



Bennington County Solid Waste Alliance
210 South Street, Suite 6
Bennington, VT 05201
(802) 442-0713 x302

Meeting Agenda

Wednesday Feb. 1, 2023; 4:00 to 5:30 PM

Arlington Town Hall, 3828 Route 7A, Arlington, VT 05250 with Remote Option

- 1) Introductions and review of 9-14-22 and 11/9/22 meeting minutes - 4:00 pm (Chair)
- 2) Solid Waste Implementation Plan Amendment - 4:05 pm (BCRC Staff)
- 3) BCSWA Budget Update – 4:10
 - a. HHW Facility Operations
- 4) End of Calendar Year Report for Town Meeting Booklets- 4:25 pm (BCRC Staff)
- 5) Permanent Household Hazardous Waste Facility – 4:30 pm (BCRC Staff)
 - a. Bennington DRB
 - b. Updated Timeline
- 6) Outreach & Events Update - 4:40 pm (BCRC Staff)
- 7) Public Comments - 4:45 pm (Chair)
- 8) Upcoming Meetings and Events - 4: 50 pm (Chair)

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Bennington, VT 05201
(802) 442-0439 fax

Draft November 9, 2022 Meeting Minutes

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

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

1. **Call to Order/Approval of Minutes:** Dixie Zens called the meeting to order at 4:00 PM. Due to a lack of quorum at the beginning of the meeting, approval of the 9/14/22 meeting minutes was tabled.
2. **FYE 2022 SWIP Q1 Report:** Scott Grimm-Lyon reviewed the expenses for Quarter 1 of Fiscal Year 2022 from July-September, 2022, noting that \$103,312.77 of the \$209,250.00 annual budget was spent in the first quarter. Grimm-Lyon explained that two of the three household hazardous waste events were billed in the and make up the bulk of the expenses. Labor costs were also higher than in years past, but also reported that this will cease in Quarter 2, as we return to the expected budget projection of 20 hours of staff time/week from the Program Manager being billed to BCSWA. Grimm-Lyon reported that he will meet with the BCRC administrator to review the budget and draft an update for the next meeting. The new budget will update the chart of accounts, and give a clearer expectation of what funding we expect from ANR, and outline any changes we should expect because of the permanent HHW Facility. Stu Herd agreed to meet with Scott to discuss the budget in advance of the next Board of Directors meeting.
3. **Permanent Household Hazardous Waste Facility:**
 - a. Facility Placement: Grimm-Lyon reviewed the draft site plan for the placement of a prefabricated storage facility and a traffic plan that was created with input from Casella. Final approval of the traffic pattern, and the area was noted as currently being reviewed, as a question was raised by state EPA officials related to accessing the capped area of the landfill and whether it will comply with the agreement that EPA made with the town of Bennington. Stu Herd said that he has reviewed a map of the cap itself, and he noted that the traffic flow will not be on any portion of the capped landfill, but noted that there are steep drop offs on either side, and also that it is a gravel path, so he will continue to work with EPA to make sure that it is compliant with the terms of the contract. Grimm-Lyon also noted that he is working with an EPA official related to permitting and that

he will make sure to include the individuals Stu has been working with at the EPA when he submits the application.

- b. Timeline: Grimm-Lyon went over the updated facility timeline included in the Board Meeting packet. He noted that he is working to coordinate delivery times, but noted that concrete can only be poured if weather conditions are appropriate, and if delivery of the unit occurs before the creation of a concrete pad, then we do have enough funds to hire a crane to move it into place after delivery.
 - c. Facility Operations Planning: Grimm-Lyon asked for input from the Board related to staffing, days of operations, and whether we should charge for dropping off HHW, and noted that these factors are needed as part of the development of a budget for operations. He noted that BCRC is not interested in hiring individuals through to operate the staff and that he will reach out to various town DPW' departments to see if any of them are interested in entering into a staff sharing agreement. Dixie Zens asked about the length of time that materials can be stored, and Grimm-Lyon went over procedures that will be part of operations including the sorting, bulking and labeling materials and noted that some materials have a maximum of two months allowable storage, and that we should expect a company to pick up our waste every 60 days of operations. Stu Herd agreed to meet with Scott and discuss this in more detail along with the Budget.
4. **Outreach & Events Update**: Grimm-Lyon noted that two representatives from ANR came to meet with himself and Paula Kamperman on 10/25/22 to discuss our outreach efforts and went over a number of items including the potential for enforcement related to the food scrap ban. Paula went over the process she will go to related to complaints and also noted that the ANR that we will begin to funding is available to do some outreach initiatives and reimburse us for advertising expenses. Paula reported that she has continued both business outreach and doing community outreach at Farmers Markets, she also attended the Northeast Recycling conference in Connecticut where she met with partners including Trex and Paint care as well as other vendors in the industry. Grimm-Lyon also noted that he has recently become aware of a USDA grant related to community outreach, and that the Central Vermont Solid Waste Management District received to assist them with landlord outreach related to composting efforts. He noted that BCSWA has struggled with its efforts to reach out to landlords, and that Paula and he will look into the details of the opportunity and see if it will be possible to apply before the grant deadline at the end of December.
5. **Call 2 Recycle Home Mailer Program**: Grimm-Lyon went over the details of a pilot battery collection program that BCSWA has started with Call2Recycle. Boxes with

prepaid postage are sent to individual homes, and Call to Recycle is looking to have a 75% return rate. BCSWA has taken out ads on Front Porch Forum to promote the program, and the cost of those ads has been submitted to Call2Recycle for reimbursement. Out of 200 boxes available for the pilot 82 were requested from Bennington County within the first four days of the program. Tom Shuey and Dixie Zens asked for details related to safety of shipping rechargeable batteries, Grimm-Lyon explained that the boxes are fireproof and that there are instructions for packaging batteries included.

6. **Household Hazardous Waste Event:** Grimm-Lyon reported that the September 17th HHW event held in Dorset, served 224 households and that BCSWA collected \$1,100.00 in donations from participants to offset the costs. Tom Shuey requested that 50% of the money collected to be donated back to the school as a thank you for letting us host the event at that location.
7. **Tour of Casella MRF:** Grimm-Lyon reported that a tour of the Rutland, VT Materials Recovery Facility (MRF) is scheduled for BCSWA staff and board members on Thursday Nov. 10th, and board members who have not RSVP'd are still able to attend.
8. **Public Comments:**
 - a. No public comments.
9. **Next Meeting/Adjournment:** February 1, 2023 at 4PM.

A motion to adjourn was made by Nick Zaiac, seconded by Rob Gaiotti and passed unanimously. The meeting was adjourned at 4:49 PM.

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Draft September 14, 2022 Meeting Minutes

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

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

1. **Call to Order/Approval of Minutes:** Dixie Zens called the meeting to order at 4:00 PM. A motion to approve the minutes of the 6/1/22 BCSWA meeting was made by Nick Zaic, seconded by Tom Shuey and passed unanimously.
2. **FYE 2022 BCRC SWIP Report:** Scott Grimm-Lyon reviewed the End of Fiscal Year Solid Waste Implementation Report. He explained that while the operations budget and the financial budget operate on different calendars, > Grimm-Lyon said that while the Fiscal Year is running ran 11,596.14 over budget, there is an additional \$22,749 available in reimbursement funds from the Agency of Natural Resources and that BCSWA should expect to receive by the organization by the end of the calendar year.
3. **Permanent Household Hazardous Waste Facility:**
 - a. Prefabricated Unit Selection: Grimm-Lyon went over an update of price quotes related to the purchase and delivery of prefabricated units for the permanent household waste facility. Quotes were updated as per the 6/1 meeting request to attain quotes with more comparable features including 3-hour fire proof rating, explosion relief panels, and additional features like shelving. Quotes were collected from the companies Safety Storage Inc., Securall, and US Chemical Storage. Securall submitted the least expensive quote at \$70,050.00.
 - b. Engineering Contract: Grimm-Lyon discussed the approvals process required by the Town of Bennington Development Review Board (DRB) to install the prefabricated unit, including site drawings that need to be created by a licensed engineer. To meet this goal Grimm-Lyon re-approached the engineering firms who replied to the initial RFP for the facility in the spring for assistance. A proposed contract that was developed by MS&K, Inc. was shared with the Board. Proposed contract services include performing an existing conditions survey of the

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

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

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

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

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

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

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

Proposed SWIP Amendment

Existing SWIP:

Existing Facilities and Services

Section 1 Solid Waste Facilities (pp.14)

Appendix II lists facilities in the BCSWA area (Map 2). Appendix II.A. lists transfer stations and Appendix II.B. lists closed landfills that will require recertification by the Vermont Agency of Natural Resources every five years. The Pownal, Rupert, Searsburg, Shaftsbury and Stamford stations are operated by those towns, and each station serves the residents of the respective towns. The Northshire (Dorset, VT) and Sunderland stations are operated by Casella and may be used by residents of Arlington, Dorset, Manchester, Sandgate, and Sunderland through the Integrated Solid Waste Applications Program (ISWAP). The Bennington Transfer Station, also operated by Casella, is used by residents of Bennington and Woodford. The Town of Rupert does not have a transfer station.

HHW & CEG* Hazardous Waste

Section H1 (pp29):

The Alliance will hire a qualified HHW disposal company and hold three four-hour events within the Alliance area. This will include outreach and advertising. One event will serve the southern portion of the area, and a second the northern portion with one of those in the spring and one in the fall. We will hold a third event specifically for the towns of Searsburg and Stamford which are both more than 20 miles from either those event sites. These activities will be reported in ReTRAC and the annual SWIP reports.

The Alliance will work to develop a permanent facility for residents, businesses, and institutions. If and when that becomes operational, events will cease to occur.

Transfer stations

Appendix II A (pp 48)

Appendix II.A.. Transfer stations (see Map 2).		
Facility	Hours	Services Offered
Bennington Town Recycling Area (BN082)	Hours not specified	Asphalt, brick, and concrete recycling
Casella Waste Management Transfer Station (BN081)	M, W, F 8 A to 3P T, TH 8A to 3P	MSW, recyclables, E-Waste, mercury containing bulbs, appliances, clean wood, scrap metal, furniture and bulky waste, C&D, tires, lead-acid batteries, and yard waste
Casella (formerly TAM) Organics Compost Facility (Earthlife) (BN070)	Not open to public	Organics facility for collection of food scraps and composting

Proposed Amendments:

Existing Facilities and Services

Section 1 Solid Waste Facilities (pp.14)

Appendix II lists facilities in the BCSWA area (Map 2). Appendix II.A. lists transfer stations and Appendix II.B. lists closed landfills that will require recertification by the Vermont Agency of Natural Resources every five years. The Pownal, Rupert, Searsburg, Shaftsbury and Stamford stations are operated by those towns, and each station serves the residents of the respective towns. The Northshire (Dorset, VT) and Sunderland stations are operated by Casella and may be used by residents of Arlington, Dorset, Manchester, Sandgate, and Sunderland through the Integrated Solid Waste Applications Program (ISWAP). The Bennington Transfer Station, also operated by Casella, is used by residents of Bennington and Woodford. The HHW Depot collocated at the Bennington Transfer station will be operated by the Alliance and open to all residents, schools and VSQG's located in the Alliance. The Town of Rupert does not have a transfer station.

HHW & VSQG* Hazardous Waste

Section H1 (pp29):

The Alliance previously held three HHW collection events annually, in northern, central, and southeastern areas of the Alliance. In 2022 and 2023, The Alliance received funding from Vermont ANR to develop a semi-permanent, seasonal HHW Facility ("HHW Depot") to be located at the Bennington Transfer Station, 802 Houghton Ln. Bennington VT 05201 (see Appendix II A on page 48). It is anticipated that the HHW Depot will be open the summer of 2023. The proposed facility will meet all Vermont Solid Waste Facility certification requirements and meet the definition of a semi-permanent HHW collection facility as defined within Vermont's Materials Management Plan. All required HHW collection reporting will be completed in ReTRAC.

The facility will be open seasonally from May through October with a minimum of 18 weeks of operation. The facility will be open to all Alliance member town residents, schools, and Very Small Quantity Generators of Hazardous Waste (VSQG). During that time, the facility will be open at least one day each week at a minimum of 4 hours per day. Residents using the facility may be charged a flat user fee (to be applied at the direction of the Board of Directors). Schools and VSQGs will be charged pertinent disposal fees and invoiced by the Alliance accordingly. Appointments will be required for residents to use the facility during open hours; Schools and CEGs will be required to register materials to be dropped off in advance and schedule a special appointment.

A press release and promotional flyers will be distributed prior to opening each year to promote the facility. Social media outreach and newspaper ads will also promote the facility. The Alliance's HHW webpage will be modified to promote the new HHW Depot, and explain details related to acceptable materials, charges, etc. A website-based registration form and scheduling tool will be developed for residents, schools and VSQGs to complete.

Proposed Amendments (continued):

**Transfer stations
Appendix II A (pp 48)**

Appendix II.A.. Transfer stations (see Map 2).		
Facility	Hours	Services Offered
Bennington Town Recycling Area (BN082)	Seasonally from May through October, open 1 day/week. Specific days/hours TBD	Household hazardous waste, brick, and concrete recycling
Casella Waste Management Transfer Station (BN081)	M, W, F 8 A to 3P T, TH 8A to 3P	MSW, recyclables, E-Waste, mercury containing bulbs, appliances, clean wood, scrap metal, furniture and bulky waste, C&D, tires, lead-acid batteries, and yard waste, asphalt
Casella (formerly TAM) Organics Compost Facility (Earthlife) (BN070)	Not open to public	Organics facility for collection of food scraps and composting

*Note Very Small Quantity Generators of Hazardous Waste (VSQG) is being used to replace the previous terminology of Conditionally Exempt Generator of Hazardous Waste (CEGs) as per 2020 EPA guidelines.

**Page numbers may be modified after amendments have been applied

Permanent Household Hazardous Waste Facility

Updated Project Timeline:

February, 2023

- Applications for EPA Site ID Number and State Permits submitted
- Draft Operations Plan
- Issue RFP for Contracted Labor

March

- March 7th Bennington DRB Review
- Site preparation and pouring of concrete pad to be completed when the temperatures are consistently between 40 and 60 degrees

April

- Unit Delivery/Installation
- Activation of electric and fire suppression systems
- Development of website-based reservation system

May

- Hiring and Training of Staff
- Promotion of Facility

June

- Operations Begin (Potentially last week in May)

Table 2. Expenses by category and income from grants, sales and donations

Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year Total
BCRC Expenses					
Salary & Benefits	\$ 10,409.37	\$ 11,921.28	\$ 15,591.20	\$ 21,088.76	\$ 59,010.61
Phone, Supplies, post & equip.	\$ 3.60	\$ 5.83	\$ 2.09	\$ 10.49	\$ 22.01
Travel	\$ -		\$ 76.33	\$ 77.00	\$ 153.33
Copying Costs	\$ -		\$ 1.59	\$ 206.21	\$ 207.80
Indirect Costs	\$ 6,287.26	\$ 7,200.45	\$ 9,435.76	\$ 12,737.61	\$ 35,661.08
Total BCRC	\$ 16,700.23	\$ 19,128.35	\$ 25,106.97	\$ 34,120.07	\$ 95,055.62
Events and other expenses					
Web site	\$ 299.97	\$ 3,041.97	\$ 771.64	\$ 282.39	\$ 4,395.97
Dues	\$ 4,056.36	\$ 150.00		\$ 2,213.93	\$ 6,420.29
Printing	\$ -				\$ -
Advertising	\$ 6,879.89	\$ 1,044.00	\$ 295.00	\$ 3,668.39	\$ 11,887.28
Compost bin purchase	\$ -			\$ 13,332.85	\$ 13,332.85
Equipment	\$ 477.00		\$ 29.00		\$ 506.00
Outreach Program (Manager + Expenses)	\$ 12,322.48	\$ 12,258.52	\$ 8,130.79	\$ 16,184.79	\$ 48,896.58
Software			\$ 66.99	\$ 182.41	
Sales Fee (Paypal)				\$ 648.22	
HHW Contractors	\$ 30,390.47	\$ -		\$ 38,946.67	\$ 69,337.14
Traffic Control	\$ 765.60	\$ -			\$ 765.60
Donations to MAUS and Dorset School	\$ 300.00	\$ 300.00			\$ 600.00
Insurance			\$ 475.00		
Total Other Expenses	\$ 57,115.27	\$ 19,232.46	\$ 9,768.42	\$ 75,459.65	\$ 161,575.80
Total Expenses	\$ 73,815.50	\$ 38,360.81	\$ 34,875.39	\$109,579.72	\$ 256,631.42
Income					
Donations	\$ 1,438.16			\$ 705.50	\$ 2,143.66
Ag and Markets (Pesticides)	\$ 350.00	\$ 575.00			\$ 925.00
ANR	\$ 9,749.84	\$ 12,999.80			\$ 22,749.64
Compost bin sales	\$ -			\$ 8,938.17	\$ 8,938.17
Windham Payment (Readsboro)	\$ 250.38				\$ 250.38
SWAC Payment (Pawlet)	\$ 778.43				\$ 778.43
Total Income	\$ 12,566.81	\$ 13,574.80		\$ 9,643.67	\$ 35,785.28
Expenses - Income	\$ 61,248.69	\$ 24,786.01	\$ 34,875.39	\$ 99,936.05	\$ 220,846.14

From Sept. 29th 2021 Memo

Table 1. 2022 to 2023 BCSWA Budget	
2022 to 2023 Budget Items	Amount
Budget for BCSWA-BCRC contract for program management, outreach, HHW events	\$209,250
Asphalt shingle grant match	\$4,000.00
Permanent HHW Facility	\$120,000.00 (total estimated project costs)
HHW Grant	\$69,190.00
Match and Additional Funding Required	\$50,810.00
Total 2022 to 2023 budget	\$269,250.00

FY 23 Expenses by Quarter

Category	Quarter 1 FY23	Quarter 2	Year Total
BCRC Expenses			
Salary & Benefits	\$ 19,304.32	\$ 13,706.72	\$ 33,011.04
Phone, Supplies, post & equip.	\$ 139.76	\$ 13.54	\$ 153.30
Travel	\$ 65.30	\$ 138.22	\$ 203.52
Copying Costs			\$ -
Indirect Costs	\$ 13,013.04	\$ 9,239.70	\$ 22,252.74
Total BCRC	\$ 32,522.42	\$ 23,098.18	\$ 55,620.60
Events and other expenses			
Web site	\$ 638.22	\$ 57.73	\$ 695.95
Dues	\$ 600.00	\$ 155.00	\$ 755.00
Printing			\$ -
Advertising	\$ 5,440.64	\$ 220.00	\$ 5,660.64
Compost bin purchase			\$ -
Equipment			\$ -
Outreach Program (Manager + Events + Expenses)	\$ 16,014.90	\$ 11,435.96	\$ 27,450.86
Software & Computer	\$ 268.81	\$ 92.00	\$ 360.81
HHW Events	\$ 51,395.82		\$ 51,395.82
HHW Facility	\$ 259.95		\$ 259.95
Donations to MAUS and Dorset School			\$ -
Insurance	\$ 950.00		\$ 950.00
Total Other Expenses	\$ 75,568.34	\$ 11,960.69	\$ 87,529.03
Total Expenses	\$ 108,090.76	\$ 35,058.87	\$ 216,965.13
Income			
Donations	\$ 1,795.05		\$ 1,795.05
Ag and Markets (Pesticides)			\$ -
ANR			\$ -
Compost bin sales	\$ 358.48		\$ 358.48
Windham Payment (Readsboro)		\$ 288.70	\$ 288.70
SWAC Payment (Pawlet)		\$ 1,394.08	\$ 1,394.08
Total Income	\$ 2,153.53	\$ 2,153.53	\$ 4,307.06
Expenses - Income	\$ 105,937.23	\$ 32,905.34	\$ 138,842.57

HHW Events v. Potential Depot Costs

2022 (Calendar) HHW Events					
	May	July	Sept	Total	
Disposal Fees	\$ 15,673.35	\$ 4,363.50	\$ 16,215.30	\$	36,252.15
Event Set Up Fee's	\$ 19,588.55	\$ 8,418.50	\$ 15,865.20	\$	43,872.25
Other Fees	\$ 1,995.12	\$ 545.10	\$ 2,048.68	\$	4,588.90
Total:	\$ 37,257.02	\$ 13,327.10	\$ 34,129.18	\$	84,713.30
2023 (Calendar) HHW Depot					
	Operations	Disposal	Annual Facility Cost	Weekly Facility Cost	
2023 Budget Goal	\$ 35,000.00	\$ 40,239.89	\$ 75,239.89	\$ 4,179.99	
Total:	\$ 75,239.89				
		FY23 - 5 weeks of Operations			
		\$ 20,899.97			

SWIP Budget FY23

Category	Quarter 1 FY23	Quarter 2	Expected Q3	Expected Q4	Budgeted Amount	Expected Year Total
BCRC Expenses						
Salary & Benefits	\$ 19,304.32	\$ 13,706.72	\$ 14,000.00	\$ 14,000.00	\$ 63,600.00	\$ 61,011.04
Phone, Supplies, post & equip.	\$ 139.76	\$ 13.54				\$ 153.30
Travel	\$ 65.30	\$ 138.22			\$ 5,050.00	\$ 203.52
Copying Costs					\$ 3,550.00	\$ -
Indirect Costs	\$ 13,013.04	\$ 9,239.70	\$ 10,000.00	\$ 10,000.00	\$ 2,400.00	\$ 42,252.74
Total BCRC	\$ 32,522.42	\$ 23,098.18	\$ 24,000.00	\$ 24,000.00	\$ 74,600.00	\$ 103,620.60
Events and other expenses						
Web site	\$ 638.22	\$ 57.73	\$ 500.00	\$ 500.00		\$ 1,695.95
Dues	\$ 600.00	\$ 155.00	\$ 250.00			\$ 1,005.00
Printing						\$ -
Advertising	\$ 5,440.64	\$ 220.00	\$ 2,500.00	\$ 2,500.00	\$ 6,800.00	\$ 10,660.64
Compost bin purchase						\$ -
Equipment					\$ 850.00	\$ -
Outreach Program (Manager + Events + Expenses)	\$ 16,014.90	\$ 11,435.96	\$ 14,000.00	\$ 14,000.00	\$ 46,000.00	\$ 55,450.86
Software & Computer	\$ 268.81	\$ 92.00	\$ 100.00	\$ 100.00		\$ 560.81
HHW Events	\$ 51,395.82				\$ 81,000.00	\$ 51,395.82
HHW Depot Management				\$ 20,899.97		\$ 20,899.97
Insurance	\$ 950.00			\$ 1,500.00		\$ 2,450.00
Total Other Expenses	\$ 75,308.39	\$ 11,960.69	\$ 17,350.00	\$ 39,499.97	\$ 134,650.00	\$ 144,119.05
Total Expenses	\$ 107,830.81	\$ 35,058.87	\$ 41,350.00	\$ 63,499.97	\$ 209,250.00	\$ 247,739.65
Income						
Donations	\$ 1,795.05					\$ 1,795.05
Ag and Markets (Pesticides)						\$ -
ANR			\$ 32,499.48			\$ 32,499.48
Compost bin sales	\$ 358.48					\$ 358.48
Windham Payment (Readsboro)		\$ 288.70				\$ 288.70
SWAC Payment (Pawlet)		\$ 1,394.08				\$ 1,394.08
Total Income	\$ 2,153.53	\$ 2,153.53				\$ 4,307.06
Expenses - Income	\$ 105,677.28	\$ 32,905.34	\$ 41,350.00	\$ 63,499.97	\$ 209,250.00	\$ 243,432.59

		2 Facility Staff		3 Facility Staff	
\$ 25.00	Hourly Rate	1 days/week option	2 days/week option	1 days/week option	2 days/week option
	Facility Open Hours	4	8	4	8
	Shift Hours	8	16	6	12
	Weekly Staff Hours	16	32	18	36
	Annual OSHA Training	80	80	120	120
	18 Weeks of Operation Scenario - Annual Staff Hours	368	656	444	768
	24 Weeks of Operation Scenario - Annual Staff Hours	464	848	552	984
	Annual Hourly Cost (24 Week - High Estimate)	\$ 11,600.00	\$ 21,200.00	\$ 13,800.00	\$ 24,600.00
	Additional Employment Costs	\$ 4,640.00	\$ 8,480.00	\$ 5,520.00	\$ 9,840.00
	Total:	\$ 16,240.00	\$ 29,680.00	\$ 19,320.00	\$ 34,440.00
		2 Facility Staff		3 Facility Staff	
\$ 40.00	Hourly Rate	1 days/week option	2 days/week option	1 days/week option	2 days/week option
	Facility Open Hours	4	8	4	8
	Shift Hours	8	16	6	12
	Weekly Staff Hours	16	32	18	36
	Annual OSHA Training	80	80	120	120
	18 Weeks of Operation Scenario - Annual Staff Hours	368	656	444	768
	24 Weeks of Operation Scenario - Annual Staff Hours	464	848	552	984
	Annual Hourly Cost (24 Week - High Estimate)	\$ 18,560.00	\$ 33,920.00	\$ 22,080.00	\$ 39,360.00
	Additional Employment Costs	\$ 7,424.00	\$ 13,568.00	\$ 8,832.00	\$ 15,744.00
	Total:	\$ 25,984.00	\$ 47,488.00	\$ 30,912.00	\$ 55,104.00

Permitting

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

Operations Schedule

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

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

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

Scheduled Appointment Operation

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

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

Staffing Requirements

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

Staff Qualifications

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

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

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

BCSWA HHW Facility Development Budget	
<u>Income:</u>	
1 ANR HHW Facility Grant:	\$ 69,190.00
2 Matching Costs from Towns:	\$ 50,810.00
3 Budget Total:	\$ 120,000.00
<u>Expenses:</u>	
<u>Prefabricated Unit:</u>	
4 <i>Original Quote (building):</i>	\$ 48,545.00
5 <i>P.E. Stamped Drawings</i>	\$ 3,859.00
6 <i>Additional Fire Protection (2 Hr. Rating + Explosuion proof fixtures)</i>	\$ 9,721.00
7 <i>Hazard protection shelving units</i>	\$ 2,700.00
8 <i>Shipping/Freight</i>	\$ 5,225.00
9 Total for Prefabricated Unit	\$ 70,050.00
<u>Additional Contractors:</u>	
10 Engineering and Permitting Process	\$ 7,000.00
11 Pour Concrete Pad and Prepare site (Quote from Benington DPW)	\$ 3,000.00
12 Unloading Trailer (Valley Crane)	\$ 2,150.00
13 Connect Electric (Quote from Prue)	\$ 1,900.00
14 Connect Fire Supression	\$ 2,000.00
15 Attach Unit to Concrtet Pad	\$ 2,000.00
<u>Facility Supplies:</u>	
16 Loading Ramps (3)	\$ 1,200.00
17 Signage	\$ 600.00
18 Safety Equipment (Eye Wash)	\$ 500.00
19 Spill Containment Equipment	\$ 1,000.00
20 Aprons/Gloves/Employee Equipment	\$ 250.00
21 Drum Truck	\$ 750.00
22 Tables for sorting materials	\$ 150.00
23 Staging area canopy/tents	\$ 1,500.00
24 Miscellaneous office furniture	\$ 450.00
25 Cubic yard boxes	\$ 700.00
26 55 gallon drums and other HHW Storage	\$ 2,250.00
27 Miscellaneous (vermiculite, brooms, plastic for covering surfaces, etc.)	\$ 500.00
28 Caution cones	\$ 250.00
29 Manifest sheets; forms for marking items for shipment	\$ 500.00
30 Miscellaneous office supplies	\$ 200.00
Total Expenses:	\$ 98,900.00