



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE

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TO: Board of Commissioners
FROM: Sarah Reeves
DATE: July 22, 2025
RE: Executive Director Update

June 18 - PRESENT

- **NEW MATERIALS RECYCLING FACILITY PROJECT:**

- Permit related work is continuing, stormwater and wastewater/potable water permits are in hand.
- We're aiming to be on the DRB's schedule for August 26 where we will review with the DRB the recommendations of the Conservation Commission.
- We are drafting a Request for Interest for MRF Operations for the new facility. The RFI will be sent to potentially interested parties to alert them to the fact that an RFP will follow, and will help CSWD gauge interest in working for us as the operator of the new MRF once built.
- Casella has appealed to the Vt Environmental Court the decision by the Land Use Review Board to issue a Jurisdictional Opinion for the project. Additional details to follow in Executive Session.

- **MRF RECYCLABLES**

- The Average Commodity Revenue figure for June is not yet available. Pricing continues to soften across all materials.

- **GARDENER'S SUPPLY BANKRUPTCY**

- It appears unlikely that CSWD will recover any of the \$74,000 owed to us from Gardener's Supply. There was only one potential buyer for the business, and their offered price will barely cover the debt owed to the secured creditors; CSWD is one of many unsecured creditors. We have recently sold additional product to Gardener's Supply but are not extending them credit, they are now a cash-customer.

- **CITY OF BURLINGTON SOLID WASTE GENERATION TAX**

- A member of the public inquired last month about whether CSWD pays the solid waste generation tax to the City of Burlington, and if so, wanted to know the process. The answer is, yes, CSWD does pay the tax and incorporates the tax into the price for disposal of a bag of trash.

The tax is the same tax charged to haulers and is based on the number of Residential Dwelling Units they service. CSWD's situation is different. Our calculation was originally tied directly to pounds disposed at the DOC in Burlington because that site utilized a bag scale. With the transition to volume, our tax is now calculated based on an average weight per bag. This average weight has been verified over the years via load checks and "spot" weight checks at our DOCs, determining the average weight per 35-gallon bag to be 25 pounds, yielding a per gallon weight of .714 pounds. We then multiply this figure by the total gallons of trash received without recycling (we have a specific cash register key to record this) and divide this new number by 174 pounds (average trash generation per household). The final number gives CSWD our Residential Dwelling Unit number used on the tax form to calculate our tax liability.

- **195 FLYNN AVENUE**
 - Per the Board's authorization, I've signed a listing agreement with VT Commercial for the District's property at 195 Flynn Avenue. The listing will be active as of August 1 with a list price of \$650,000.
- **PERSONNEL**
 - We've hired Jess Sankey as Administrative Assistant, to start August 11. Jess is a former CSWD employee from 2005-2012 when she was the District's School Outreach Coordinator. Jess's primary role will be reception/front-desk duties and will include answering the phone, banking, mail, assisting with Board admin duties, overseeing our Wellness program and committee, providing clerical support to the admin program, and assisting other programs with various project work as requested. We're thrilled to bring Jess back into the fold!
- **OFFICE HOURS**
 - Our Administrative Office hours are now 8:00AM – 4:00PM. Our previous close of business was 4:30PM, which technically allowed our front desk to "close" for a half hour for lunch. The reality is our front desk never closes. The new hours reflect a standard 8-hour workday for anyone tasked with front desk duties, both as their main job or as coverage for the Administrative Assistant. We always have staff in the office after 4:00PM (it is currently 5:45PM as I write this at my desk in the office), so on the off-chance a member of the public visits us between 4:00-4:30PM, someone will be here to assist them.
- **QUESTIONS RECEIVED FROM COMMISSIONERS**
 - No questions received during this time period.

August, September 2025

- August 18: Executive Board, time TBD
- September 1: Labor Day, all facilities and offices closed
- September 6: Rover at DOC-Williston, 8:00AM – 3:30PM
- September 15: Executive Board, 5:00PM
- September 16-18: Municipal Waste Management Association, Fall Summit, Hotel Champlain, Burlington
- September 20: Rover at Camels Hump Middle School, Richmond, 8:00AM – 12:00PM
- September 24: Full Board, 6:00PM