



*Brandon W. Gulnick*  
Town Manager

**April 5, 2021**

Weathersfield Select Board  
5259 US Route 5  
Ascutney, VT 05030

**Re: April 2021 Town Manager Report**

Dear Select Board Members & Weathersfield Residents:

The following will keep you up to date on various topics.

### **COVID-19 & Emergency Management**

On March 19, 2021 there were modifications to the “Be Smart, Stay Safe Order.” Effective 3/23, restaurants, bars, and clubs may seat multiple households at the same table, but no more than six people can be seated at the same table. The full update on New Work Safe Additions to this order is enclosed as Attachment A.

There have been several improvements to the Weathersfield Town Office (Martin Memorial Hall) to ensure a safe working/visiting environment. The majority of staff have received COVID-19 vaccines and plexi glass barriers remain at the front office to assist residents safely.

As many of you know, the Town Office has been open to the public by appointment only (in person), however, we are open during normal working hours Monday-Friday to assist via phone and email as phone calls and emails come in throughout the day.

Staff have remained in the building and continued working regular working hours. Residents have been assisted in person, by appointment and/or via phone/email. We have intercom doorbells that can be used to let us know when someone arrive, or residents and others can contact the Town Office by phone at 802-674-2626 or by email at [weathersfield@weathersfield.org](mailto:weathersfield@weathersfield.org).

In the rare case the phone is not answered it may be due to staff assisting multiple people on the phone and all of our staff may be tied up doing so. If this is the case when you call, please leave us a voicemail and we will get back to you promptly OR call back/email if you do not wish to leave a voicemail.

**Attachment A** of this report contains a memorandum from Lindsay Kurrle, Secretary, Agency of Commerce and Community Development to Vermont Businesses and Employers “Update 47 - New Work Safe Additions to the Be Smart, Stay Safe Order.” Please review this attachment and contact us if you have any questions.

## Tenney Tree Project

On March 25, 2021 we held our Project Kick-Off Meeting for the Tenney Memorial Project. During this meeting we discussed and gathered input on the finer details of the project, such as signage, display boards, tree carvings, pavilion location, seating areas, etc. and gathered input from various Tenney relatives. This meeting was a great opportunity for relatives of the Tenney family to reconnect and discuss Weathersfield History. Attendees of this Meeting included Brandon Tenney, Dylan Romaine Tenney, William Tenney, Lori Tenney White, Joe Michaud, Ginger Winberg, Rodney Spaulding, Olivia Savage, Steve Smith, Scott Duffy, and Jeff Pelton. Between now and the next workshop we are actively working to stay on track with the project timeline. The Memorial Tree was removed on Wednesday, March 17, 2021 by Ted Knox Tree Services.

Following tree removal Craig Smith loaded the remains of the tree onto his truck and hauled them for safe keeping to the Highway Garage. A small log was distributed to Douglas Cox in Brattleboro, VT to carve a violin. Mr. Cox stated that he will need to cure the wood for 7-10 years before the wood will be ready to carve into a violin and that he will update us when the violin is finished. The remainder of the wood will be hauled over to a sawmill to prepare for carving by Scott Duffy at Rockledge Farm Woodworks. Mr. Duffy will be carving items for Tenney relatives, the Historical Society, Library, and Town Office. Others interested in carved items from the Tenney Memorial Tree can send the Principal Clerk a request via email, phone, or in writing to obtain a quote.

Workshop #2 is scheduled for April 8<sup>th</sup> at 6pm. We will discuss finance, display board content, and tree carvings. Everyone is invited to attend. COVID-19 requirements are in place, such as wearing a mask, signing in upon entrance for contact tracing, and passing a screening questionnaire.

### **Zoom Meeting Access**

|                    |                |
|--------------------|----------------|
| Phone:             | (929) 205-6099 |
| Meeting ID:        | 542-595-4364   |
| No Participant ID: | None           |
| Meeting Passcode:  | 8021           |

**Attachment B:** Base Memorial Pavilion Photos

**Attachment C:** Interior Signage Example Photo

## Fire Department Contract Implementation

On April 12<sup>th</sup> at 9am the Treasurer, EAF, and I will be meeting to plan for the FY22 Fire Department budget roll out. Afterwards, meetings will be setup with each Fire Department to discuss our adjustments in the fire department financial system and explain the financial operating procedure and policies per the contract. A long-term strategic plan will be discussed and assembled prior to June 1<sup>st</sup>. This meeting will take place on April 20<sup>th</sup> at 9am. The first quarterly report from each Fire Department is due on September 30, 2021 and will be entered into the Selectboard packet as either an attachment to the Town Manager report or an Agenda Item (pending Selectboard decision).

## Dump Truck Update

The Town voted to purchase a 2022 Tandem Axle Dump truck at Town Meeting in 2020. The Selectboard advertised an RFP and voted to approve the building of the Tandem Axle Dump truck at the 7/20/20 Selectboard meeting. It was purchased through SG Reed Truck Services and was sent to Viking Cives in Williston, Vermont to build the sander body. We anticipate delivery after a final inspection by April 8<sup>th</sup>.

**Attachment D:** Photos of Tandem Axle Dump Truck

## Solid Waste RFP

The Southern Windsor/Windham Counties Solid Waste Management District received proposals from Alva Waste and Casella Waste.

|         |                                     | Rockingham          |             | Springfield         |             | Weathersfield       |             | Cavendish          |             | Ludlow              |             | District Total      |
|---------|-------------------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|--------------------|-------------|---------------------|-------------|---------------------|
|         |                                     | MSW*                | C&D         | MSW                 | C&D         | MSW                 | C&D         | MSW                | C&D         | MSW                 | C&D         |                     |
|         | Hauls                               | 50                  | 142         | 65                  | 51          | 60                  | 76          | 26                 | 60          | 65                  | 81          | 676                 |
|         | Tons                                | 403                 | 409         | 676                 | 205         | 632                 | 249         | 313                | 227         | 577                 | 454         | 4,145               |
| Alva    | Cost per Haul                       | \$205.00            | \$205.00    | \$190.00            | \$190.00    | \$210.00            | \$210.00    | \$232.00           | \$232.00    | \$235.00            | \$235.00    |                     |
|         | Cost per Ton                        | \$111.00            | \$111.00    | \$111.00            | \$111.00    | \$111.00            | \$111.00    | \$111.00           | \$111.00    | \$111.00            | \$111.00    |                     |
|         | Total per Town per Type             | \$60,411.00         | \$74,509.00 | \$87,386.00         | \$32,445.00 | \$82,752.00         | \$43,599.00 | \$40,775.00        | \$39,117.00 | \$79,322.00         | \$69,429.00 |                     |
|         | <b>Total per Town</b>               | <b>\$134,920.00</b> |             | <b>\$119,831.00</b> |             | <b>\$126,351.00</b> |             | <b>\$79,892.00</b> |             | <b>\$148,751.00</b> |             | <b>\$609,745.00</b> |
| Casella | Cost per Haul                       | \$185.12            | \$185.12    | \$221.00            | \$221.00    | \$221.00            | \$221.00    | \$210.75           | \$210.75    | \$205.50            | \$205.50    |                     |
|         | Cost per Ton                        | \$110.32            | \$110.32    | \$110.32            | \$110.32    | \$110.32            | \$110.32    | \$110.32           | \$110.32    | \$110.32            | \$110.32    |                     |
|         | Total per Town per Type             | \$60,060.00         | \$71,407.92 | \$88,941.32         | \$33,886.60 | \$82,982.24         | \$44,265.68 | \$40,009.66        | \$37,687.64 | \$77,012.14         | \$66,730.78 |                     |
|         | <b>Total per Town</b>               | <b>\$131,467.92</b> |             | <b>\$122,827.92</b> |             | <b>\$127,247.92</b> |             | <b>\$77,697.30</b> |             | <b>\$143,742.92</b> |             | <b>\$602,983.98</b> |
| Note:   |                                     |                     |             |                     |             |                     |             |                    |             |                     |             |                     |
|         |                                     | YR 1                | YR 2        | YR 3                |             |                     |             |                    |             |                     |             |                     |
|         | ALVA Waste annual escalator: 2.25%  | #####               | #####       | #####               |             |                     |             |                    |             |                     |             |                     |
|         | Casella Waste annual escalator 2.5% | #####               | #####       | #####               |             |                     |             |                    |             |                     |             |                     |

**Attachment E:** District Bid Results (larger version of above chart)

**Attachment F:** Casella Proposal

**Attachment G:** Casella Supplemental Bid Information

**Attachment H:** Alva Waste Proposal

The Executive Committee will be meeting on April 5, 2021 at 9am to review these proposals. We will keep you updated in the Selectboard meeting Monday evening.

### Transfer Station Update

Over the past year the Selectboard Representative to Solid Waste and I have had ongoing discussions with West Windsor and Reading to create a Fair & Equal Structure across our three (3) towns. DSM Environmental conducted a study and their findings can be found as Attachment I to this report. From these findings Transfer Station Operating Agreement Principles were established by West Windsor and Reading, then shared with Weathersfield for review in the April 20<sup>th</sup> Joint Committee meeting. HousingData.org, according to DSM Environmental, uses the “latest town-specific figures for owner and rental housing units published.” According to the principles received by West Windsor “using this source for the allocation is warranted as it is a widely used and reliable provider of this kind of information.” See Page 5 of the DSM Memorandum, Table 5.b. - Allocation of costs based on different parcel counts. In FY20 West Windsor Permit Sticker revenue was \$3,900, Reading Permit Sticker revenue was \$18,635, and Weathersfield Permit Sticker revenue was \$77,300. If we move forward with an agreement based on the abovementioned housing data, Reading Permit revenue will increase to \$21,774 (17% increase), West Windsor Permit revenue will increase to \$31,871 (717% increase), and Weathersfield Permit revenue will decrease to \$68,243 (11.71% decrease). The terms of the contract are still under discussion, including the Advisory Committee, operating costs and revenues, primary and secondary stickers, sticker enforcement, etc. We will update the Selectboard with our findings from the April 20<sup>th</sup> meeting at the May 3<sup>rd</sup> Selectboard meeting. West Windsor is discussing this at their meeting on April 12<sup>th</sup>.

#### Attachments

Attachment A - UPDATE - NEW WORK SAFE ADDITIONS

Attachment B - BASE MEMORIAL PAVILION PHOTOS

Attachment C - INTERIOR SIGNAGE EXAMPLE PHOTO

Attachment D - TANDEM AXLE DUMP TRUCK PHOTOS  
Attachment E - DISTRICT BID RESULTS  
Attachment F - CASELLA PROPOSAL  
Attachment G - CASELLA SUPPLEMENTAL BID INFORMATION  
Attachment H - ALVA WASTE PROPOSAL  
Attachment I - DSM ENVIRONMENTAL MEMORANDUM

As time progresses our administration will keep you informed regarding the abovementioned topics and other topics. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

*Brandon Gulnick*

Brandon Gulnick  
Town Manager

ATTACHMENT A  
[UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART STAY SAFE ORDER]

STATE OF VERMONT

# Agency of Commerce and Community Development

 SEARCH

<https://accd.vermont.gov/covid-19>

NEWS (/NEWS)

## UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART, STAY SAFE ORDER

### MEMO

FROM: Lindsay Kurrle, Secretary, Agency of Commerce and Community Development  
 TO: Vermont Businesses and Employers  
 DATE: **March 19, 2021** || **Modifications and new sections are in red.**  
 RE: Update 47 – New *Work Safe* Additions to the Be Smart, Stay Safe Order

As Vermont continues its work to respond to the COVID-19 pandemic, reduce the spread of the virus, keep Vermonters working, and keep our children in school, our mitigation strategy is constantly evolving.

To that end, the following is required of all Vermonters, visitors, and businesses per the [Governor's Executive Order](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%208%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%2001-20.pdf) ([https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM 8 TO AMENDED AND RESTATED EXECUTIVE ORDER 01-20.pdf](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%208%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%2001-20.pdf)):

#### Critical Updates - Effective until further notice.

1. There are currently limitations on household gatherings in Vermont. Vaccinated individuals or households may gather with other vaccinated individuals or households.  
 For individuals and households who are not fully vaccinated, social gatherings indoors and outdoors in private spaces are limited to two unvaccinated households or individuals at one time, PLUS any fully vaccinated households. Unvaccinated households or individuals may gather with more than one other unvaccinated household or individual, as long as it is just two unvaccinated households or individuals at any one gathering.
2. **Effective 3/24: Bars and social clubs may operate under the restaurant guidance at [section 7.1](#).**
3. All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
4. Businesses are required to use remote work or telework whenever possible, including making use of teleconferencing and video conferencing to avoid in person meetings.
5. All recreational sports activities are subject to Section 9.1 of this guidance, including youth leagues, adult leagues (including bowling leagues, soccer, etc.), practices, games and tournaments. Outdoor recreation and fitness activities are subject to Section 4.1.
6. Contact tracing cooperation: Vermonters who have been identified as a case or a close contact are required to:
  - a. Promptly answer calls or otherwise respond to the VDH Contact Tracing Team;
  - b. Provide full, complete and truthful information concerning places they have been, activities they have engaged in and persons with whom the individual has had close contact, including contact information when possible;
  - c. Comply with all VDH recommended quarantine and isolation periods and testing.
7. All college students returning home from any college campus in state or out of state are required to quarantine upon return home AND are encouraged to obtain a COVID-19 test on Day 7.

#### **MANDATORY HEALTH & SAFETY REQUIREMENTS FOR ALL BUSINESS, NON-PROFIT & GOVERNMENT OPERATIONS**

All businesses must follow Vermont Department of Health and CDC guidelines:

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, head-[MENU](#)ngestion or runny nose, sore throat, new loss of taste or smell, nausea or

vomiting, diarrhea).

- Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities shall ensure customers observe strict social distancing of 6 feet while on location, to the extent possible.
- Limit the occupancy of designated common areas, such as break rooms and cafeterias, so that occupants maintain strict social distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit and require employees to wipe down their area after use or shall ensure cleaning of the common areas at regular intervals throughout the day.
- Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask if the employee works alone and does not interact with customers outside the work station.
- Businesses, non-profit and government entities may decline service to individuals who are not wearing a mask. This includes refusing service to those who are exempt from the mask mandate, however, the business shall provide an alternate way for those unable to wear a mask to access the business, such as offering curbside pick-up, delivery, or other innovative solutions.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.
- All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with [CDC guidance \(https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC\\_2067-DM26911\)](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911).
- Prior to the commencement of each work shift, all employees (except those that work alone and have no contact with other people during their shift such as those who work from home remotely) shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations – but must be able to demonstrate, if asked by employees or state health officials, that all employees have been pre-screened for symptoms before they enter the workplace.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- No more than 3 people shall occupy one vehicle when conducting work. Mass transit, taxis, ridesharing, and public safety are exempt from this rule.
- No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days. See the [Department of Health's guidance \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf\)](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf) on work place exposures.
- All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
- All businesses and non-profit and government entities shall encourage and facilitate telework among those employees with the capacity to work remotely when practical without impeding productivity. Employers shall use their best efforts to accommodate the needs of high risk individuals, those workers who may have child care needs which cannot be met due to the closure of schools or child care facilities for reasons relating to COVID-19 and those individuals with concerns about personal health circumstances.
- All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard. Employers who need translations of the training have one week from the release of the translated training to complete this requirement.
- All businesses that have been closed for 7 or more days during the state of emergency must complete and keep on file a reopening and training plan (businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other guidelines and employees must take the VOSHA training). VOSHA and the Agency of Commerce have provided a template at <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart> MENU plan must, at a minimum:

- Adopt a phased approach to reopening which provides sufficient opportunity to operate first in a low density and low contact environment before making the incremental changes needed to accommodate more moderate density activity while continuing to maintain health and safety.
- Update physical and administrative safety systems to accommodate COVID-19VDH/CDC/VOSHA guidelines, health monitoring, including temperature checks, cleaning and sanitizing methods and physical distancing measures.
- Take appropriate measures to protect employees at greater risk of contact by virtue of their occupational role or setting.
- Businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other health and safety guidelines above including taking [VOSHA training \(https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha\)](https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha).
- For all mass transit CUSTOMERS/ RIDERS (in addition to the mandatory requirement for operators and staff) face coverings are mandatory on public transit conveyances and in stations and terminals. Private charter buses and large multi-passenger vans should only be used if density is reduced to allow for social distancing. This includes reducing capacity to 50 percent, leaving every other seat empty, and every other row open. Cloth face coverings must be worn. K-12 school transportation services shall follow guidance included in the [Agency of Education's Strong and Healthy Start guidance \(https://education.vermont.gov/covid19#shs\)](https://education.vermont.gov/covid19#shs).

#### **ADDITIONAL HEALTH AND SAFETY CONSIDERATIONS FOR ALL BUSINESS, NON-PROFIT AND GOVERNMENT OPERATIONS**

- Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.
- Face-to-face staff meetings should be limited, and physical distancing must be observed.
- Consider staggered work shifts, break times, etc. and expanding hours to reduce number of individuals working together and reduce contact with members of the public.
- To the extent possible, provide access to hand washing and/or hand sanitizer for vendors, and customers.
- Limit staff travel between multiple sites.
- Ensure a safe process to receive supplies and deliveries.
- Consider accommodations for employees at higher risk from COVID-19 infection (as currently defined by the CDC) to work remotely or have a job tasks that minimize public interaction.

#### **↗ Compliance with the Americans with Disabilities Act**

Consider how the re-opening process and operational changes might impact compliance with the Americans with Disabilities Act (ADA). The health and safety guidance provided by ACCD does not negate any obligations as outlined by the ADA. Refer to [A Primer for Small Business \(https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm\)](https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm) for additional information.

#### **BUSINESS CUSTOMER & GENERAL PUBLIC MASK USE**

As of Saturday, August 1, 2020, Vermonters and visitors are required to wear masks or cloth facial coverings over their nose and mouth any time they are in public spaces, indoors or outdoors, where they come in contact with others from outside their households, especially in congregate settings, and where it is not possible to maintain a physical distance of at least six feet.

Masks or cloth facial coverings are not required when someone is engaged in strenuous exercise or activity, for anyone under the age of 2, any child or adult with a medical or developmental issue or challenge that is complicated or irritated by a facial covering, anyone with difficulty breathing or as further set forth in guidance issued by VDH. A person who declines to wear a mask or cloth face covering because of a medical or developmental issue, or difficulty breathing, shall not be required to produce documentation, or other evidence, verifying the condition.

Businesses and non-profit and government entities shall implement measures notifying customers or clients of the requirement to wear masks or facial coverings, which may include, but shall not be limited to, posting signage stating that masks or cloth facial coverings are required and denial of entry or service to customers or clients who decline to wear masks or facial coverings.

For the text of the order establishing the mask requirement, read the [Executive Order \(https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20.pdf\)](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20.pdf).

#### **CROSS STATE TRAVEL**

Anyone returning to or traveling to Vermont must follow Vermont's mandatory quarantine policy as outlined below.

Travelers visiting Vermont or returning to Vermont must adhere to the quarantine guidelines:

- Travelers arriving in Vermont or returning to Vermont in a personal vehicle must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test in their home state or upon arrival in Vermont.

[MENU](#)



- Travelers arriving to Vermont who have not completed a pre-arrival quarantine must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test upon arrival in Vermont (such as at a Vermont lodging establishment). (Travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site.)
- If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.

The State of Vermont has suspended all social gatherings between multiple households. Travelers may not stay with a Vermont host or stay in a Vermont lodging establishment or short-term rental with another household, except that a vaccinated individual or household may stay with a single non-vaccinated household.

If you are not vaccinated you may not gather with another household in Vermont even if you have completed a quarantine. (Individuals who live alone may gather with no more than one other household.)

Vermonters must remember to follow any travel restrictions and quarantine requirements for the states they plan to visit.

[Read more about quarantining at the Vermont Department of Health website \(https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont\)](https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont).

Residents of communities within five miles of a Vermont border with a neighboring state should consult the [travel FAQ \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs) for additional guidance.

All out of state travelers utilizing lodging, camping and short-term rental properties in Vermont must sign and complete a [Certificate of Compliance \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance) or affirm a [compliance statement via a digital check box \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance#compliance-checkbox-statement\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance#compliance-checkbox-statement), at the time of reservation and check-in to attest that they meet the quarantine requirement or are an essential/authorized worker.

All out of state travelers are strongly encouraged to register with [Sara Alert \(https://apps.health.vermont.gov/EpilInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d\)](https://apps.health.vermont.gov/EpilInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d), upon arrival to Vermont to get two weeks of daily reminders to check for common symptoms of COVID-19.

People traveling for essential purposes, including work, do not need to quarantine. [Essential travel \(https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM\\_6\\_TO\\_EXECUTIVE\\_ORDER\\_01-20.pdf\)](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM_6_TO_EXECUTIVE_ORDER_01-20.pdf) includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, to attend preK-12 school if commuting daily, or to perform work for businesses that are currently allowed to operate. The current State of Emergency requires employers to use remote work and telework whenever possible to avoid unnecessary work travel. Businesses and employees must only travel for work related trips when absolutely necessary. Individuals engaged in a daily commute to and from their job are expressly exempt from the need to quarantine by Executive Order.

Persons should not travel to, from, or within Vermont if they are experiencing [COVID-19 symptoms \(https://apps.health.vermont.gov/COVID/faq/#4534\)](https://apps.health.vermont.gov/COVID/faq/#4534) or if they meet the [criteria for needing to Isolate or Quarantine \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine\\_final.pdf\)](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf).

Please review the [travel FAQ \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs).

## **PHASED RESTART**

Operations deemed "essential" may continue to operate under pre-existing guidance with the addition of the mandatory health and safety requirements above.

To safely reopen certain operations impacted by the COVID-19 outbreak and not defined as essential, Governor Scott has directed the Agency of Commerce - in consultation with the Department of Health and the Department of Public Safety - to authorize, **subject to mandatory health and safety requirements listed above and additional sector specific guidance below**, the following:

- [1.1 Outdoor Businesses](#)
- [1.2 Low or No Contact Professional Services](#)
- [2.2 Farmers Markets](#)
- [3.1 Manufacturing, Construction, and Distribution Operations](#)
- [4.1 Outdoor Recreation and Fitness](#)
- [4.2 Outdoor Recreation Businesses, Facilities and Organizations](#)
- [5.1 Retail Operations](#)
- [5.2 Drive-In Operations](#)
- [6.1 Lodging, Campgrounds and Other Accommodations](#)
- [7.1 Restaurants, Catering, Food Service, Bars and Clubs](#)
- [7.2 Hair Salons and Barber Shops](#)

- [7.4 Religious Facilities and Places of Worship](#)
  - [8.1 Close Contact Business \(Gyms, Fitness Centers, Spas, Nail Salons, etc.\)](#)
  - [8.2 Overnight Summer Camps and Limited Residential Summer College Programming](#)
  - [8.3 Indoor Arts, Culture and Entertainment](#)
  - [9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments](#)
  - [10.1 Occupancy Limits for Event Venues \(Weddings, Funerals, Parties, Concerts, Large Sporting Events\)](#)
  - [11.1 College and University Campus Learning](#)
  - [12.1 Ski Resorts](#)
  - [13.1 Meetings of Public Bodies](#)
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### **1.1 Outdoor Businesses**

- Those who exclusively or largely work outdoors (such as landscaping, painting, parks maintenance, recreation maintenance, delivery work, etc.) may resume operations.

🔗 [Phased Restart: Full list of sectors](#)

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### **1.2 Low or No Contact Professional Services**

- Services operating with a single worker or small office environments (such as appraisers, realtors, municipal clerks, attorneys, property managers, pet care operators, and others) may operate if they can comply with the mandatory health and safety requirements listed above, and the mandatory maximum occupancy limits (currently 50 percent fire safety capacity, 1 person per 100 square feet, and a maximum of 75 people indoors and 150 people outdoors).
- Remote work is required whenever possible.
- Operators must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

🔗 [Phased Restart: Full list of sectors](#)

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### **2.2 Farmers Markets**

- Farmers markets may open using limited in-person operations to ensure consumer access to quality, healthy food if:
  - They adhere to all municipal ordinances and rules and their local municipality agrees to allow opening.
  - Markets must significantly alter their business practices to eliminate crowds and reduce contact between vendors and customers including a temporary transition away from shopping and social events to primarily a food distribution system.
  - Markets are directed to follow any [additional guidance issued by the Agency of Agriculture, Food and Markets](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets) (<https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets>).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

🔗 [Phased Restart: Full list of sectors](#)

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### **3.1 Manufacturing, Construction, and Distribution Operations**

- Manufacturing, construction, and distribution operations that ceased operations for more than seven days during the state of emergency may restart with as few employees as necessary to permit full operations while maintaining compliance with the [mandatory health and safety requirements](#) above, and:

- o Interior residential and commercial construction may occur in occupied structures as of May 22.

[↩ Phased Restart: Full list of sectors](#)

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#### **4.1 Outdoor Recreation and Fitness**

Vermonters are encouraged to participate in no contact outdoor recreation and fitness activities.

- Outdoor recreation and fitness activities include, but are not limited to biking, hiking, walking, running, hunting and fishing, skiing, skating, snow machining and other outdoor activities.

Anyone participating in outdoor recreation and fitness activities must wear a cloth face covering.

All participants are expected to consistently maintain at least six feet of physical distance from anyone outside their immediate household.

Plan outdoor activities responsibly and do not take unnecessary risks.

- Winter conditions can change quickly; be prepared for a backcountry emergency by carrying enough gear and extra warm clothing to be self-sufficient for an extended period of time.

Promote an “arrive, participate, and leave” mentality; do not gather at trailheads, access areas or other outdoor facilities before or after recreation and fitness activities.

Nothing in these guidelines should be interpreted to override the need to observe requirements for use of trails or property, including that users obtain appropriate permission from private landowners where required and the expectation that, where needed, users will check with state or local land managers regarding conditions that remain in effect.

Additional information on good etiquette and safe practices for outdoor recreation is available at: <https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19> (<https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19>) and <https://vtfishandwildlife.com/covid-19-related-information> (<https://vtfishandwildlife.com/covid-19-related-information>).

[↩ Phased Restart: Full list of sectors](#)

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#### **4.2 Outdoor Recreation Businesses, Facilities and Organizations**

Businesses, facilities and organizations which support or offer outdoor recreation and fitness activities that require low or no direct physical contact may return to operation under all applicable health and safety requirements established in Governor's Emergency Order. These include, but are not limited to state and municipal parks, recreation associations, trail networks, golf courses, big game check stations, and guided expeditions. In addition, organizations, businesses and facilities catering to outdoor activity must adhere to the conditions set forth below:

- Require an “arrive, play and leave” mentality. Groups may not gather before or after activities (no tailgating, etc.).
- These opportunities are for Vermont residents, and those who meet the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont) about traveling to and from Vermont.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- Implement measures, including signage and registration processes, that reinforce parks, facilities, trails, etc. are only open to Vermonters and those who have met the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont).
- Implement measures, including signage, discouraging contact sports and games. For example, outdoor basketball courts may be open to “shoot hoops,” but full contact games should be discouraged.
- Eliminate services or transactions that result in touch points and/or staff-customer interactions that are not absolutely necessary. This includes prioritizing credit card, telephone and electronic payment; cash transactions may only be accepted as a last resort.
- Reduce high contact surfaces and common areas, and disinfect rental equipment between users.
- Play structures may be open to the public if they are properly signed reminding users not to use them if they or anyone in their household has been ill and to wash hands before and after use. Organizations responsible for the play structure are encouraged to provide hand sanitizer for users.

[MENU](#)

- Limit gatherings of people to as few as possible to ensure physical distancing of six feet or more can occur. All outdoor events must comply with the [special event guidance in the Work Safe memo \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#event-venues\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#event-venues). Large outdoor facilities such as trail networks, beaches, and municipal parks may have more than 150 people in them as long as there is no single gathering or event exceeding 150 people and all guests can maintain six feet of physical distancing between households.
- Restroom facilities may only be opened if they can be regularly cleaned and disinfected per CDC guidelines.
- Organized sports must comply with the Work Safe Guidance included in the Work Safe Guidance Memo: "[9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games and Tournaments \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order)".
- Pools and beaches may open if they comply with this guidance. Due to the limited size of pools, organizations shall follow the occupancy rules for event venues in Section 10.1 (currently 50 percent fire safety capacity or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors).
- Organizations that host ice fishing derbies may do so under the following conditions.
  - Participants fish only with immediate family members or members of their immediate household.
  - Participants consistently maintain at least six feet of physical distance from anyone outside their immediate household and do not occupy shanties or popup shelters with individuals outside of their immediate household.
  - Participants must wear cloth face coverings whenever six feet of physical distance from anyone outside their immediate household cannot be consistently maintained, and are encouraged to wear a face covering throughout the duration of the derby.
  - Organizers must eliminate potential congregations of participants:
    - Set up a process for fish entries that minimize groups and person-to-person contact.
    - Do not utilize fish display boards that attract crowds of viewers.
    - Eliminate in-person awards ceremonies and arrange individual prize pick-up for a later date under controlled conditions.

[Phased Restart: Full list of sectors](#)

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### **5.1 Retail Operations**

- Non-essential retail operations are limited to 50% (fifty percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must POST their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at [accd.vermont.gov](https://accd.vermont.gov).
- Retail operations do not need to maintain customer contact tracing logs per Addendum 8. Retail is not considered a public accommodation that hosts organized non-essential activities.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, retailers should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Yard sales and garage sales may occur at private residences.
- Organized outdoor markets, such as flea markets, shall adhere to the [farmers market guidance issued by the Agency of Agriculture, Food and Markets \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets\)](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets).
- Pick-your-own agricultural producers, including berry farms and orchards, shall adhere to retail guidance, and follow the best practices identified in the Agency of Agriculture's [Pick-Your-Own Restart Plan \(https://agriculture.vermont.gov/document/pick-your-own-restart-plan\)](https://agriculture.vermont.gov/document/pick-your-own-restart-plan). (Find [additional information and FAQs \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-pick-your-own-restart-plan\)](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-pick-your-own-restart-plan) about the Pick-Your-Own Restart Plan.)

[Phased Restart: Full list of sectors](#)

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### **5.2 Drive-In Operations**

Drive-in operations including, but not limited to, movie theaters, fireworks displays, parades, restaurants, religious services, graduation ceremonies, and other gatherings may occur subject to the mandatory health and safety guidance above and:

- Vehicles must be spaced a minimum of 6 (six) feet apart.
- People should stay in or near their vehicles to prevent interaction with other parties at drive-in operations.
- Cashless/touch-less transactions are strongly preferred.
- Restrooms on site must be cleaned and sanitized regularly.
- Any concessions on site must be done via takeout or delivery or pursuant to any future food service guidance.

[Phased Restart: Full list of sectors](#)

### **6.1 Lodging, Campgrounds and Other Accommodations**

- Multi-room lodging operations may book 100 percent of rooms.
- Lodging operations and short-term rentals, campgrounds and marinas may accept overnight reservations from:
  - Vermont residents.
  - Travelers may complete either: (i) complete a 14-day quarantine; or (ii) complete a 7-day quarantine followed by a negative test – in their home state and enter Vermont without further quarantine restrictions if they come to Vermont in a private vehicle (including private air travel) directly from their home.
  - Travelers may complete either: (i) a 14 day quarantine; or (ii) a 7-day quarantine followed by a negative test – in a Vermont lodging establishment regardless of destination origin or manner of travel (travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site).
  - If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.
- Operators shall require a signed document or digital check box at time of reservation and check-in from the guest(s) attesting they meet the quarantine requirement, have traveled from a county with similar active COVID-19 caseload per the Vermont Agency of Commerce and Community Development (ACCD), are an essential/authorized worker. The Agency of Commerce has provided a [Certificate of Compliance form \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments) at accd.vermont.gov that meets this criteria. However, operators may utilize an alternate method including those completed via electronic means such as email, or digital check box using this specific language:
  - I certify that I have reviewed the [State of Vermont out-of-state traveler guidelines \(https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations\)](https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations) and [travel map \(https://accd.vermont.gov/covid-19/restart/cross-state-travel\)](https://accd.vermont.gov/covid-19/restart/cross-state-travel) and comply with current health and safety requirements for traveling to, from, and within the State of Vermont. I further certify that I understand all travelers should stay home if ill (with any symptoms); maintain physical distance of at least 6' from anyone outside their household; wear a cloth mask when in public spaces; and wash or sanitize hands often.*
- Operators shall recommend that out-of-state guests register with [Sara Alert \(https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d\)](https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d) to get daily reminders via text, email or phone from the Vermont Department of Health
- Any guests that exhibit signs of illness or COVID-19 symptoms upon arrival may not be allowed to check in. If symptoms begin during their stay they must be asked to leave and return home if possible. If departure is not possible, guests must self-isolate for the remainder of their stay and the Vermont Department of Health must be contacted immediately.
- All lodging and camping operations with more than 10 (ten) employees must complete and keep on file a reopening and training plan. VOSHA and the Agency of Commerce have provided a template at: [https://accd.vermont.gov/covid-19/business/restart \(https://accd.vermont.gov/covid-19/business/restart\)](https://accd.vermont.gov/covid-19/business/restart)
- Lodging operations and campgrounds must alter normal operations to maximize social distancing of guests.
- Check-in/out should be done via phone or electronic means to the greatest extent possible.
- A room or accommodation must be thoroughly cleaned in accordance with CDC guidelines before another guest may use the accommodation.
- Businesses shall not host social gatherings such as weddings, parties and business meetings that accommodate guests from multiple households.
- Only one party should use an elevator at any given time.

- Amenities may only be open if they are done so in accordance with the Executive Order and the Phased Restart Work Safe Guidance. Amenities must be cleaned and sanitized between guest usage and be managed to restrict access to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors.
- Food service may only be offered in compliance with current restaurant guidance. Indoor dining is restricted to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Restaurants, bars and clubs must suspend table service after 10pm.
- Direct contact services (such as check-in, bell, valet, housekeeping, etc.) must be limited to the greatest extent possible. Cashless / touchless transactions are strongly preferred.
- Operators must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

[Phased Restart: Full list of sectors](#)

### **7.1 Restaurants, Catering, Food Service, Bars and Clubs**

- **Signs** must be prominently posted at all entrances stating that no-one with a fever, respiratory illness, or symptoms of COVID-19 (see VDH guidance for the current symptom list) is allowed on premise.
- **Occupancy & Seating**
  - Restaurants, catering, food service, bars and clubs may allow 50 percent of fire safety occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors or their maximum licensed seating capacity, whichever is **less**.
  - **Seating** must be available for all patrons and seating must allow for physical distancing of at least 6 feet between seated parties. No standing or mingling is allowed. Customers must be seated while consuming food or beverages.
  - **Restaurants, bars and clubs may seat multiple households at the same table, but no more than six people can be seated at the same table.**
  - Bar seating may only be open if a physical barrier, such as a piece of plexiglass, separates the patrons from bartenders and the drink preparation area. Patrons of different households must be at least six feet apart.
  - A counter area, such as a lunch counter or diner counter, may be open if there is at least six feet between customers and six feet between the customer and any waitstaff and no food or beverage production or storage occurs at the counter.
  - **Reservations or call ahead seating is preferred.** Reservations should be staggered to prevent congregating in waiting areas. Waiting areas must accommodate physical distancing.
- All in-person service at restaurants, bars and clubs must stop table service at 10pm. Take out or curbside service is allowed after 10 pm.
- Restaurants, bars and clubs must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party. All customers opting to dine-in must be logged. Take out customers who do not dine in the establishment do not need to be logged.
- Consider using rolled silverware and eliminating table presets. Disposable/single use condiment packets are encouraged. Multi-use condiments and all other items for general use must be cleaned and sanitized between customers.
- Use of **shared food service** (buffet style) and self-serve utensils, plates or napkins, are **prohibited**. However, a staffed banquet style buffet may occur if serving lines can accommodate physical distancing.
- **Customers are required to wear face coverings when not eating.**
- **Restrooms** should be monitored and routinely cleaned and soap dispensers regularly filled.
- **Disinfect all front-of-house surfaces** including door handles, screens, phones, pens, keyboards; as well as tables, chairs and other areas of high hand contact frequently.
- Licensed caterers and licensed manufacturers may follow this guidance for either outdoor or indoor Catering Event Permits and Special Event Permits in compliance with all Department of Liquor and Lottery permitting and license requirements. However, effective at 10 p.m., November 14, 2020, these businesses shall not serve public or private social, recreational and entertainment gatherings until further notice.
- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organiz**MENU**ish to host such activities, performers must be separated from the

audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[↩ Phased Restart: Full list of sectors](#)

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## **7.2 Hair Salons and Barber Shops**

Hair salons & barber shops may reopen subject to the mandatory health and safety requirements listed above, and:

- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater.
- Additionally, operators should separate customers in chairs, to achieve physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-in appointments or at home visits (house calls) are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↩ Phased Restart: Full list of sectors](#)

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## **7.4 Religious Facilities and Places of Worship**

- Religious facilities and places of worship may resume operations subject to the mandatory health and safety guidance above, and:
  - Outdoor, drive-in, and remote services remain the preferred method of operation.
  - Operations are limited to 50 percent of fire safety occupancy or 1 person per 100 square feet, whichever ensures physical distancing.
  - Physical distancing between household/family units must be observed.
  - Facial coverings are required.
  - Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.
  - Events and organized activities beyond worship, including dining, social gatherings and entertainment adjacent to religious worship and ceremonies, must follow the relevant guidance included in the Work Safe Guidance.
  - Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↩ Phased Restart: Full list of sectors](#)

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## **8.1 Close Contact Business (Gyms, Fitness Centers, Spas, Nail Salons, etc.)**

Fitness centers (gyms) and similar exercise facilities, massage therapists, nail salons, spas, tattoo parlors, businesses that require home visits, such as cleaning services and similar operations, and businesses that require limited close personal contact may resume in-person operations subject to the mandatory health and safety requirements listed above, and:

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- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet, with a maximum of no more than 75 indoors and 150 outdoors.
- Operators shall separate customers to maintain physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-in appointments are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- Locker rooms, waiting areas, and other common areas shall be restricted to occupancy limits noted above.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Structured fitness activities/personal instructional services/lessons (such as art, music, personal training, academic) may occur within the maximum occupancy limits mentioned above at a commercial location or residence. This includes group lessons and classes as long as physical distancing can be strictly adhered to and interaction between households is eliminated.
- Fitness centers, gyms, studios and similar facilities should encourage individuals to wear cloth face coverings over the nose and mouth even when participating in strenuous physical activity.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[↻ Phased Restart: Full list of sectors](#)

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## **8.2 Overnight Summer Camps and Limited Residential Summer College Programming**

Guidance for overnight summer camps and limited residential summer college programming for Summer 2021 is currently under development. Any camps and limited residential programs must operate in accordance with [Health Guidance for Childcare Programs, Summer Programs and Afterschool Programs](https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs) (<https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs>) in the interim.

[↻ Phased Restart: Full list of sectors](#)

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## **8.3 Indoor Arts, Culture and Entertainment** (Effective 6/1)

- Libraries, galleries, museums, theaters and other indoor arts, culture and entertainment organizations may allow 50 percent of fire occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Posting templates are available at [accd.vermont.gov](http://accd.vermont.gov).
- Effective at 10 p.m., November 14, 2020, these businesses and organizations shall not serve public or private social, recreational or entertainment gatherings until further notice. A household may still patronize the business, but not for special events or events that encourage socializing between households.
- Businesses and organizations must reduce interactions between guests – such as establishing directional flow in a gallery.
- Concert venues, theaters, and those putting on shows shall ensure all guests are seated and physically distanced by household.
- No dancing is allowed.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, organizations should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Organizations should close or remove high touch entertainment features, including arcades and playgrounds.
- Businesses and organizations must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.



- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[Phased Restart: Full list of sectors](#)

### **9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments**

**PHASE ONE:** Effective **Saturday, December 26, 2020**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume **team-based activities** strictly limited to no more than 25 participants and:

- Individual skill-building exercises;
- Strength and conditioning sessions; and,
- No-contact drills.

**PHASE TWO:** Effective **Monday, January 18, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume full **team-based practices** including the following activities:

- Drills involving incidental contact; and
- Team-based scrimmages.

**PHASE THREE:** Effective **Friday, February 12, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume the following activities:

- Games, meets and competitions, subject to the restrictions noted below.

Please read the entire recreational [sports and organized sports guidance \(https://accd.vermont.gov/content/sports-and-organized-sports-guidance\)](https://accd.vermont.gov/content/sports-and-organized-sports-guidance).

Additional direction on school-sponsored winter sports programs, applicable to both public and independent schools, has been published by the Agency of Education at: <https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year> (<https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year>).

In accordance with Addendum 8, all other indoor and outdoor organized **adult sports\*** remain suspended until further notice, including Vermont-based teams participating in interstate play.

*\*Professionally facilitated lessons and classes that provide individualized instruction to adults are not considered "organized sports" and may occur in accordance with [Section 8.1 \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business\)](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business) of the Work Safe Memo.*

[Phased Restart: Full list of sectors](#)

### **10.1 Occupancy Limits for Event Venues (Weddings, Funerals, Parties, Concerts, Large Sporting Events)**

All event venues; arts, culture, and entertainment venues; restaurants; bars; and clubs serving the public shall suspend public or private social, recreational and entertainment gatherings, indoor and outdoor, including large social gatherings incidental to ceremonies, holiday gatherings, parties and celebrations, unless all participants are from the same household.

Venues may continue to host religious ceremonies, wedding ceremonies, funerals and other essential gatherings - but should not host the incidental receptions and parties that are often affiliated with these gatherings.

Venues shall suspend all events that encourage households to socialize, such as parties. However, they may continue to host retail events (such as craft fairs and ski swaps). Entertainment events at venues must comply with section 8.3 (Indoor Arts, Culture and Entertainment).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

When hosting allowable ceremonies or retail events, an organization may accommodate:

- 50 percent of approved fire safety occupancy to the set maximum below **MENU**

- **One customer/person per 100 square feet of customer facing space** to the set maximum below if no fire safety occupancy is established.
- Operations may not exceed **75 total people for inside operations** or events regardless of their fire safety occupancy or square footage calculation; AND
- Operations may not exceed **150 people for outside operations** or events regardless of their fire safety occupancy or square footage calculation.
- Staff and vendors are not counted in the maximum number.
- Food service operations at events must comply with the Restaurant, Catering, Food Service, Bars and Clubs guidance.
- Event organizers must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department. This must include at least the name and phone number of every attendee, including staff.
- **\*\*Outdoor service, events, and gatherings are strongly preferred.\*\***
- **Special guidance for large outdoor venues (race tracks, baseball and football stadiums, fairgrounds, outdoor concert venues)**
  - Large outdoor event venues that can usually accommodate more than 1,000 people may be able to exceed the 150 maximum limit by creating multiple distinct event locations that meet the event criteria.
  - These distinct event locations within the same event must be separated by a physical barrier (fencing, rope, etc.) and at least 25 feet.
  - Signage must be prominently posted prohibiting groups interacting with other groups.
  - These venues must ensure that the 150 people in each distinct event location do not interact with one-another by providing separate:
    - Parking areas
    - Concessions and vendors
    - Bathrooms
    - Entrances and exits
  - All events must be pre-ticketed, no walk-up customers are allowed.
  - Event venues must maintain guest lists by grouping and information about what vendors had contact with each grouping for 30 days to assist in contact tracing.
- **Special guidance for large indoor businesses (over 17,100 square feet)**
  - Indoor businesses / spaces that exceed 17,100 feet, have 10' ceilings or more, have no full walls interrupting the space, and have physical distancing plans in effect to prevent people from being within 6' of each other, may have up to 150 people in the same space under the following conditions:
    - Capacity must remain below 50 percent fire occupancy.
    - The business / organization must break the group of 150 into separate units not to exceed 75.
    - The business must have a plan in place to ensure that no mixing between groupings occurs. For example, a bowling alley that measured 17,500 square feet could rope off half the lanes and have two separate groupings of 75 on each half of the lanes. Low-duration and low-contact interactions between groups (such as walking to a bathroom) is permitted if strict 6-foot physical distancing can be maintained.
    - The business must put systems in place to separate the groups, including clear signage and physical barriers such as ropes, prohibiting contact with people in other groupings.
    - Businesses must collect a name and phone number for all guests that includes the date and time the guest was in the space and maintain the logs for 30 days in the event of contact tracing.
  - An event venue (indoors or outdoors) may host multiple maximum groupings through the day if the groups do not interact with one another. For example – a craft fair could schedule multiple different groups of 150 (if outdoors) or 75 (if indoors) throughout the day to come to a show as long as they staggered the arrivals, ensured all members of a group departed before the second group entered, and followed event guidance. Vendors would not count as part of the group of 75/150.

[↩ Phased Restart: Full list of sectors](#)

### **11.1 College and University Campus Learning**

Colleges and universities may provide in-person campus learning in accordance with the [Mandatory Guidance for College and University Campus Learning](https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning) (<https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning>), published on the ACCD Restart webpage.

[Phased Restart: Full list of sectors](#)

## 12.1 Ski Resorts

Ski resorts must operate under the guidance issued on November 3, 2020 available at: [accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance](https://accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance) (<https://accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance>).

[Phased Restart: Full list of sectors](#)

## 13.1 Meetings of Public Bodies

During the State of Emergency, organizations should conduct regular meetings remotely such as regular select board meetings and school board meetings whenever possible to prevent prolonged interactions between households.

When necessary, leadership from an organization may convene in a single space to conduct a meeting if social distancing between individuals wearing cloth face coverings can occur. However, the organization should promote remote public participation.

### Special Guidance for Annual Meetings (Town Meeting)

*In-person annual town meetings are strongly discouraged this year.* Unlike some municipal meetings, annual town meetings cannot be conducted remotely because they require citizen participation and voting, a constitutional right. Municipalities choosing to conduct in-person meetings or elections must conduct those meetings in a manner that complies with social distancing, building capacity limits, and cloth facial covering mandate laws issued during the State of Emergency. While municipalities are empowered to make individual decisions to fit their circumstance, mask mandates and building capacity limitations may present municipalities with difficult legal questions if voters are turned away or if the meeting puts voters in an unsafe situation. Municipal officials should consult with their legal counsel to ensure they can meet these legal requirements and comply with constitutional voter access requirements.

In accordance with H. 48 and Act 162 (2020), the Secretary of State has [issued guidance](https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/) (<https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/>) to help organizations conduct traditional in-person annual meetings using Australian ballot and /or voting by mail instead. The State of Vermont has permitted and made funding available to municipalities to conduct annual meetings using Australian balloting and to mail ballots to all active registered voters, if the legislative body chooses to do so.

**Municipalities are strongly encouraged to take advantage of this option and not conduct their annual meetings in-person (“from the floor”) this year.**

Municipalities are also permitted to postpone in-person meetings until later in the year when the State of Emergency may expire or pandemic restrictions change or meetings may be held outside. This ability to delay also allows municipalities the time to put the pieces in place to conduct their meetings using the Australian ballot system.

Should a municipality decide to hold an in-person annual meeting (“floor vote”), the following guidance must be followed:

- Cloth face coverings over the mouth and nose shall be required for all individuals and officials attending.
- Municipalities shall make spare face masks available in the event a participant fails to bring a mask.
- Building capacity shall be restricted to 50 percent fire safety occupancy or 1 person per 100 square feet, whichever ensures social distancing between households.
- All participants must be seated and socially distanced from each other or from each household by at least 6 feet.
- All officials, employees and attendees must complete a [health screening](https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf) (<https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf>), before entering the public meeting space. Posting signage and asking people to conduct the screening themselves is acceptable.
- Citizens choosing to speak during a town meeting should be directed to an area that affords at least 6 feet of social distancing between the speaker and other individuals. Whenever possible, individuals should leave their masks on when speaking.
- Municipalities shall maintain an easily accessible, legible log of all employees, officials, and attendees and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH.
- Only warned articles shall be voted on at such meetings. Discussion of other business should be deferred to another time and venue when pandemic restrictions are not in place.

- No ancillary services shall be available, including but not limited to potluck meals, bake sales, scout sales, and staffed informational “tabling” operations before, during or after a meeting occurs.
- Municipalities must distribute information to potential meeting attendees about the guidelines, including capacity reductions, cloth face covering requirements, and multi-household socialization restrictions before the event.

Municipalities that depend on access to schools shall consult the Agency of Education’s guidance on using school property for meetings.

[Phased Restart: Full list of sectors](#)

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*If your business or circumstance does not meet these criteria, additional guidance will be forthcoming.*

For additional information visit <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart>)

 Select Language 



Visit ThinkVermont.com for more  
inspiration and information on living,  
working and doing business in Vermont.

ATTACHMENT B  
[BASE MEMORIAL PAVILION PHOTOS]



ATTACHMENT C  
[INTERIOR SIGNAGE EXAMPLE PHOTO]









ATTACHMENT D  
[TANDEM AXLE DUMP TRUCK PHOTOS]



ATTACHMENT E  
[DISTRICT BID RESULTS]

|                         | Rockingham  |                     | Springfield |                     | Weathersfield |                     | Cavendish   |                    | Ludlow      |                     | District Total      |
|-------------------------|-------------|---------------------|-------------|---------------------|---------------|---------------------|-------------|--------------------|-------------|---------------------|---------------------|
|                         | MSW*        | C&D                 | MSW         | C&D                 | MSW           | C&D                 | MSW         | C&D                | MSW         | C&D                 |                     |
| Hauls                   | 50          | 142                 | 65          | 51                  | 60            | 76                  | 26          | 60                 | 65          | 81                  | 676                 |
| Tons                    | 403         | 409                 | 676         | 205                 | 632           | 249                 | 313         | 227                | 577         | 454                 | 4,145               |
| Cost per Haul           | \$205.00    | \$205.00            | \$190.00    | \$190.00            | \$210.00      | \$210.00            | \$232.00    | \$232.00           | \$235.00    | \$235.00            | \$235.00            |
| Cost per Ton            | \$111.00    | \$111.00            | \$111.00    | \$111.00            | \$111.00      | \$111.00            | \$111.00    | \$111.00           | \$111.00    | \$111.00            | \$111.00            |
| Total per Town per Type | \$60,411.00 | \$74,509.00         | \$87,386.00 | \$32,445.00         | \$82,752.00   | \$43,599.00         | \$40,775.00 | \$39,117.00        | \$79,322.00 | \$69,429.00         |                     |
| <b>Total per Town</b>   |             | <b>\$134,920.00</b> |             | <b>\$119,831.00</b> |               | <b>\$126,351.00</b> |             | <b>\$79,892.00</b> |             | <b>\$148,751.00</b> | <b>\$609,745.00</b> |
| Cost per Haul           | \$185.12    | \$185.12            | \$221.00    | \$221.00            | \$221.00      | \$221.00            | \$210.75    | \$210.75           | \$205.50    | \$205.50            |                     |
| Cost per Ton            | \$110.32    | \$110.32            | \$110.32    | \$110.32            | \$110.32      | \$110.32            | \$110.32    | \$110.32           | \$110.32    | \$110.32            | \$110.32            |
| Total per Town per Type | \$60,060.00 | \$71,407.92         | \$88,941.32 | \$33,886.60         | \$82,982.24   | \$44,265.68         | \$40,009.66 | \$37,687.64        | \$77,012.14 | \$66,730.78         |                     |
| <b>Total per Town</b>   |             | <b>\$131,467.92</b> |             | <b>\$122,827.92</b> |               | <b>\$127,247.92</b> |             | <b>\$77,697.30</b> |             | <b>\$143,742.92</b> | <b>\$602,983.98</b> |

Note:

YR 1

YR 2

YR 3

ALVA Waste annual escalator: 2.25%  
 Casella Waste annual escalator 2.5%

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 #####

ATTACHMENT F  
[CASELLA PROPOSAL]



ESTABLISHED 1975

## Southern Windsor/ Windham Solid Waste District

RFP: Municipal Solid Waste and C&D  
Transportation and Disposal

March 25, 2021





ESTABLISHED 1975

March 25, 2021

Thomas Kennedy, District Manager  
Southern Windsor/Windham Counties Solid Waste Management District  
P. O. Box 320  
Ascutney, VT 05030

**RE: RFP- Southern Windsor/ Windham Solid Waste District**

Dear Tom,

Casella Waste Systems, Inc. ("Casella") is pleased to provide the Southern Windsor and Windham Solid Waste District ("District") with this proposal for transportation and disposal of solid waste and construction and demolition debris. As the leading resource management company in the Northeast, we have over four decades of experience in transportation, disposal and recycling processing services.

Specific to the District's needs, Casella has been providing services to the five transfer stations for the past 14 years with our locally based assets and industry experiences. The District's point of contacts will remain in place with Jim Toher, White River Junction Market Area Manager and Randy Dapron our Rutland VT Market Area Manager. Combined, Jim and Randy have over 75 years of experience in the solid waste industry. As such, we believe Casella is the most qualified partner to meet the District's needs.

We are committed to working collaboratively with the District both environmentally and economically. Paramount to success is our strength as an organization, which begins with selecting the best individuals to be a part of our team. We are committed to building a diverse workforce that is passionate about serving our customers, adhering to the highest ethical standards, complying with all state and federal regulations, all the while improving our communities and environment.


Our proposal provides the District transportation and disposal services effective the week of July 1, 2021. We feel that this proposal reflects our strong desire to continue our esteemed partnership with the District. We have outlined our qualifications and scope of work in the following pages and look forward to discussing the opportunity in greater details and would like to call a few to your attention.

- Casella's proposal is based on the award of both MSW and C&D services, we are able to provide disposal support to other local haulers if needed.

- 
- Casella intends on utilizing some of our local owned and operated transfer stations for consolidation of waste with transportation and final disposal at Casella's owned and operated landfill in Coventry.

If at any time you have any questions, please feel free to reach directly to Jim Toher at (802) 236-3229, or Randy Dapron at (802) 236-3121.

Sincerely,



**Michael Stehman**  
**Western Region Vice President**  
**Casella Waste Systems, Inc.**

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## Who We Are

Casella is the Northeast's most experienced resource management company, with headquarters in Rutland, Vermont. Founded in 1975 with a single truck, Casella has grown its operations to over 100 owned and operated facilities across six Northeastern states, providing services to residential, commercial, municipal, industrial, and institutional customers. We service nearly 200,000 customers in our Northeast operating footprint, provide curbside collection service to over 485,000 households, and provide professional resource management services to over 10,000 customer locations across 42 states. We are the largest recycler in the Northeast, recovering nearly 800,000 tons of recyclables and 450,000 tons of organic residuals each year. Today, Casella is the preferred service provider and maintains contracts with over 400 municipalities and 80 Wastewater Treatment Plants across the Northeast.

## What We Do

We apply expertise and best practice, and innovations gained through experience with hundreds of communities throughout the Northeast to recommend opportunities for improved efficiency, waste reduction, and cost savings.

Heard in before, Here's how we're different:



**True Sustainability:** We develop resource solutions that are sustainable in every sense of the word. They are practical and safe for your operations, cost-effective for your budget, and good for the environment.



**Experience:** We've been in this business for over three decades. We've seen fad technologies come and go, and we know what works and what lasts. We can help find the solutions that work for your community.



**Full-Service Solutions:** We provide one point of contact for all your resource management needs, backed up by a team of experts and partners to support your organization's needs. We recycle traditional recyclables, organics, and hard-to-recycle materials. We provide collection, processing, recycling, energy recovery, disposal, and a range of education, technical assistance, reporting, and engagement programs.

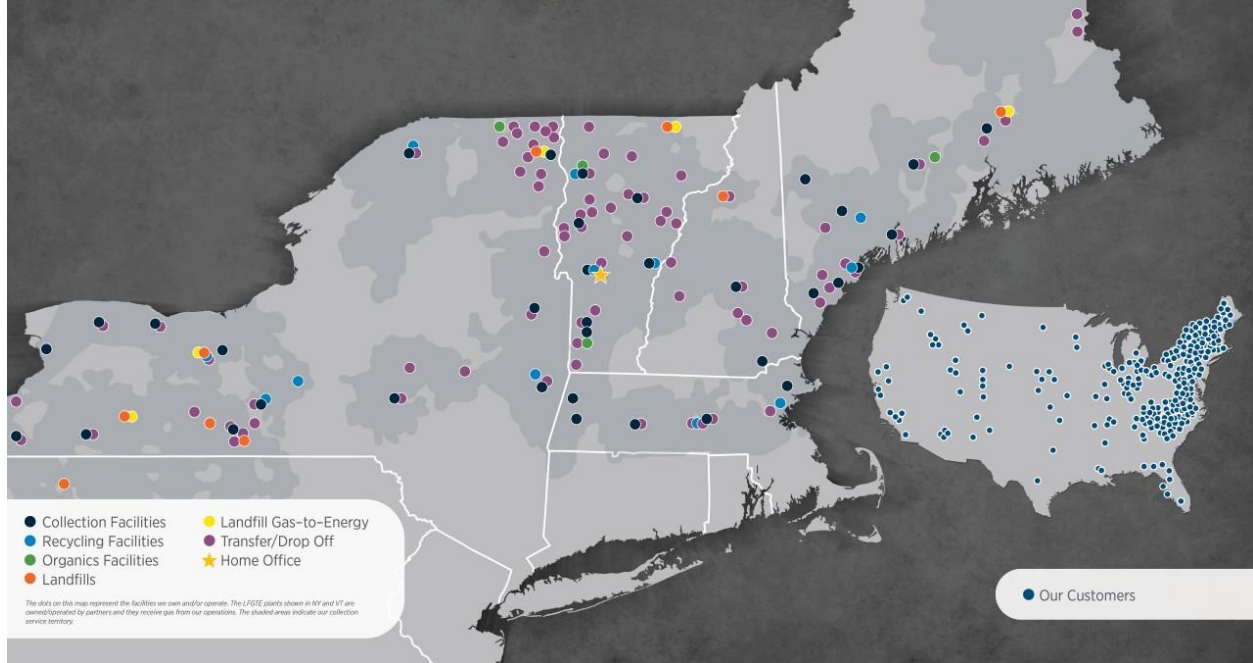


**Innovation:** We love a challenge. Show us your hard-to-recycle byproducts and give us the chance to leverage our expertise and networks to put those resources to productive use.

***Casella has built a network of facilities to meet our customers' needs throughout the Northeast.***

# OUR OPERATIONS

## Overview of Casella's Footprint



## Partnering for Success

We view Municipal work as a partnership. Our over-arching goal is to provide the highest level of service and satisfaction to our municipal partners. We see no merit where one partner wins and one partner loses. Everything we do is in the best interest of both parties.

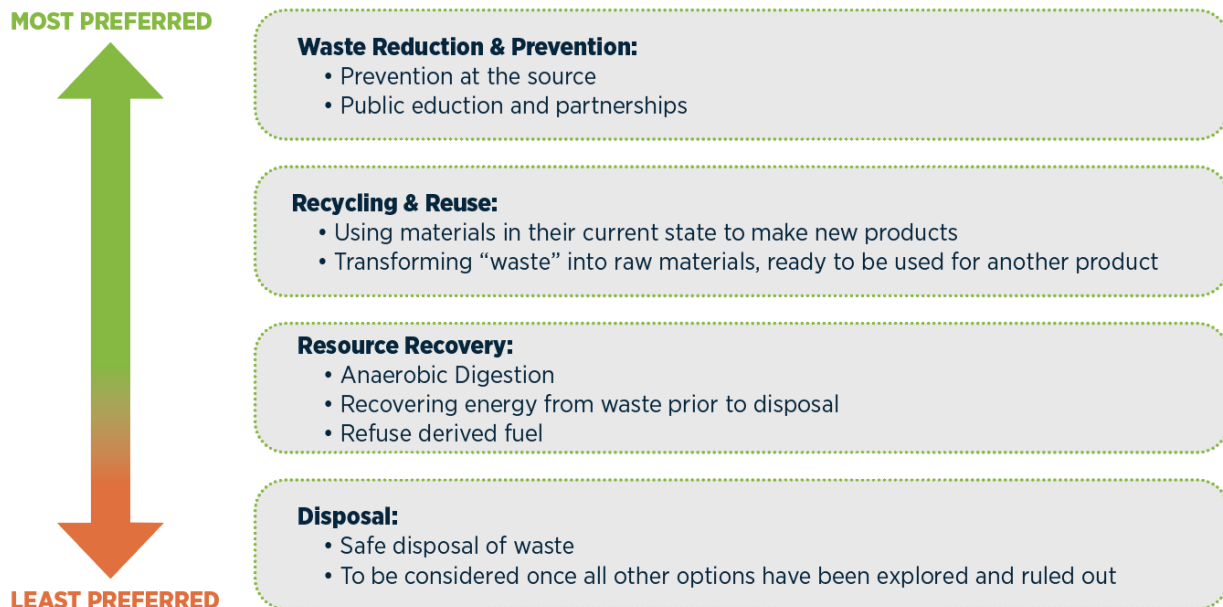
Public-Private partnership can have extensive benefits to host communities and Casella has effectively partnered with many municipalities to provide curbside collection, operate landfills, transfer stations, recycling facilities, and land application programs throughout the Northeast. Some of the major benefits Casella would like to extend to the District, include:

- Reliable and local service
- State-of-the-art equipment
- Company resources and experience
- Keep your community clean, safe, and attractive, improving its reputation and image.
- Increased recycling and diversion rates.
- In-house marketing and Community Engagement team.
- Experienced permitting and compliance team.

## How We Do It

**Commitment to Service-** Casella believes in the public-private partnership model. A basic tenet of that model includes both entities sharing all benefits available from the partnership and both partners are involved in a state-of-affairs that provides a win for each. We are committed to providing consistent, professional, and timely services and being environmental stewards for your community.

### The Concept of Integrated Solid Waste Management- How Casella Applies This:



## Waste Reduction & Prevention

We live in a closed-loop environment. Everything is connected. An innovative approach to managing today’s waste includes the realization that renewing the life cycle of the products our communities consume is a critical step in reducing waste. The concept of managing solid waste means giving trash new purpose and new life. It’s about turning waste into a resource.

Casella believes that improving the lives of our customers and those in the communities we serve encompasses the three pillars of sustainability:

1. **Economic Development**
2. **Environmental Leadership**
3. **Social Responsibility**



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## Operations and Management Plan

### Transportation & Management Plan

The District's five transfer stations will receive transportation services from our local hauling division located at 1544 East Woodstock Rd, White River Junction, VT, where our administrative offices and fleet vehicles are dispatched. Casella is fully equipped to provide and maintain equipment to service the District in addition to being fully qualified and licensed in accordance with all Federal, State, and local laws. Our trucks are routinely serviced and inspected. We have ample backup equipment in our existing fleet located at our local WRJ division.

### Disposal- Solid Waste and C Construction & Demolition Waste

All solid waste collected locally will be delivered to Casella's owned and operated transfer stations in either Newport, NH or Rutland, VT to be consolidated and transported to our landfill located in Coventry, VT as our primary final disposal site. Casella has a network of disposal facilities in the Northeast to redirect volume should there ever be a need.

### Equipment & Containers

Casella will utilize roll-off trucks to service the needs of this Contract. We have a sufficient inventory of trucks, containers, carts and bins to service the differing needs of the variety of customers we service from our local divisions.



Casella will supply containers and equipment needed per each Town's specific needs:

**Ludlow**- Casella will provide a swap box to swap with the Town owned box.

**Cavendish**- Casella will provide a swap box to swap with the Town owned box along with two (2) roll-off containers.

**Rockingham**- Casella will provide three (3) roll-off containers.

**Springfield**- Casella will provide compactor, two (2) compactor boxes and two (2) roll-off containers.

**Weathersfield**- Casella will provide a swap compactor box to swap with the Town owned compactor box along with two (2) roll-off containers.

### Operations & Customer Service

The District's main point of contacts will remain to be Jim Toher, White River Junction Market Area Manager and Randy Dapron our Rutland VT Market Area Manager. Our operations will continue to be led by Benny Fluette. District and Town officials will have direct access to our local Management and Operations team, all of whom are very familiar with the intricacies and specific needs at each of the Transfer Stations.

**Jim Toher**- WRJ Market Area Manager (802) 236-3229

**Randy Dapron**- Rutland Market Area Manager (802) 236-3121

**Benny Fluette**- Operations (603) 543-7171

**Paul Schiffer**- Compactor Specialist (802) 738-8689

The District Transfer Stations will continue to have 24/7 service and support by calling 1-800-CASELLA.

## Qualifications

### Compliance & Safety

Casella operates under strict compliance with all local, state, and federal regulations and laws, including E.P.A., OSHA, and D.O.T. regulations. All Town ordinances will be clearly communicated and adhered to within our organization. All necessary permits, licenses, certificates, and inspections would be provided.

The safety of our employees and environmental compliance at our sites are two top priorities for Casella. Company-wide we have over twenty (20) dedicated safety and environmental personnel to assist in training operations management and staff. Safety and Environmental training provided to staff on a regular schedule and as needed. Training is conducted by Site by Operations Management or Safety and Environmental Staff. Casella provides weekly and monthly safety meetings covering specific seasonal and market conditions. See *Exhibit 1* – for a copy of our monthly safety meeting agenda as well as our Preventative Maintenance schedule on our trucks.

### Reporting & Invoicing

Casella recognizes the importance of providing the District with monthly and annual reports for quantities of Municipal Solid Waste and C&D materials. We have the ability to customize reports based on needs of each Town or the District. Monthly invoices for service, will be sent directly to the Town’s within the District.

### Insurance and Bonding Capabilities

Casella has the ability meet the bonding and insurance requirements set forth in this RFP. Please see the attached certificate from our insurance agency, the Noyle W. Johnson Group. Casella can provide additional information needed upon further request.

### Marketing

Through our in-house marketing and design staff, we have the ability and willingness to support the District in designing specialized outreach and educational material tailored towards specific needs, see example of list of acceptable recyclables.



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## Operational Experience

Casella has had the opportunity to work with many municipalities, commercial businesses and institutions in the State of Vermont and we are very pleased to continue what we believe is a strong partnership with the Southern Windsor/Windham Solid Waste District Officials and communities.. We believe the best testament of our experience is from our customers. We encourage the District to contact any of the below contacts as reference to our capabilities, our dedication to our customer partnerships and our experience.

### Addison County, Vermont

**Name:** Terry Kuczynski

**Title:** Addison County Solid Waste District Manager

**Phone:** (802) 388-2333

**Address:** 1223 US-7, Middlebury, VT 05753

### Rutland County, Vermont

**Name:** Mark Shea

**Title:** District Manager

**Phone:** (802) 775-7209

**Address:** 2 Greens Hill Lane, Rutland, VT 05701

### Town of Bennington, Vermont

**Name:** Stuart Hurd

**Title:** Town Manager

**Phone:** (802) 442-1037

**Address:** 205 South Street, P.O. Box 469, Bennington, VT 05201

## Financial Conditions and Resources

### Financials

Casella Waste Systems, Inc. has a strong record of financial success and sound business practices. As a publicly traded company [NASDAQ: CWST], Casella is required to submit publicly audited financial reports and meet the strict internal reporting requirements. The financial assets of Casella. have supported the financing of multi-million-dollar waste and recycling infrastructure projects.

The financial needs for Casella to soundly provide the Southern Windsor/Windham Solid Waste District with disposal services for MSW and C&D.

Casella's financial statements can be found and downloaded at

<https://ir.casella.com/financialinformation>

Casella's annual report can be found and download at

<https://ir.casella.com/static-files/e5136baa-8223-418a-95f9-f350929a8efe>



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## Sustainability

Casella is a proud provider of environmental sustainability services. Our biennial Sustainability Report describes our work with our customers to create value from their waste streams, to improve the sustainability of our own operations, to reduce greenhouse gas emissions, and to build strong people and relationships to fundamentally change the way society views waste. produces and publishes a Sustainability Report, accessible at [www.casella.com/about-us/casella-sustainability](http://www.casella.com/about-us/casella-sustainability)

## Management

*Contact information of the owner, all principles and partners, and stockholders holding greater than ten percent of the company's authorized and issued stock:*

| NAME                | TITLE                   | ADDRESS   |
|---------------------|-------------------------|---|
| Casella, John W.    | President               | 25 Greens Hill Lane, Rutland, VT 05701                    |
| Casella, Douglas R. | Vice President          | 25 Greens Hill Lane, Rutland, VT 05701                    |
| Coletta, Edmond     | VP & Treasurer          | 25 Greens Hill Lane, Rutland, VT 05701                    |
| Johnson, Edwin      | Vice President          | 25 Greens Hill Lane, Rutland, VT 05701                    |
| Casella, John W.    | Clerk                   | 25 Greens Hill Lane, Rutland, VT 05701                    |
| Stehman, Michael    | Regional Vice President | 58 Clifton County Road, Suite 200, Clifton Park, NY 12065 |

**PROPOSER'S VERIFICATION**

The person signing the Proposal certifies that s/he has fully informed her/himself regarding the accuracy of the statements contained in this certification and, under penalties of perjury, affirms the truth thereof, such penalties being applicable to the Proposer as well as to the person signing on its behalf.

I understand that this information is submitted as part of a Request for Proposals issued by the District, and may be relied upon by the District in awarding a Contract for solid waste disposal services pursuant to this RFP. As such, any knowingly or willfully false statement will provide grounds for disqualification of the Proposal.

Dated: March 24, 2021

Proposer's  
Business  
Name: Casella Waste Management Inc.

Signed by: Michael Stehman

Title: Western Region Vice President

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of Casella Waste Management, Inc., it was voted that John W. Casella, Vice President and Secretary, and/or Michael Stehman, Vice President are each authorized to execute any and all bid and contract documents for the Southern Windsor/Windham Counties Solid Waste Management District's Request for Proposals for Transportation of Municipal Solid Waste and Construction and Demolition Waste From Its Five Municipal Transfer Stations. In the name of and on behalf of Casella Waste Management, Inc., all such documents shall be valid and binding upon this company.

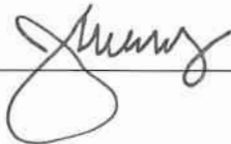
A True Copy Attested,

Company Name: Casella Waste Management, Inc.  
Address: 25 Greens Hill Lane, Rutland, VT 05701  
Name & Title of Signatory: John W. Casella, Vice President and Secretary

Date: March 22, 2021

I hereby certify that I am the Secretary of Casella Waste Management, Inc. and that the above vote has not been amended or rescinded and remains in full force and effect as of the date written above.

Signature: \_\_\_\_\_



## FORM A

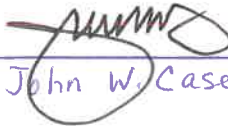
### Statement of Non-Collusion

*District Solid Waste Disposal RFP*

By submission of this Proposal, the Proposer certifies that:

- a. This Proposal has been independently arrived at without collusion with any other Proposer or with any competitor or potential competitor.
- b. This Proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of Proposals to any other bidder, competitor, or potential competitor.
- c. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a Proposal.
- d. The attached hereto (if a corporation Proposer) is a certified copy of resolution authorizing the execution of this certificate by the signature of this Proposal on behalf of the corporate bidder.

Resolved that Michael Stehman (name of individual) be authorized to sign and submit the Proposal of Southern Windsor/Windham Counties for Solid Waste Disposal and to certify *as to* non-collusion as the act and deed ... *contained in* such certificates *that this* corporate proposer shall be liable ... *being duly sworn, deposes and swears* under the penalties of perjury.

  
\_\_\_\_\_  
John W. Casella

**FORM B**

**Disposal Site and/or Transfer Station Information**

*Southern Windsor/Windham Counties Solid Waste District  
Solid Waste Disposal RFP*

NOTE: THIS FORM MUST BE COMPLETED FOR EACH DISPOSAL SITE PROPOSED FOR FINAL DEPOSITION OF WASTE.

The following is information on the undersigned Proposer's Solid Waste Disposal Site:

I. GENERAL

A. Disposal Site Location

Name: New England Waste Services of Vermont, Inc.

Address: 21 Landfill Lane, Coventry, Vermont

Phone: 802-334-3127

B. Disposal Site Mailing Address (if different than A.)

Address: same as above

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: New England Waste Services of Vermont, Inc.

b. No.: OL510

c. State: Vermont

d. Issuing Entity: VTANR

e. Date of Issue: 10/18/18

f. Date of Expiration: 6/30/28

g. Copy Enclosed? No (Yes or No)

**\*Can provide copy upon request**

B. Hours of Operation

1. What are the PERMITTED operating hours of the disposal location?

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    | 6:00      | to        | 5:00      |
| <b>Tuesday</b>   | 6:00      | to        | 5:00      |
| <b>Wednesday</b> | 6:00      | to        | 5:00      |
| <b>Thursday</b>  | 6:00      | to        | 5:00      |
| <b>Friday</b>    | 6:00      | to        | 5:00      |
| <b>Saturday</b>  | 6:30      | to        | 4:00      |
| <b>Sunday</b>    | Closed    | to        | Closed    |

2. Are there any PERMITTED closure periods stipulated?

No

---

3. What are the ACTUAL operating hours:

| <b>DAY</b>       | <b>AM</b> | <b>to</b> | <b>PM</b> |
|------------------|-----------|-----------|-----------|
| <b>Monday</b>    | 6:30      | to        | 3:00      |
| <b>Tuesday</b>   | 6:30      | to        | 3:00      |
| <b>Wednesday</b> | 6:30      | to        | 3:00      |
| <b>Thursday</b>  | 6:30      | to        | 3:00      |
| <b>Friday</b>    | 6:30      | to        | 3:00      |
| <b>Saturday</b>  | Closed    | to        | Closed    |
| <b>Sunday</b>    | Closed    | to        | Closed    |

4. What holiday or other days is the disposal site typically closed?

| <b>DAY</b>            | <b>AM</b> | <b>to</b> | <b>PM</b> |
|-----------------------|-----------|-----------|-----------|
| <b>New Year's Day</b> | Closed    | to        | Closed    |
| <b>Memorial</b>       | Closed    | to        | Closed    |
| <b>Independence</b>   | Closed    | to        | Closed    |
| <b>Labor</b>          | Closed    | to        | Closed    |
| <b>Thanksgiving</b>   | Closed    | to        | Closed    |
| <b>Christmas</b>      | Closed    | to        | Closed    |
| <b>Other</b>          | n/a       | to        | n/a       |



**FORM C**

**COST PROPOSAL**

All Proposers shall provide cost data for the base services outlined below. However, if the Proposer wishes to provide an Alternative(s) to the base service, they must provide a detailed explanation of the Alternative(s) along with pricing similar to the base service plan for comparison purposes.

**Transport**

1A. **MSW** - Cost per ton/pull to transport the District's MSW waste stream from the individual Town's Transfer Stations based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

|  |                          |
|--|--------------------------|
| Town of Cavendish Transfer Station     | <u>\$210.75</u> per pull |
| Town of Ludlow Transfer Station        | <u>\$200.50</u> per pull |
| Town of Rockingham Transfer Station    | <u>\$185.12</u> per pull |
| Town of Springfield Transfer Station   | <u>\$221.00</u> per pull |
| Town of Weathersfield Transfer Station | <u>\$221.00</u> per pull |

1B. **C&D** - Cost per ton/pull to transport the District's Construction and Demolition waste from the individual Town's transfer station based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

|  |                          |
|--|--------------------------|
| Town of Cavendish Transfer Station     | <u>\$210.75</u> per pull |
| Town of Ludlow Transfer Station        | <u>\$200.50</u> per pull |
| Town of Rockingham Transfer Station    | <u>\$185.12</u> per pull |
| Town of Springfield Transfer Station   | <u>\$221.00</u> per pull |
| Town of Weathersfield Transfer Station | <u>\$221.00</u> per pull |

Also indicate if Saturday service is provided at the above rates or if a premium will be charged for the Saturday service.



2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

**Municipal Solid Waste** \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for MSW:** \$110.32/ton for July 1, 2021 - June 30, 2024

**Cost per ton to dispose of Construction & Demolition material**

**C&D Waste** \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for C&D:** \$110.32/ton for July 1, 2021 - June 30, 2024

EXHIBIT 1

CASELLA RESOURCE SOLUTIONS  
2021 ANNUAL SAFETY TRAINING SCHEDULE

|           | Landfill / GTE  | MRF / Transfer Station   | Hauling   | Mechanics   | Industrial Solutions   | Administrative                                |
|-----------|---|--|---|---|--|---|
| January   | Fire Precautions / Fire Extinguisher<br>Truck Fire Procedures<br>Landfill Equipment Procedures<br>Landfill Fire Procedures              | Fire Precautions<br>Fire Extinguisher<br>Truck Fire Procedures<br>Safe Backing                               | Fire Precautions<br>Fire Extinguisher<br>Truck Fire Procedures<br>Safe Backing                                | Fire Precautions<br>Fire Extinguisher<br>Truck Fire Procedures<br>Safe Backing  | Fire Procedures<br>Fire Extinguisher<br>Truck Fire Procedures                            | Fire Precautions<br>Fire Extinguisher         |
| February  | Forklift / Skid-Steer Safety<br>Forklift Certification/Observation<br>Pushing Waste<br>Landfill Driver Safety                           | Forklift / Skid-Steer Safety<br>Forklift Certification/Observation<br>Trailer Securement<br>Machine Guarding | Safe Work Guidelines (by LOB)<br>Landfill Driver Safety   | Forklift / Skid-Steer Safety<br>Forklift Certification/Observation<br>Machine Guarding  | Forklift / Skid-Steer Safety<br>Forklift Certification/Observation<br>Trailer Securement |   |
| March     | Emergency Response<br>Landfill Emergency Action Plan<br>Spill Response<br>Sloping and Grading   | Emergency Response<br>Review Site Action Plan<br>Spill Response  | Emergency Response<br>Review Site Action Plan<br>Spill Response   | Emergency Response<br>Review Site Action Plan<br>Spill Response   | Emergency Response<br>Review Site Action Plan<br>Spill Response                          | Emergency Response<br>Review Site Action Plan |
| April     | Confined Space Awareness<br>Mounting and Dismounting<br>Lock-Out / Tag-Out<br>LOTO Periodic Test/Certification<br>Towing Stuck Vehicles | Mounting and Dismounting<br>Lock-Out / Tag-out<br>LOTO Periodic Test/Certification                           | Mounting and Dismounting<br>Lock-Out / Tag-Out<br>LOTO Periodic Test/Certification                            | Mounting and Dismounting<br>Lock-Out / Tag-Out Awareness<br>Procedures for Mechanics<br>LOTO Periodic Test/Certification        | Mounting and Dismounting<br>Lock-Out / Tag-Out<br>LOTO Periodic Test/Certification       |   |
| May       | Heat Stress<br>Personal Protective Equipment<br>Safe Lifting<br>Heavy Equipment and<br>Landfill Vehicle Parking                         | Heat Stress<br>Personal Protective Equipment<br>Safe Lifting   | Heat Stress<br>Personal Protective Equipment<br>Safe Lifting  | Heat Stress<br>Personal Protective Equipment<br>Safe Lifting<br>Portable Ladder Safety  | Heat Stress<br>Personal Protective Equipment<br>Safe Lifting                             | Safe Lifting                                  |
| June      | Cell Phone Policy<br>Accident & Injury Reporting<br>Dust Control  | Cell Phone Policy<br>Accident & Injury Reporting   | Cell Phone Policy<br>Accident & Injury Reporting<br>Helper Safety<br>Overhead and Downed<br>Power Line Safety | Cell Phone Policy<br>Accident & Injury Reporting<br>Welding Safety - Hot Work Permits   | Cell Phone Policy<br>Accident & Injury Reporting   | Accident & Injury Reporting                   |
| July      | Landfill Bird Control Program<br>Landfill Communications<br>Offloading Trucks at Landfills  | Safe Backing<br>Backing Observation<br>Certificate<br>Smith System - Driving                                 | Safe Backing<br>Backing Observation Certificate<br>Smith System - Driving                                     | Safe Backing<br>Backing Observation Certificate<br>Smith System - Driving   | Lead Acid Battery Safety   |   |
| August    | Stress Management<br>Workplace Violence<br>Heavy Equipment Blocking/Cribbing  | Stress Management<br>Workplace Violence<br>Tipping Floor Vehicle Dumping<br>Awareness                        | Stress Management<br>Workplace Violence<br>Tipping Floor Vehicle Dumping<br>Awareness                         | Stress Management<br>Workplace Violence<br>Tipping Floor Vehicle Dumping<br>Awareness   | Stress Management<br>Workplace Violence  | Stress Management<br>Workplace Violence       |
| September | Equipment Inspection<br>Maintenance and Cleaning of<br>Equipment  | Equipment Inspection<br>Maintenance and Cleaning of<br>Equipment<br>Baler and Grinder Safety                 | Driver Vehicle Inspection Report<br>Hours of Service (2020 update)  | Equipment Inspection<br>Maintenance and Cleaning of<br>Equipment<br>DVIR- Mechanic Procedures<br>Hours of Service (2020 Update) | Equipment Inspection<br>Baler and Grinder Safety   |   |
| October   | Cold Stress<br>Pedestrian Safety Awareness<br>Landfill Walking Safety   | Cold Stress<br>Pedestrian Safety Awareness   | Cold Stress<br>Pedestrian Safety Awareness  | Cold Stress<br>Pedestrian Safety Awareness<br>Power and Hand Tool Safety  | Cold Stress<br>Pedestrian Safety Awareness   |   |
| November  | Hazard Communication<br>Slips, Trips, and Falls<br>Hydrogen Sulfide (H2S) Safety<br>Gas Extraction / HDPE Fusing /<br>Pipe Work Safety  | Hazard Communication<br>Slips, Trips, and Falls  | Hazard Communication<br>Slips, Trips, and Falls   | Hazard Communication<br>Slips, Trips, and Falls<br>Flammable Liquids<br>Compressed Gases  | Hazard Communication<br>Slips, Trips, and Falls  | Slips, Trips, and Falls                       |
| December  | Blood Borne Pathogens<br>Wheel Berms and Stops<br>Excavation and Trenching  | Blood Borne Pathogens<br>Hearing Conservation<br>Fall Protection (if applicable)                             | Bloodborne Pathogens  | Blood Borne Pathogens<br>Hearing Conservation<br>Fall Protection<br>Crane/Hoist/Chain Safety<br>Jacks and Jack Stands           | Blood Borne Pathogens<br>Hearing Conservation  |   |

**CASELLA WASTE SYSTEMS  
2021 ANNUAL TRAINING SCHEDULE  
Safety / Compliance**

The following schedule is provided as a guideline for completion of all required annual review and updates.

|                  | Landfill / GTE  | MRF / Transfer Station  | Hauling   | Mechanics   | Industrial Solutions  | Administrative  |
|------------------|---|---|---|---|---|---|
| <b>January</b>   | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> | Respirator Clearance & Audiograms Are Due (Where Appropriate) / <b>Complete &amp; Post 300A by Feb. 1st</b> |
| <b>February</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  | <b>Post 300A by Feb. 1st/ONLINE REPORTING TO OSHA BY MARCH 2nd</b>  |
| <b>March</b>     | Crane, Hoisting & Lifting Equipment Inspections   | Hoisting & Lifting Equipment Inspections  | Hoisting & Lifting Equipment Inspections  | Hoisting & Lifting Equipment Inspections  | Crane, Hoisting & Lifting Equipment Inspections   |   |
| <b>April</b>     | Fire Detection & Suppression Systems Inspection (Contact Vendor)  | Fire Detection & Suppression Systems Inspection (Contact Vendor)  | Fire Detection & Suppression Systems Inspection (Contact Vendor)  | Fire Detection & Suppression Systems Inspection (Contact Vendor)  |   | Fire Detection & Suppression Systems Inspection (Contact Vendor)  |
| <b>May</b>       | Remove & File 300A Posting  | Remove & File 300A Posting  | Remove & File 300A Posting  | Remove & File 300A Posting  | Remove & File 300A Posting  | Remove & File 300A Posting  |
| <b>June</b>      | Process MVRs / Weighmaster Certificates   | Process MVRs / Weighmaster Certificates   | Process MVRs  | Process MVRs  | Process MVRs  | Process MVRs  |
| <b>July</b>      | Hydration on Hot Days   | Hydration on Hot Days   | Hydration on Hot Days   | Hydration on Hot Days   | Hydration on Hot Days   | Hydration on Hot Days   |
| <b>August</b>    | Back to School / / Hydration on Hot Days  | Back to School / / Hydration on Hot Days  | Back to School / / Hydration on Hot Days  | Back to School / / Hydration on Hot Days  | Back to School / / Hydration on Hot Days  | Back to School / / Hydration on Hot Days  |
| <b>September</b> | Check Tires   | Check Tires   | Check Tires   | Check Tires   | Check Tires   | Check Tires   |
| <b>October</b>   | Purchase Cold Weather PPE & Winterization Equipment   | Purchase Cold Weather PPE & Winterization Equipment   | Purchase Cold Weather PPE & Winterization Equipment   | Purchase Cold Weather PPE & Winterization Equipment   | Purchase Cold Weather PPE & Winterization Equipment   | Purchase Cold Weather PPE & Winterization Equipment   |
| <b>November</b>  | Flu Shots / Deer & Moose Avoidance  | Flu Shots / Deer & Moose Avoidance  | Flu Shots / Deer & Moose Avoidance  | Flu Shots / Deer & Moose Avoidance  | Flu Shots / Deer & Moose Avoidance  | Flu Shots / Deer & Moose Avoidance  |
| <b>December</b>  | Process MVRs  | Process MVRs  | Process MVRs  | Process MVRs  | Process MVRs  | Process MVRs  |



# Preventative Maintenance Inspection

## Perform Partial LO/TO Procedure

Technician Name \_\_\_\_\_

INDICATE "OK" OR "NC" IN STATUS COLUMN (Complete both sides) Technician Name \_\_\_\_\_

Unit #: \_\_\_\_\_ WO #: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_ Hours \_\_\_\_\_

| CAB   |        | WALK AROUND   |        | UNDERCARRIAGE  |        |
|---|--------|---|--------|--|--------|
|   | status |   | status |  | status |
| 1. Inspect seats, seat belts, & seat adjusters  |        | 21. Inspect wheel bearing reservoirs for level & leaks                              |        | 39. Lightly lubricate clutch release bearing & inspect return spring     |        |
| 2. Inspect all cab warning devices, lights, buzzers, strobes                            |        | 22. Inspect wheels, spacers, lugs, & nuts   |        | 40. Clean transmission vent or venting hose                              |        |
| 3. Inspect automatic transmission neutral interlock system                              |        | 23. Inspect cab, front bumper & hood for damage                                     |        | 41. Inspect transmission rear bearing for looseness or leaks             |        |
| 4. Clean & lube treadle valve(s) & inspect pedal pads (also check dual drive)           |        | 24. Inspect for matched tires & irregular wear                                      |        | 42. Inspect driveline for proper phase, play, or wear                    |        |
| 5. Inspect emergency brake activation (pump down)                                       |        | 25. Inspect tires for wear, cuts, bulges, & valve stem caps                         |        | 43. Inspect slip yokes, flanges, carrier bearings & u-joints             |        |
| 6. Inspect operation of low air warning devices (light and buzzer)                      |        | 26. Record tire tread depth & air pressure on chart (over)                          |        | 44. Inspect & refill diff. oils & clean vents                            |        |
| 7. Inspect air pressure build up time (85-100psi in 40 sec)                             |        | 27. Torque Wheels to OEM specs  |        | 45. Inspect rear brake components, log wear & stroke (over)              |        |
| 8. Inspect air dryer operation (listen for clean purge)                                 |        | <i>Raise the hood of the vehicle</i>  |        | 46. Remove plugs and inspect all brake chambers return/emergency springs |        |
| 9. Inspect air compressor cut out pressure (120-135psi)                                 |        | 28. Inspect & refill washer solvent   |        | 47. Drain all air tanks & note any oil discharge                         |        |
| 10. Inspect for air leak on foot brake application (listen and watch gauges)            |        | 29. Inspect/refill power steering fluid   |        | 48. Lubricate entire chassis, replace any broken zerk fittings           |        |
| 11. Inspect operation of trolley valve if equipped                                      |        | <b>FRONT CHASSIS</b><br><i>Raise the front end of the vehicle</i>                   |        | <b>BODY</b>  |        |
| 12. Inspect operation of tractor protection valve if equipped                           |        | 30. Inspect PTO shaft & u-joints, lubricate   |        | 49. Inspect & lubricate tailgate pins, hinge & locking devices           |        |
| <b>WALK AROUND</b><br><i>Turn on all lights</i>   |        | 31. Inspect front wheel bearing   |        | 50. Inspect & lube top door tracks & cylinder pins                       |        |
| 13. Inspect for leakage under engine, transmission & rear differentials                 |        | 32. Inspect & grease kingpins   |        | 51. Inspect & Lube winch/reeving cylinder pins & pulleys                 |        |
| 14. Inspect back up alarm & back up lights  |        | 33. Inspect front brake components, log wear & stroke on chart (over)               |        | 52. Inspect all safety switches for proper operation                     |        |
| 15. Inspect ALL exterior lights for operation   |        | 34. Inspect front brake lines & hoses   |        | 53. Inspect & lubricate all pins, rollers & guides                       |        |
| <b>Perform Complete LO/TO Procedure</b>   |        | 35. Inspect front springs, center bolts, u-bolts & hangers, lubricate if applicable |        | 54. Inspect all hydraulic lines for leaks, wear, routing & abrasion      |        |
| 16. Inspect ALL safety equipment (spill kit, fire ext, flares, accident kit, triangles) |        | 36. Inspect steering components for looseness & wear, lubricate                     |        | 55. Inspect hopper floor, sides, steps & grab handles                    |        |
| 17. Inspect fuel tank mounts, lines, & cap  |        | <i>Lower the front end of vehicle</i>   |        | 56. Inspect & lubricate all pins, sheaves & cable blocks                 |        |
| 18. Inspect Signs/Decals (Company/Safety/Regulatory)                                    |        | <b>UNDERCARRIAGE</b>  |        | 57. Inspect & lubricate 5 <sup>th</sup> wheel, jaws, latches & mounting  |        |
| 19. Inspect steps, sides & channels for damage  |        | 37. Inspect bell housing bolts & engine mounts                                      |        | 58. Lubricate entire body, replace all broken zerk fittings              |        |
| 20. Inspect ICC bumper per DOT requirements   |        | 38. Inspect & refill manual transmission, Inspect for leaks                         |        | <b>(please complete reverse side)</b>                                    |        |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Noyle W Johnson Insurance<br>119 River Street<br>P.O. Box 279<br>Montpelier VT 05601-0279 | <b>CONTACT NAME:</b> Amanda Mercier<br><b>PHONE (A/C, No, Ext):</b> (802) 223-8072<br><b>E-MAIL ADDRESS:</b> casella@nwjinsurance.com   | <b>FAX (A/C, No):</b> (802) 223-7515 |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
|--|---|--------------------------------------|-------------------------------|--------|------------------------------------|-------|---------------------------------------|-------|--|-------|------------|--|------------|--|------------|
|  | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Lexington Insurance Co.</td> <td>19437</td> </tr> <tr> <td>INSURER B: Old Republic Insurance Co.</td> <td>24147</td> </tr> <tr> <td>INSURER C: The Cincinnati Casualty Company</td> <td>28665</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> |                                      | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Lexington Insurance Co. | 19437 | INSURER B: Old Republic Insurance Co. | 24147 | INSURER C: The Cincinnati Casualty Company | 28665 | INSURER D: |  | INSURER E: |  | INSURER F: |
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER A: Lexington Insurance Co.   | 19437   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER B: Old Republic Insurance Co.  | 24147   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER C: The Cincinnati Casualty Company   | 28665   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER D:   |   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER E:   |   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |
| INSURER F:   |   |                                      |                               |        |                                    |       |                                       |       |  |       |            |  |            |  |            |

|                  |   |                         |
|------------------|---|-------------------------|
| <b>COVERAGES</b> | <b>CERTIFICATE NUMBER:</b> Northeast Waste 2021#1 | <b>REVISION NUMBER:</b> |
|------------------|---|-------------------------|

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSP | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|----------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER:                                 |           |          | 082695204      | 04/30/2020              | 04/30/2021              | EACH OCCURRENCE \$ 3,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 3,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000<br>\$ |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS<br><input checked="" type="checkbox"/> MCS-90 |           |          | MWTB 311995 21 | 01/01/2021              | 01/01/2022              | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   |           |          |                |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | MWC 311994 21  | 01/01/2021              | 01/01/2022              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| B        | Excess Auto Liability  |           |          | MWZX 315503 20 | 04/30/2020              | 04/30/2021              | \$2M Excess \$5M Auto Liability 2,000,000  |
| C        | Excess Auto Liability  |           |          | EXS0575546     | 04/30/2020              | 04/30/2021              | \$3M Excess \$7M Auto Liability 3,000,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Southern Windsor/Windham Counties Solid Waste Management District and the towns of Cavendish, Ludlow, Rockingham, Springfield and Weathersfield, VT are Additional Insured under the General Liability Policy where required by written contract subject to the terms and conditions of the policy.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>Southern Windsor/Windham Counties<br>Solid Waste Management District<br>PO Box 320<br>Ascutney, VT 05030 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br><br>Timothy Ayer/AMANDA  |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |   |  |                                    |
|---|---|--|------------------------------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, Inc.<br>7 Park Central<br>12750 Merit Drive, Suite 1000<br>Dallas TX 75251 | <b>CONTACT NAME:</b> Maria Hines<br><b>PHONE (A/C, No, Ext):</b> 972-663-6174<br><b>E-MAIL ADDRESS:</b> maria_hines@ajg.com |  | <b>FAX (A/C, No):</b> 972-663-6075 |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>  |  | <b>NAIC #</b>                      |
| <b>INSURED</b><br>Casella Waste Management, Inc.<br>Northeast Waste<br>1544 Woodstock Rd<br>White River Jct VT 05001                        | <b>INSURER A :</b> XL Insurance America, Inc.   |  | 24554                              |
|   | <b>INSURER B :</b> Lloyd's Syndicate 3623 (Beazley Furlonge Limited)  |  |                                    |
|   | <b>INSURER C :</b>  |  |                                    |
|   | <b>INSURER D :</b>  |  |                                    |
|   | <b>INSURER E :</b>  |  |                                    |

**COVERAGES** **CERTIFICATE NUMBER: 1027568787** **REVISION NUMBER: 1**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD | POLICY NUMBER                | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|--------------------|------------------------------|-------------------------|-------------------------|---|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:                             |                    |                              |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$<br>COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><input type="checkbox"/> AUTOS ONLY |                    |                              |                         |                         | E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000              |                    | US00075159LI20A              | 4/30/2020               | 4/30/2021               | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 45,000,000<br>see participation \$<br><input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N           |                              |                         |                         |   |
| B<br>B   | Pollution Liability<br>Contractors Professional Liability  |                    | W1E7A2200401<br>W1E7A8200401 | 4/30/2020<br>4/30/2020  | 4/30/2021<br>4/30/2021  | Pollution Each Claim \$15,000,000<br>Pollution Aggregate \$15,000,000<br>Contractors E&O \$10,000,000   |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
When coverage for additional insured, waiver, etc., is included in underlying General Liability, Auto, and Work Comp policies, the umbrella follows form per endorsement CUU 050-0805 for all applicable parties. Umbrella does not cover over pollution policy. Pollution SIR \$50,000 Pollution limits do not stack. Contractors Professional (E&O) Annual Aggregate \$10,000,000

Umbrella Participating carriers: XL Insurance American, Inc.; Endurance American Specialty Insurance Company; Westchester Surplus Lines Insurance Company; Aspen American Insurance Company; Great American Assurance Company.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>Southern Windsor/Windham Counties<br>Solid Waste Management District<br>PO Box 320<br>Ascutney, VT 05030 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | <b>AUTHORIZED REPRESENTATIVE</b><br>  |

ATTACHMENT G  
[CASELLA SUPPLEMENTAL BID INFORMATION]

2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

*NO FUEL SURCHARGE*

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

*100% OF THE GARBAGE AND TRASH CPI  
AND NO LESS THAN 2.5%.*

4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

Municipal Solid Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for MSW: \$110.32/ton** for July 1, 2021 - June 30, 2024

**Cost per ton to dispose of Construction & Demolition material**

C&D Waste \$ 95.32 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for C&D: \$110.32/ton** for July 1, 2021 - June 30, 2024



ATTACHMENT H  
[ALVA WASTE PROPOSAL]

Mr. Tom Kennedy

Southern Windsor/Windham Solid Waste Management District

PO Box 320

Ascutney, VT 05030

Alva Waste Services, LLC

Matthew Priestley

1050 Charlestown Rd

Springfield, VT 05156

802-885-2994

March 24, 2021

Dear Tom,

Alva Waste Services, LLC is excited for the opportunity to offer this proposal for serving the five transfer stations with transporting and disposal of Municipal Solid Waste, Construction and Demolition and Bulky Waste to the Southern Windsor/Windham Solid Waste Management District.

Alva has been providing waste and recycling services within the district towns since 2006. In 2018, Alva took the next step and opened its own transfer station in Springfield, Vermont creating a local option for other haulers and the district communities to dispose of msw, c&d, organics, and bulky waste.

Matthew Priestley, owner, and Serena Chaves, office manager, will be the main points of contact if awarded this contract. Both will always be available on their cell phones.

Matthew Priestley- Cell- 802-291-4807

Serena Chaves- Cell- 802-384-2102

Thank you for this opportunity, and we look forward to building our relationship with the district.

Thank you,



Matthew Priestley, Owner

### Experience and Management Capability

Alva is proud to have opened our transfer station that is located within the district which is a very cost effective and environmentally sound solution for our towns and district. We currently serve some of the towns and the district with the hauling of glass, as well as with single stream recycle services. We also take pride in documenting and keeping track of all services we provide for them.

### Operations Experience

All the waste hauled from the towns will be hauled to our own transfer station located at 1050 Charlestown Rd, Springfield, VT which is fully permitted with all state, federal, and local laws and regulations. We are working with landfills throughout New England to ensure consistent pricing in future years as well.

For the last couple of years, our transfer station assisted the Upper Valley Solid Waste District with the collection of organics while they were in the process of permitting their facility. This made us the largest consolidation facility for organics in the state of Vermont.

Currently, Alva Waste operates nine trucks, which includes the recent purchase of a 2021 roll-off truck. Having our transfer station located within the solid waste district enables us to have quick turnaround times on all containers concerned with this RFP.

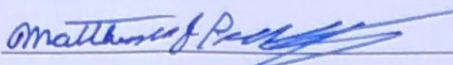
### Financial Resources

Alva Waste has always been a financially sound company, which takes great pride in the fact that it has completed all of its expansions and purchases without the use of any public money. Our financial institution has granted us lines of credit that we are able to use if needed. We can proudly say that as of this date, we have had the lines of credit in place for twelve years and never had to use them.

Dated: 3/24/2021

Proposer's  
Business

Name: Alva Waste Services, LLC

Signed by: 

Title: Owner

**FORM A**

**Statement of Non-Collusion**

*District Solid Waste Disposal RFP*

By submission of this Proposal, the Proposer certifies that:

- a. This Proposal has been independently arrived at without collusion with any other Proposer or with any competitor or potential competitor.
- b. This Proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of Proposals to any other bidder, competitor, or potential competitor.
- c. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a Proposal.
- d. The attached hereto (if a corporation Proposer) is a certified copy of resolution authorizing the execution of this certificate by the signature of this Proposal on behalf of the corporate bidder.

Resolved that Matthew Priestley (name of individual) be authorized to sign and submit the Proposal of Alva Waste Services, LLC for Solid Waste Disposal and to certify *as to* non-collusion as the act and deed ... *contained in* such certificates *that this* corporate proposer shall be liable ... *being duly sworn, deposes and swears* under the penalties of perjury.

**FORM B**

**Disposal Site and/or Transfer Station Information**

*Southern Windsor/Windham Counties Solid Waste District  
Solid Waste Disposal RFP*

NOTE: THIS FORM MUST BE COMPLETED FOR EACH DISPOSAL SITE PROPOSED FOR FINAL DEPOSITION OF WASTE.

The following is information on the undersigned Proposer's Solid Waste Disposal Site:

I. GENERAL

A. Disposal Site Location

Name: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, VT 05156

Phone: 802-885-2994

B. Disposal Site Mailing Address (if different than A.)

Address: \_\_\_\_\_

\_\_\_\_\_

II. CURRENT OPERATIONS

A. Operations Permit

a. Permittee: Alva Waste Services, LLC

b. No.: WS995

c. State: Vermont

d. Issuing Entity: Vermont Agency of Natural Resources

e. Date of Issue: 4/1/2018

f. Date of Expiration: 4/1/2028

g. Copy Enclosed? No (Yes or No)

B. Hours of Operation

1. What are the PERMITTED operating hours of the disposal location?

SOUTHERN WINDSOR/WINDHAM SOLID WASTE DISTRICT

| DAY       | AM          | to | PM          |
|-----------|-------------|----|-------------|
| Monday    | <u>6:00</u> | to | <u>6:00</u> |
| Tuesday   | <u>6:00</u> | to | <u>6:00</u> |
| Wednesday | <u>6:00</u> | to | <u>6:00</u> |
| Thursday  | <u>6:00</u> | to | <u>6:00</u> |
| Friday    | <u>6:00</u> | to | <u>6:00</u> |
| Saturday  | <u>6:00</u> | to | <u>6:00</u> |
| Sunday    |             | to |             |

2. Are there any PERMITTED closure periods stipulated?

3. What are the ACTUAL operating hours:

| DAY       | AM          | to | PM          |
|-----------|-------------|----|-------------|
| Monday    | <u>7:00</u> | to | <u>5:00</u> |
| Tuesday   | <u>7:00</u> | to | <u>5:00</u> |
| Wednesday | <u>7:00</u> | to | <u>5:00</u> |
| Thursday  | <u>7:00</u> | to | <u>5:00</u> |
| Friday    | <u>7:00</u> | to | <u>5:00</u> |
| Saturday  | <u>7:00</u> | to | <u>5:00</u> |
| Sunday    |             | to |             |

4. What holiday or other days is the disposal site typically closed?

| DAY            | AM            | to | PM          |
|----------------|---------------|----|-------------|
| New Year's Day | <u>Closed</u> |    |             |
| Memorial       | <u>7:00</u>   | to | <u>4:00</u> |
| Independence   | <u>Closed</u> |    |             |
| Labor          | <u>7:00</u>   | to | <u>4:00</u> |
| Thanksgiving   | <u>Closed</u> |    |             |

Christmas

Closed

Other



The undersigned hereby certifies that services, material, or equipment to be furnished as a result of this proposal will be in full accordance with Southern Windsor/Windham Solid Waste District specifications applying thereto unless exceptions are indicated above and an explanation attached.

Proposing Company: Alva Waste Services, LLC

Address: 1050 Charlestown Rd

Springfield, Vermont 05156

City State Zip

By: Matthew Priestley, Owner (Please print or type) Name and Title

Signature: 

Phone No: 802-291-4807

Date: 3/24/21

## FORM C

### COST PROPOSAL

All Proposers shall provide cost data for the base services outlined below. However, if the Proposer wishes to provide an Alternative(s) to the base service, they must provide a detailed explanation of the Alternative(s) along with pricing similar to the base service plan for comparison purposes.

#### Transport

1A. **MSW** - Cost per ton/pull to transport the District's MSW waste stream from the individual Town's Transfer Stations based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

1B. **C&D** - Cost per ton/pull to transport the District's Construction and Demolition waste from the individual Town's transfer station based on the pull charges shown below for the period July 1, 2021 through June 30, 2024. The District recognizes costs will vary by Town and the Proposer should provide the rates per Town in their proposal.

Town of Cavendish Transfer Station \$232.00 per pull

Town of Ludlow Transfer Station \$235.00 per pull

Town of Rockingham Transfer Station \$205.00 per pull

Town of Springfield Transfer Station \$190.00 per pull

Town of Weathersfield Transfer Station \$210.00 per pull

Also indicate if Saturday service is provided at the above rates or if a premium will be charged for the Saturday service.

2. Provide a formula for any proposed fuel surcharge using a base cost per gallon of diesel fuel increased OR decreased over time.

If fuel goes above \$3.25 we will negotiate a fuel surcharge with the district.

3. Will there be any annual increases? Which costs (transportation and/or disposal) will be subject to the annual increase? What index will you use to apply the cost?

Both the rate of hauling and tonnage will be adjusted according to the BLS Water & Sewer, and Trash collection services index. In no case will the increase be less than 2.25% each year.

#### 4. Disposal Costs for Transfer Stations

**Cost per ton to dispose of the Municipal Solid Waste.**

Municipal Solid Waste \$ 96.00 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for MSW: \$111.00** for July 1, 2021 - June 30, 2024

**Cost per ton to dispose of Construction & Demolition**

material C&D Waste \$ 96.00 /ton for July 1, 2021 - June 30, 2024

a) + District Surcharge: \$9.00/ton

b) + State Fee: \$6:00/ton

**TOTAL Disposal Cost for C&D: \$111.00** for July 1, 2021 - June 30, 2024

ATTACHMENT I  
[DSM ENVIRONMENTAL MEMORANDUM]

March 11, 2021

To: Brandon Gulnick, Manager, Town of Weathersfield

From: Ted Siegler and Natalie Starr

Cc: Bob Allen, Town of Reading  
Win Johnson, Town of West Windsor

**Re: Fiscal Analysis of Weathersfield Transfer Station**

Per our December 1, 2020 Letter of Agreement, this memorandum is intended to summarize the results of DSM’s fiscal analysis of the Weathersfield Transfer Station, including recommendations for an equitable allocation of costs among the three towns of Weathersfield, Reading, and West Windsor which utilize the transfer station.

DSM’s analysis is based on the Town of Weathersfield’s budget. It is DSM’s professional opinion that the FY 2021 Transfer Station budget is transparent and reasonable. However, DSM has added a capital component to the budget based on a facility tour and discussion of current operations with the Highway Foreman. DSM has also adjusted revenues based on the actual West Windsor permit sales as of January 2021, as well as evaluated the impact of adding another part time employee, which appears to be appropriate. Total Costs are shown in Table 1 including the estimated capital needs, but not including the addition of a part time employee.

**Table 1. FY 2020 and 2021 Budgets, Weathersfield Transfer Station**

|                       | FY2020                      | FY2021                               |
|-----------------------|-----------------------------|--------------------------------------|
|                       | Pre Audit<br>FY2020<br>(\$) | Approved<br>Budget<br>FY2021<br>(\$) |
| <b>Fixed Costs</b>    |                             |                                      |
| TS Labor              | \$53,129                    | \$54,068                             |
| Highway Labor         | \$23,996                    | \$24,500                             |
| Admin - OH            | \$15,650                    | \$15,650                             |
| All Other O&M         | \$17,623                    | \$18,422                             |
| Capital Costs         | \$0                         | \$9,005                              |
| <b>Subtotal:</b>      | <b>\$110,398</b>            | <b>\$121,645</b>                     |
| <b>Variable Costs</b> |                             |                                      |
| MSW                   | \$81,737                    | \$77,700                             |
| C&D                   | \$47,805                    | \$56,660                             |
| SS                    | \$32,540                    | \$30,336                             |
| All other             | \$5,436                     | \$6,000                              |
| <b>Subtotal:</b>      | <b>\$167,517</b>            | <b>\$170,696</b>                     |
| <b>Total Costs:</b>   | <b>\$277,915</b>            | <b>\$292,341</b>                     |

## **Capital Needs**

Based on discussions with Ray Stapleton, DSM agrees that the Town should budget for the following capital improvements:

- Replacement of the trash compactor (estimated cost of \$30,000);
- Rebuilding the concrete pad under trash compactor and container (estimated cost of \$27,500); and,
- Eventual replacement of the Bobcat within the next five to seven years.

Amortization of the compactor and concrete pad at 3% over 15 years and setting aside a capital reserve for the Bobcat increases the FY 2021 budget by an estimated \$9,005 (as shown in Table 1, above).

DSM is not recommending purchase of a 40-yard enclosed roll-off at the time of the new contract for refuse transfer because we believe it should be part of the new bid and maintained by the contractor.

DSM is neutral on the potential to install a well for drinking water at the Transfer Station. This is because the Transfer Station is constructed adjacent to the old landfill, which poses some risk of contamination and at the least continued monitoring for contamination. In addition, it would entail a heated building. Instead, DSM believes the Town may be better off providing a 5-gallon bottled water station that can also serve as an emergency eye-wash station and for hand washing.

## **Operational Needs**

Enforcement of the windshield permit sticker is one key to making sure that the Transfer Station remains solvent. Given the number of materials the Transfer Station accepts, DSM agrees that a part-time employee who can fill in during vacations and sick leave and be there during some of the busier times of year would make sense. As discussed below, DSM believes that the added cost can be covered by increasing the punch card fees by 50 cents per punch and still be in line with the costs of alternative disposal options.

## **Revenues**

As illustrated by Table 2, punch card revenues cover the majority of variable costs associated with transfer and disposal of refuse, C&D and bulky wastes, and transfer and management of single stream recyclables. This is important because VT Act 148 requires that all municipalities implement Pay As You Throw (PAYT) pricing (which means that fees must be based on the volume or weight of material disposed).

Note that Punch Card Revenues and Recycling Revenues are estimates for FY 2021 based on projections for the full year that have been made by the Town of Weathersfield. However, permit sales for West Windsor represent actual sales through January of 2021 (but not on the full year of operation at the facility).

**Table 2. Current Transfer Station Revenues**

| Revenues         | FY2020<br>(\$)   | FY2021<br>(\$)   |
|------------------|------------------|------------------|
| Punch Cards      | \$163,782        | \$158,136        |
| Recycling        | \$6,915          | \$15,000         |
| Town Assessments |                  |                  |
| Reading          | \$18,635         | \$18,635         |
| Weathersfield    | \$77,300         | \$81,100         |
| Permits          |                  |                  |
| West Windsor     | \$3,900          | \$17,040         |
| Duplicates       | \$234            | \$5,708          |
| Misc             | \$121            | \$0              |
| <b>Subtotal:</b> | <b>\$270,887</b> | <b>\$295,619</b> |

### **Cost Allocation**

Ideally the allocation of fixed costs (See Table 1) would be done based on the number of users from each town. However, data do not exist on users from Weathersfield because each household receives a permit, whether they use the facility or not. Data are also not available on Reading users, but the Town is allocated 300 permits for distribution.

Until recently, when Weathersfield once again began to enforce entrance to the facility to only those vehicles with a current year permit affixed to the windshield, it was not known how many West Windsor residents used the facility. Based on current permit sales for West Windsor, 284 households, or roughly 64 percent of permanent households<sup>1</sup> utilize the facility.

The Town of Weathersfield has proposed using parcel counts to equitably allocate fixed costs among the three towns. Variable costs would continue to be covered through punch card sales and use.

DSM evaluated several different methods to equitably allocated fixed costs. First, DSM gathered data for all three towns on parcel counts and has included these allocations as one method to allocate fixed costs. However, parcel counts are an unusual cost allocation methodology to raise solid waste management revenues due to the fact that:

- There are a number of different ways to account for and categorize parcels (e.g., with and without structures, taxed or tax exempt, residential vs commercial, of which some commercial may be multi-family, etc.)
- Some of these parcel categories don't generate trash so these property owners would never use the facility.
- Other parcels are commercial or mixed use with only residential users allowed to access the facility.

---

<sup>1</sup> This percentage is based on year round residential populate. Note that FY 2021 has been under a pandemic during which many second homeowners have moved into their homes from other states.

Second, DSM gathered published population data (2019 U.S. Census Bureau estimate), and housing data compiled by Vermont Housing and Finance Agency<sup>2</sup> to allocated costs.

Tables 3 – 5 illustrate the outcomes of allocating costs by these three methods – population, households (permanent and second homeowners) and parcel counts.

**Table 3. Allocation by Population**

| Town          | 2019 Population | Percent       | Cost Allocation      |
|---------------|-----------------|---------------|----------------------|
| Reading       | 637             | 14.4%         | \$ 17,547.07         |
| Weathersfield | 2736            | 62.0%         | \$ 75,367.01         |
| West Windsor  | 1043            | 23.6%         | \$ 28,730.92         |
| <b>Total</b>  | <b>4416</b>     | <b>100.0%</b> | <b>\$ 121,645.00</b> |

**Table 4.a. Allocation by Permanent Households Only**

| Municipality      | Population | Households | % of Total | Share     | Per HH |
|-------------------|------------|------------|------------|-----------|--------|
| Reading           | 644        | 266        | 14%        | \$17,406  | \$65   |
| Weathersfield     | 2,761      | 1,153      | 62%        | \$75,447  | \$65   |
| West Windsor      | 1,053      | 440        | 24%        | \$28,792  | \$65   |
| <i>Subtotals:</i> |            | 1,859      |            | \$121,645 |        |

**Table 4.b. Allocation by Permanent and Seasonal Households (excluding camps and seasonal units)<sup>3</sup>**

| Municipality      | Households | % of Total | Share     | Per HH |
|-------------------|------------|------------|-----------|--------|
| Reading           | 289        | 14%        | \$17,057  | \$59   |
| Weathersfield     | 1,266      | 61%        | \$74,722  | \$59   |
| West Windsor      | 506        | 25%        | \$29,865  | \$59   |
| <i>Subtotals:</i> | 2,061      |            | \$121,645 |        |

**Table 5.a. Parcel Counts (total, taxable, and dwellings)**

| Parcel        | Total       | Percent | Taxable     | Percent | Dwellings   | Percent |
|---------------|-------------|---------|-------------|---------|-------------|---------|
| Reading       | 626         | 18.2%   | 526         | 17.7%   | 438         | 17.9%   |
| Weathersfield | 1923        | 56.0%   | 1666        | 56.1%   | 1363        | 55.6%   |
| West Windsor  | 882         | 27.5%   | 777         | 26.2%   | 652         | 26.6%   |
| <b>Total</b>  | <b>3431</b> |         | <b>2969</b> |         | <b>2453</b> |         |

<sup>2</sup>

<https://www.housingdata.org/profile/housing-stock/housing-units>

<sup>3</sup> Note these household counts do not include timeshare and condominiums at the Ascutney Ski Area which are all served by commercial dumpsters that do not go to the Transfer Station.



**Table 5.b. Allocation of Costs Based on Different Parcel Counts**

| <b>Parcel</b> | <b>Total</b> | <b>Allocation</b> | <b>Taxable</b> | <b>Allocation</b> | <b>Dwellings</b> | <b>Allocation</b> |
|---------------|--------------|-------------------|----------------|-------------------|------------------|-------------------|
| Reading       | 18.2%        | \$22,139          | 17.70%         | \$21,531          | 17.90%           | \$21,774          |
| Weathersfield | 56.0%        | \$68,121          | 56.10%         | \$68,243          | 55.60%           | \$67,635          |
| West Windsor  | 27.5%        | \$33,452          | 26.20%         | \$31,871          | 26.60%           | \$32,358          |
| <b>Total</b>  |              | \$121,645         |                | \$121,645         |                  | \$121,645         |

***Recommendations***

***Allocation***

It is understood that Weathersfield has used parcels to bill households in Weathersfield. Historically this was an attempt (at the time the Transfer Station was constructed), to not allocate costs to Weathersfield residents based on the value of their property, but instead as a form of user fee with the only option being to attach it as a “utility cost” on the property tax bill which is the only bill sent out to all residents of the Town.

While this has worked well for Weathersfield, it is not an ideal methodology for allocating costs among the towns, both because there are different parcel counts as illustrated by Table 5.a. above; and, because of the Ascutney resort in West Windsor, which has commercial dumpsters, and the many seasonal camps and land parcels in Reading which generally do not generate trash that they would bring to Weathersfield.

DSM has assisted municipalities throughout New England on setting fees for solid waste and recycling. If the number of actual users cannot be readily determined, allocation by household count is typically the methodology used.

***Payment of the Allocation***

Once the allocation methodology is established by the three towns, then it should be up to each of the Towns to determine the best way to raise the funds to pay the allocation, with Weathersfield setting deadlines, based on their budget cycle as to when the annual allocation must be paid.

Currently, Reading includes the allocation in the property tax, while West Windsor does not. Given that West Windsor has not included solid waste in the budget and that roughly one-third of households do not rely on the Transfer Station based on current permit sales, West Windsor would prefer to use a hybrid model to pay the allocation set by Weathersfield. Reading may as well.

In a hybrid model, the Town would charge a fee for the facility permit, and then include any additional cost not raised by the permit sticker sales in their Town budget to be raised by property taxes but shown as part of the general operating fund. This approach would require that Weathersfield enforce the permit requirement – which will also benefit Weathersfield by prohibiting unauthorized use. Note that depending on the annual allocation set for each town, West Windsor and Reading would need to be allowed to establish the permit fee at their discretion to raise sufficient revenues.

## ***Raising the Punch Card Fee***

Based on costs and fees at other transfer stations in the region, DSM believes that it would be acceptable to raise the punch card fee by 50 cents. This would provide additional funds for a third part-time person as well as for capital improvements.

The alternative to use of the Weathersfield facility for residents of the three towns is to contract with a private hauler, or use another transfer station located farther away and at a higher cost. It is estimated that contracting with a hauler for every other week collection of refuse and recyclables, exclusive of bulky wastes and construction and demolition debris will cost a household somewhere between \$480 and \$600 per year which is significantly more than purchasing a permit and buying punch cards, even at \$4 per punch. Note that if households accounting for the cost of using their vehicles to delivery trash to the transfer station, the difference between these two costs narrows.

## ***Food Waste Recycling***

Act 148 does not require towns to offer food waste recycling at no cost. Given that the food waste being collected at the Transfer Station is currently going to a transfer site and then being shipped 270 miles one way to an Exeter Maine digester, it is not surprising that the cost per cart is significant to the Town of Weathersfield. Since over 50 percent of Vermonters, based on a study DSM and the Castleton Institute conducted for the Sate of Vermont, report that they compost or feed animals, those households who choose to use the food waste carts at the Transfer Station should pay a fee - the easiest to administer being a separate punch on the punch card.

## ***Conclusion***

Weathersfield's transfer station is an asset to all three towns, providing disposal and recycling of a wide variety of materials that can be difficult to manage through available curbside collection services. And currently alternative collection services are more costly.

Placing the fixed annual costs of operating and maintaining the facility on the users of each of the three towns based on actual use would be the most equitable method to allocate costs. However these data are not available so another method must be applied.

Therefore allocating the fixed costs based on household or parcel counts and allowing each town to raise those costs through permit sales is a reasonable method. While household (or population) counts are a more established method for paying for solid waste facility use, the three towns must decide and agree upon the method which is most acceptable to their population.