

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**19 Gregory Drive South Burlington**  
**MEETING ROOM**  
**MINUTES OF REGULAR MEETING**  
**January 22, 2025**

\*Hybrid Meeting via Zoom.

**PRESENT**

<b>BOARD MEMBERS:</b>	Bolton	-----
	Burlington	Lee Perry
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
		Wendy Duncan, Alt.
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	Barb Winters
	Jericho	Tom Joslin, Alt.
	Milton	-----
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Allison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
	Westford	-----
	Williston	Kelton Bogasky
	Winooski	Bryn Oakleaf

**STAFF:** Sarah Reeves, Amy Jewell, Jen Holliday, Joey Catania

**OTHERS PRESENT:** Thomas Melloni, Esq.

- AGENDA:**
1. Call to Order & Agenda
  2. Public Comment Period
  3. Consent Agenda
  4. Director of Finance Introduction
  5. Enforcement Hearing Process Policy
  6. Open Meeting Law – Review Changes
  7. Other Business
  8. Adjournment

**1. CALL TO ORDER & AGENDA**

P. Ruess called the meeting to order at 6:07 p.m. Addition of MRF Ad Hoc Committee Discussion and RFB for the Waterline extension project to be discussed under other business.

**2. PUBLIC COMMENT PERIOD** – No members of the public were present.

**3. Consent Agenda** – Accepted as presented.

**4. Director of Finance Introduction** – John Balparda of Middlebury was introduced as CSWD’s new Director of Finance. John has experience in the private sector, non-profit sector, as an auditor, and as a CPA.

**5. Enforcement Hearing Policy** – S. Reeves reviewed the Enforcement Hearing Process Policy and explained that this was requested by CSWD’s Attorney Thomas Melloni to formalize a process for when enforcement hearings are conducted at the Executive Board and the Board for unlawful conduct as outlined in CSWD’s Ordinance. She noted that CSWD has a robust Outreach system with our main focus on educating and assisting residences and businesses on proper placement and handling of materials. She noted that after outreach has exhausted their efforts, or if there is an egregious violation, the compliance team will send a letter of non-compliance. Our hope is that this doesn’t come to a hearing and for most, once the non-compliance letter is issued action is taken on their end to remedy the situation. This process is written for when an enforcement hearing reaches the Board. She also reviewed updated changes on the Policy from the initial memo. J. Catania responded to a question regarding the appeal process and noted that the appeal process, which is spelled out in the Ordinance, is after a Proposed Order is decided by the Executive Board, the Order recipient may appeal to the full Board, and then to the Environmental Court of Vermont. P. Ruess said that as a quasi-judicial process to be respectful of the rights of all parties and this is a welcomed addition to our policies. He also noted that once the Board has made their determination a formal vote is not necessary because the Order becomes a public document. The determination of the Board is official once it is issued in writing and signed by the Chair. The Board thanked Joey Catania for his work in Compliance.

**MOTION by P. Stabler, SECOND by L. Eagan, to adopt the policy presented regarding Enforcement Hearings. VOTING: All Ayes. Motion Carried.**

**6. Open Meeting Law**

S.Reeves reviewed the Open Meeting Law changes that were made on July 1, 2024, with some changes being issued then and some becoming effective on January 1, 2025. She reviewed that one change is a training is required of the Chair and Executive Director and encouraged other Board members to watch it. She suggests that it be part of the Annual Organizational Meeting each year for all members and will send the link for those interested in viewing. She also noted a correction in the memo, noting that we are required to hold a physical location meeting place, which includes all Boards and subcommittees. P. Ruess also noted that if during a hybrid meeting the decision is not unanimous, a roll call vote must be taken. S. Reeves also reminded Board members to not reply all to e-mail information as that could violate the open meeting law. She noted that it is o.k. to reply all when we’re talking about scheduling a meeting, but it’s best to just reply to the sender.

**7. Other Business** – B. Oakleaf asked about the idea of forming an Ad Hoc MRF Committee given the breadth of the project and noted that after the wetlands issue, our progress was set back and has slowed and it may not be too late to have a team of Board members providing additional oversight and assistance to staff. Discussion was held regarding the process, and how far along CSWD is with the selection of processing systems, construction and design and permits. S. Reeves said that we are still working out location and suggested a complete review of the MRF project at the next meeting in

order to answer any questions the Board has regarding the project update. The Board was in agreement with a presentation in February.

T. Joslin asked about the RFB for the waterline project on Redmond Road. S. Reeves noted that we had the waterline extended to the Organics Recycling Facility to avoid the cost of trucking water to ORF and have gone out to bid for engineering services to design an extension to the end of Redmond Road, which would be needed for a potential MRF, or service other potential facilities at the end of Redmond Road.

It was also noted that the access to the CCTV recording through the website is down and folks need to go to You Tube Channel. If there is a link on the CSWD website it should be changed.

**8. ADJOURNMENT**

**MOTION by A. Nye, SECOND by P. Stabler, to adjourn the meeting. VOTING: All Ayes. Motion Carried.**

The meeting was adjourned at 6:45 PM.

***I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the \_\_ meeting held in \_\_\_\_\_.***

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***Amy Jewell, Secretary/Treasurer***