waste Management Fee per ton	\$ 27.00	\$ 27.00	\$ 27.00	\$0.00
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NOTE: Sales prices are established by market conditions and are subject to change.

FY 23 CSWD ORGANIZATIONAL CHART

FY 23 - 49.45 FTE'S



Zimbra

todithvt@gmavt.net

HAHC and ARPA funds request status

From : Carl Bohlen <larcredsox@gmavt.net>

Thu, Mar 24, 2022 02:09 PM

Subject : HAHC and ARPA funds request status**To :** 'Todd Odit' <todithvt@gmavt.net>**Cc :** 'jdubingrossman' <jdubingrossman@hinesburg.org>, 'Alex Weinhagen' <hinesburgplanning@gmavt.net>, mcypes@hinesburg.org, 'Rocky Martin' <cde526@gmavt.net>, 'Dale Wernhoff' <wernhoff@msn.com>, 'George Bedard' <gbedard920@aol.com>, 'Emily Raymond' <emilymarsraymond@gmail.com>, 'Mary Beth' <marybeth51@comcast.net>

Hi Todd,

At our committee meeting Tuesday night, we discussed various options for a committee request to have an appropriate amount of the Town's ARPA funds dedicated to affordable housing uses. In addition to your comments to me, we received input from both Alex and Mitch at the meeting, which was also very helpful.

I want to let you know the amount and the basic purpose now so you know what we are thinking sooner rather than later, and I will follow this email up with further details/justification over the weekend. We will seek \$100,000 for a Housing Trust Fund that will have the primary purpose of buying down connection fees for income eligible homes (rental or ownership). We based the amount more on reasonableness to hopefully fit in with other requests rather than on need since, even with a possible reduction in connection fees, the number of affordable units on the drawing board between now and 2026 would probably more than deplete the \$100,000.

If you have any questions now, fire away. Thanks, Carl

Dear Merrily:

I am writing to follow up on our various conversations a while ago regarding Lake Iroquois. I know you are aware that last summer, the chemical herbicide ProcellaCOR was applied to Lake Iroquois. As you know, I strongly opposed the use of chemical herbicides to control nuisance weeds.

Since then, I have become interested in addressing the underlying conditions that give rise to aquatic invasive species. I hope that by preventing the re-introduction of Eurasian Water Milfoil, among other invasive species, we might be able to prevent chemical treatment in the future.

I am particularly interested in the problems posed by wake boats here in Vermont. Wake boats carry ballast tanks that have been shown to harbor invasive species and to transport them from lake to lake. Last summer, I became active in a group seeking to advocate for the State to manage wake boat activity on Vermont's smaller lakes and ponds. Our work has led to the development of a petition to the Department of Environmental Conservation (DEC), and I want to update you here on the status of that petition.

Our group -- Responsible Wakes for Vermont Lakes (RWVL) --submitted a comprehensive, evidence-based petition to the Vermont Agency of Natural Resources on Wednesday, March 9.

RWVL is a volunteer citizens group that has been working this past year on developing this petition, which recommends a change to the [Vermont Use of Public Water Rules](#) and asks that the State manage wake boats and wake sport activities on all Vermont inland lakes. Precedent for such management can be found in the management of personal watercraft (jet skis) on smaller lakes and ponds in Vermont.

Our ANR petition can be found at the following link:

<https://dec.vermont.gov/watershed/lakes-ponds/rulemaking>

As the petition indicates, we have strong local citizen support for this submission. Lake Iroquois is one of the petition's eleven sponsoring lakes.

For your convenience, I am attaching a **6-page summary taken directly from our petition**. You may be interested to look online at petition Appendix A with its first-hand accounts of adverse wake boat experiences on Vermont lakes—including one story from Lake Iroquois.

I am also attaching the **press release** which we sent out on Tuesday, March 15 to state and local news media outlets.

In addition, I am attaching an educational handout that you might find useful as a summary of the issues.

Please share this public information with the rest of the Selectboard. I am asking here that the Selectboard please write a letter of support to DEC, indicating your

awareness of the problems associated with wake sports and your support for the petition. I am happy to talk with you about this petition and to answer any questions you might have.

Thank you for your consideration,

Meg Handler
Lake Iroquois
Responsible Wakes for Vermont Lakes
802-238-1901
meg@meghandler.com

PROTECTING VERMONT LAKES FOR FUTURE GENERATIONS

BY MANAGING THE IMPACTS OF WAKE BOATS AND THEIR ENHANCED WAVES

Developed by the *Responsible Wakes for Vermont Lakes* group: responsiblewakesvt@gmail.com

Issues Presented by Wake Boats and Enhanced Waves: Artificially enhanced wakes created by wake boats and wake-enhancing devices can cause environmental damage, degrade water quality, create safety hazards for people in or on the water and near shore, and cause physical damage to property and shorelines.

What are Wake Boats: Wake boats are powerful motorboats designed to produce large wakes to enhance recreational activities such as wakeboarding and wake surfing. These boats were introduced in the 1980s, became popular in the 1990s and are now growing in popularity.

Reasons to Manage Wake Boat Usage: The wave energy of these enhanced wakes is much greater than that produced by other boats or by wind-driven waves. Wakes can be 4 to 5 feet in height.

The thrust from a wake boat engine is powerful and angled down toward the lake bottom. It can reach down 20 feet, scouring the bottom and causing significant disruptions below the surface of the water.

Environmental effects:

- Invasive species introduction (from lake-to-lake transport in ballast tanks) and proliferation through fragmentation
- Shoreline erosion
- Increased algal blooms due to stirred-up sediment, including phosphorous, which adds nutrients to the water
- Habitat destruction, aquatic plant disruption and threat to wildlife (turtles, amphibians, nesting loons, etc.)

Economic impacts:

- Damage to shoreline buffers -- trees, shrubs, natural borders and homeowner plantings
- Damage to property -- docks, boats, lifts, etc.
- Diminished property values
- Reduced tax base
- Threat to tourism from adverse impacts

Safety concerns:

- Personal injury to swimmers, anglers and other boaters
- Obscured forward vision resulting from boat operation in enhanced-wave mode (heavy ballast weighs down the stern and causes the bow to rise, blocking ability to see swimmers or small watercraft in the path of the boat.)

What can be done about managing wake boats and wake boat activities in Vermont?

In many other states, the adverse impacts of wake boats and wake boat activities have increased significantly over time. At least 15 states and the province of Quebec are considering artificial wake-enhancement restrictions. Vermont needs to address these issues before they become unmanageable. Education is essential – BUT NOT ENOUGH – to prevent the damage caused by enhanced wakes. There is growing momentum across the US and Canada to address the environmental and safety impacts of wake-enhanced water sports. Vermont needs to join this effort and develop restrictions based on water depth as well as distance from shore, other watercraft and other public uses -- particularly on small and/or shallow lakes and ponds. *Efforts to manage wake boats and the impact of large and enhanced boat waves are not intended to prohibit wake boats or wake-riding sports in Vermont. There are appropriate bodies of water in Vermont for these boats and activities. Small or shallow lakes and ponds are inappropriate for wake boats and wake sports.*

More detailed information can be found by watching our July 14, 2021 Sierra Club presentation:

<https://www.youtube.com/watch?v=NXBIAJyaSIM>



FOR IMMEDIATE RELEASE

Vermont Citizen Group Petitions State to Manage Wake Boats, Protect Lakes *Addressing Public Safety, Water Quality, and Public Access*

MONTPELIER, VERMONT, March 15, 2022 – On March 9, 2022, the Vermont Department of Environmental Conservation (DEC) published a petition submitted by Responsible Wakes for Vermont Lakes (RWVL). [The petition](#), filed under the Vermont Use of Public Waters Rules, asks the DEC to manage wake boats and their activities in Vermont lakes and ponds. RWVL's petition aims to protect public waters while allowing Vermonters to enjoy traditional family activities such as boating, water skiing, paddling, sailing, fishing, and swimming while also continuing to enjoy wake-enhanced sports in appropriate venues.

Many states across the country are currently pursuing similar management strategies. Backed by extensive research, this petition reflects thoughtful consideration of the best available scientific studies. RWVL's proposed rule represents a yearlong collective effort with input from many stakeholders – local, regional, and national leaders concerned with wake boat impacts.

If adopted, the proposed rule would balance the enjoyment of wake boats and wake sports with the need to limit these activities to water bodies appropriate for wake-enhanced sports. The rule would not apply to the use of conventional boats used for wakeboarding, tubing, or waterskiing. It also would not apply to Lake Champlain or Lake Memphremagog.

Wake-enhanced sports are relatively new, enjoyable activities. However, they may be uniquely disruptive to traditional family activities. Wake-enhanced sports present safety concerns and often interfere with the peaceful enjoyment and solitude of smaller lakes and ponds. Wake-enhanced sports have been shown to threaten water quality, disrupt natural lake ecologies, and transport aquatic invasive species from lake to lake through the boat's ballast tanks that cannot be completely emptied of water. Powerful wakes may contribute to shoreline erosion, and in shallow water, downward directed propeller wash can cause bottom scouring. Both of these actions can degrade water quality and increase phosphorus concentrations thereby fueling toxic algae blooms.

Water quality, aquatic ecosystems, wildlife, and people throughout the state stand to benefit from an improved wake sport management strategy. This petition offers the opportunity to provide access to the widest variety of watersports while simultaneously protecting Vermont's lakes and ponds and securing the many interests of present and future generations in Vermont.

To learn more about this topic, please watch the [RWVL "Community Conversations" presentation](#) to the Sierra Club's Vermont Chapter on July 14, 2021.

The RWVL petition is posted on the DEC's website:
<https://dec.vermont.gov/watershed/lakes-ponds/rulemaking>

Responsible Wakes for Vermont Lakes was formed in March 2021 and includes a diverse group of citizens across Vermont engaged in efforts to conserve and manage the resources of Vermont's lakes and ponds. We are active users of Vermont's public waters as boaters, water skiers, paddlers, sailors, anglers, and swimmers. We are volunteers monitoring water quality, invasive species patrollers, conservationists, and scientists involved in maintaining and improving Vermont's lakes for recreational and aesthetic enjoyment for current and future generations.

###

FOR FURTHER INFORMATION

Responsible Wakes for Vermont Lakes

Jack Widness, 802-464-8981

Tom Ward, 802-333-0224

responsiblewakesvt@gmail.com



Wake Surfer on Lake Raponda, Summer 2021

**Petition to Agency of Natural Resources to Amend
the Vermont Use of Public Waters Rules Chapter 32 (2021)**

**Proposed Change to § 3
for Managing Wake Boats and Their Activities on Vermont Lakes
and Ponds**

Petitioner: Responsible Wakes for Vermont Lakes

responsiblewakesvt@gmail.com

Submitted on March 9, 2022



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EXECUTIVE SUMMARY

Given the explosive growth in the boating industry, especially among wake boats, proper management of Vermont's water bodies becomes ever more critical. In this petition, we:

- Define what a wake boat is (definition in Proposed Rule) and how its activities differ from those of other watercraft;
- Document how the fast-growing water sports of wakesurfing and wakeboarding, which will hence be referred to as “wakesports,” are harmful to the lake environment, including water quality and bottom ecology; damaging to shorelines; and inconsistent with four of Vermont's lake-related statutes:
 - [2021 Vermont Use of Public Waters Rules Environmental Protection Rule Chapter 32 § 5.6.](#)
 - [Vermont Shoreland Protection Act.](#)
 - [2017 Water Quality Standards \(WQS\) Environmental Protection Rule Chapter 29A.](#)
 - [2017 Aquatic Invasive Species Transport Law.](#)
- Describe the potential economic costs from lack of effective regulation of wake boats and wakesports, including water quality remediation costs, impacts on property values, and loss of tourism revenue;
- Detail how wakesporting done inappropriately is incompatible with traditional water uses, e.g., fishing, swimming, canoeing, kayaking, paddle boarding, sailing, and waterskiing;
- Provide evidence of widespread public support for the management of wakesport activities;
- Propose specific regulations for inclusion in the Use of Public Waters Rules:
 - Increase the 200 ft no-wake Shoreline safety zone distance from shore to 1000 ft for wakesports to reduce their resulting wave impacts to a more acceptable level.
 - Reduce the negative impact of the slipstream, the powerful jet of water driven by the propeller towards the lakebed, by permitting wakesports only in water depths greater than 20 ft.
 - Require a minimum 60-contiguous acre area for a Wake Sport Zone to provide an enjoyable experience for wakesporting boats that is compatible with other water recreational uses.

The establishment of new Vermont Public Water Use Rules that apply specifically to these new wakesporting activities is urgently needed to manage and reduce their adverse impacts while allowing everyone to engage safely in water-related activities in a fair and equitable manner. It is important to point out that a petition such as ours is not without precedent: a petition involving restrictions similar to the ones we are proposing was submitted in connection with the operation of personal watercraft and was granted more than a decade ago. It remains in effect today.

PROPOSAL TO CHANGE THE VERMONT USE OF PUBLIC WATER RULES

Statutory Authority

This petition is filed by Responsible Wakes for Vermont Lakes pursuant to [10 V.S.A. §1424](#) and is a request to the Vermont Department of Environmental Conservation to adopt a revised rule for boating use on lakes and ponds under the Vermont Use of Public Waters Rules.

Existing Rules

This Proposed Rule will manage and regulate the operation of wake boats and their use in the activities of wakesurfing and wakeboarding on Vermont lakes and ponds. There are no current rules that apply specifically to wake boats or their use in wakesurfing and wakeboarding in Vermont. Current regulations prohibit operating a vessel at greater than “no wake speed” within 200 feet of the shoreline and other lake users and objects.

Proposed Rule to be added to § 3 of [Vermont Use of Public Waters Rules Chapter 32 \(2021\)](#).

Use of wake boats for wakeboarding and wakesurfing is permitted only in defined areas of water bodies (“wake sports zones”) where all the following conditions are met:

- 1) the distance from shore is greater than 1000 feet*
- 2) the water depth is greater than 20 feet*
- 3) the area of the water body satisfying 1) and 2) is more than 60 contiguous acres.*

For water bodies where no such areas exist that satisfy all three conditions, vessels defined as wake boats are prohibited.

The Proposed Rule does not apply to use of a wakeboard behind a conventional vessel that has not been modified with wake enhancing equipment.

Associated Definitions

A “wake boat” is any powerboat vessel which, by design or modification, has one or more functional ballast tanks, bags, compartments, containers, plumbing, hull design or devices, or other similar devices or systems used to increase the displacement of the vessel or otherwise affect its performance for the purpose of enhancing or increasing its wake while under power.

“Wakesurfing” is the activity of propelling a person, on equipment similar to a surfboard, forward with a boat’s wake. The person may be holding a rope or free riding. Equipment used in this activity may include but is not limited to wake surfboards, wakeboards, stand up paddleboards, and hydrofoils.

“Wakeboarding” is a water sport activity performed by a person being towed behind a wake boat and using a surfboard, wakeboard, or similar device to ride behind the boat.

“Wake Sport Zone” is the area of a lake or pond that meets the Proposed Rules for use of wake boats for wakeboarding and wakesurfing.

SYNOPSIS OF PETITION

1.0 Introduction to the need to manage wake boats and their associated watersport activities

- Worldwide wake boat sales and their use are increasing at a dramatic rate, and their adverse impacts are described in this petition.
- Waiting to act has the potential to result in significant safety, environmental, and property damage in Vermont, some of which may be permanent, particularly as wake boats become heavier, and more powerful in the future.
- As evidenced in this petition, there is strong and widespread public support in Vermont and 17 other states to manage wake boat activity.
- **Inappropriate use of wake boats and wakesporting are incompatible with Vermont's Water Quality Standards and other Vermont Statutes and need to be managed.**

2.0 Justification for 1000 ft shoreline protection zone

- Waves approaching the shore from wakesporting too close to shore are, for most shoreline exposures, much larger than those from all but the most extreme wind conditions.
- Scientific studies have demonstrated that to produce breaking wave turbulence comparable to that from typical wind conditions, wakesporting needs to be approximately 1000 ft from the shoreline.
- The turbulence from wakesporting too close to shore causes shore erosion disturbing shoreline biota and destroying fish and wildlife habitat and damaging shoreline structures.
- Other studies have shown that to be comparable to skiing or cruising at a distance of 200 ft from shore (i.e., the current shoreline safety zone), wakesporting needs to be 500 to 1000 feet from shore, depending on which study and which wave characteristics are considered.
- When wake sporting occurs under current regulations consistent with the 200 ft "shoreline safety zone," these powerful waves pose an injury hazard to other boaters, swimmers, and those on floating shoreline structures.
- **The choice of 1000 ft considers both the evidence from scientific studies about the negative impacts of present wake boats and from the documented trend that wake boats are becoming larger and more powerful.**

3.0 Justification for 20 ft minimum depth protection zone

- A wake boat's design (stern weighted down by ballast tanks, downward-directed propellers, and other wake enhancing devices) generates propeller slipstream velocities capable of disturbing lake bottom sediment, adversely impacting lake biota and contributing to cyanobacterial algal blooms.
- State-of-the-art scientific instrumentation has detected significant and damaging bottom disturbances from propeller slipstream activity at depths of 30 ft.

- **Future wake boats being developed will be more powerful and generate even larger and more powerful wakes.**

4.0 Justification for 60 contiguous acre Wake Sport Zone

- An area of this size will provide for enjoyable wakesporting while reducing wake boats' adverse wave amplification impacts and will allow others to enjoy traditional recreational water activities.

5.0 Result of Proposed Rule on Wake Boating Opportunities on Vermont Lakes and Ponds

- If the proposed rule is adopted, we estimate that 19 of the 23 inland Vermont lakes larger than 500 acres in size will have the required characteristics and meet the existing permitted use rules to support Wake Sport Zones.
- This number of lakes, 19, is comparable with the 14 Vermont lakes over 500 acres that currently permit personal watercraft and the overall total of 26 lakes and ponds that permit personal watercraft.

6.0 Justification for prohibiting wake boats from operating without their ballasts disabled on lakes with no Wake Sport Zones

- The large ballast tanks in wake boats pose a very high risk for introducing aquatic invasive species due to: 1) the inability of wake boat ballasts to be completely drained; and 2) their inability to be inspected.

7.0 Proposed Rule is consistent with the Vermont's environmental water statutes

- Our recommendations to manage wake boats and wakesports are consistent with Vermont's Use of Public Waters Use policies and programs.
- The statutes examined and discussed include:
 - [The Vermont Use of Public Waters Rules.](#)
 - [The Vermont Shoreland Protection Act.](#)
 - [The Vermont Aquatic Nuisance Control Program.](#)
 - [The Vermont Water Quality Standards.](#)

8.0 Compliance and Enforcement Recommendations

- Any Water Use Rules changes made must be followed up with effective targeted implementation.
- Enforcement is feasible, with the aid of readily available maps showing wake sport zones and lists of lakes where no such zones exist.
- Based on prior successful implementation of the personal watercraft rule changes, educating wake boat users, traditional water recreation users, enforcement officials, and the public is critical to successfully changing water use rules.

9.0 Responses to the arguments of those opposed to managing wake boats

- In proposing changes to Vermont's Water Use Rules, it is important to consider the opposing arguments and the factual basis for their positions.
- We detail the points likely to be raised by the opposition and then address them in a manner that reduces misinformation.



CHITTENDEN COUNTY RPC
Communities Planning Together

110 West Canal Street, Suite 202
Winooski, VT 05404-2109
802-846-4490
www.ccrpcvt.org

May 5, 2022

Todd Odit
Hinesburg Town Manager
10632 Vermont Route 116
Hinesburg, VT 05461

Dear Todd:

The Chittenden County Regional Planning Commission bylaws provide for several standing committees including a Planning Advisory Committee (PAC) to oversee the CCRPC's regional planning activities and policy development as specifically described in items 1-13 of Article XI – Committees; E. Planning Advisory Committee.

The terms of PAC members will be for two years beginning July 1st. Municipalities beginning with A-K shall appoint a representative to serve beginning in odd numbered fiscal years (FY23).

We ask you to please have your legislative body take action to appoint/reappoint a representative and alternate to the PAC for a term of two years beginning July 1, 2022 through June 30, 2024.

Please complete the included appointment form and submit it to evaughn@ccrpcvt.org by May 31, 2022. Thank you very much for your assistance in this matter.

Sincerely,

Emma Vaughn
Communications Manager

Attachment

cc: Current PAC Representative: Alex Weinhausen
Current PAC Alternate: Vacant



TO: Chittenden County Regional Planning Commission

This will inform you that at our meeting of _____ we voted to appoint the following as our representatives to the Chittenden County Regional Planning Commission's Planning Advisory Committee for a term of two years commencing July 1, 2022 and ending June 30, 2024.

PAC Representative: Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax number: _____

Alternate Representative: Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax number: _____

Best Regards,

Signature

Name and Title

Municipality

CCRPC Hinesburg FY23 Planning Advisory Committee Appointments

From : Emma Vaughn <evaughn@ccrpcvt.org>
Subject : CCRPC Hinesburg FY23 Planning Advisory Committee Appointments
To : todit@hinesburg.org

Thu, May 05, 2022 07:06 AM

📎 3 attachments

Good morning, Todd:

With the approach of fiscal year 2023, we are writing to request that you have your legislative body take action to appoint/re-appoint a Representative and Alternate to the Chittenden County Regional Planning Commission **Planning Advisory Committee (PAC)**. According to our bylaws, in odd-numbered fiscal years, appointments to the PAC are made for municipalities beginning with the letters A-K.

I have attached two PDFs containing the following:

- A formal letter of request
- An appointment form to be filled out and submitted back to us by **May 31, 2022**

The appointment form is editable and can be filled out online (or printed/scanned) and emailed back to me – or you can simply reply to this email with the appointments if that's easier.

Please let me know if you have any questions. Thank you very much for your assistance!

Best regards,
Emma

Emma Vaughn (she/her)
Communications Manager
Chittenden County Regional Planning Commission
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(802) 861-0114
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CCRPC TAC

From : Andrea Morgante <andreahinesburg@gmail.com>

Tue, May 03, 2022 10:32 AM

Subject : CCRPC TAC**To :** Joy DubinGrossman <jdubingrossman@hinesburg.org>, todit@hinesburg.org**Cc :** Maggie Gordon <mgordon@hinesburg.org>, Merrily Lovell <mlovell@hinesburg.org>, Mike Loner Selectboard <mloner@hinesburg.org>, Phil Pouech <ppouech@hinesburg.org>, dplace <dplace@hinesburg.org>

Hi

This letter is to inform you that I would like to resign from my position as the town representative on the CCRPC TAC (transportation advisory committee)

I have been representing Hinesburg on the Ccrpc TAC (transportation advisory committee) for the past several years and Mike Bissonette is the rep to the Ccrpc board.

As a selectboard member I served on the CCRPC board for over 20 years. During this time the majority of the board were elected officials from the 18 municipalities in Chittenden County. The TAC has primarily been composed of town staff; public works directors, town managers, or highway department personnel.

Having representation on these regional boards from people directly involved in operations and or policies of the towns has allowed for effective and efficient communication both between the towns and the CCRPC and in establishing policies and priorities at the regional scale for the expenditures of both planning and implementation of land use and transportation decisions.

My experience to date is that while I have been attending the majority of the TAC meetings I have not had the ability to maintain effective communication regarding the needs and policy desires of the town. I believe the town would be better served with either staff or select board member representative on the TAC.

I am personally very interested in these issues and will stay informed and comment as a member of the public both at the town and regional level. There are many important opportunities and projects for Hinesburg to pursue to continue its work towards improving pedestrian connectivity, access to public transportation, water quality, aquatic organism and wildlife connectivity and reducing single occupancy vehicle trips.

Thank you for the opportunity to have served in this capacity.

Sincerely,
Andrea Morgante

TOWN OF HINESBURG

TO: SELECTBOARD
FROM: TODD ODIT, TOWN MANAGER
SUBJECT: ASSIGNMENT OF UNASSIGNED FUND BALANCE
DATE: 5/18/2022

ISSUE:

The issue is whether the Selectboard will assign \$201,000 of the FYE21 unassigned and unreserved fund balance of \$1,026,463.

DISCUSSION:

The approved FY23 Capital Budget included the assignment of \$201,000 in unassigned and unreserved fund balance to various capital funds. The first step in the process is to set aside that amount of unreserved and unassigned fund balance. Once that happens, the funds can be allocated to the various reserves detailed in the capital budget.

COST:

RECOMMENDATION:

It is recommended that the Selectboard assign \$201,000 of the FYE21 unassigned and unreserved fund balance of \$1,026,463.