



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

**CHITTENDEN SOLID WASTE DISTRICT
BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC – REMOTE ACCESS**

Date: Wednesday, January 28, 2026
Time: 6:00 P.M.
Place: ZOOM MEETING INSTRUCTIONS

IMPORTANT:

CSWD will hold a hybrid Board of Commissioners Meeting. The virtual meeting is accessible by computer or phone. Members of the public, joining the meeting remotely, may join by clicking the link below. Following the meeting a recording will be available upon request.

You are invited to a Zoom webinar!

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/89611378707?pwd=cJtsWasvYYSv4vKmq2iP10Unkl1bhA.1>

Passcode: 917631

Phone one-tap:

+16465588656,,82206970838# US (New York)

+16469313860,,82206970838# US

Join via audio:

+1 646 558 8656 US (New York)

For those without internet access, call 802-872-8100 ext. 247 and leave a message to register for the meeting. A call- in number will be provided to you prior to the meeting.

Participants will be in listen only mode. Call in controls include: *6 – toggle mute/unmute and *9 to raise your hand.



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**CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING**

Date: Wednesday, January 28, 2026
Time: 6:00 p.m.
Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office
19 Gregory Drive, South Burlington**

***** (E) Indicates enclosures (D) Discussion Only**

1. (E) **Agenda** (6:00 p.m.)
2. **Public Comment Period** (6:05 p.m.)
3. (E) **Consent Agenda** (6:10 p.m.)
 - 3.1 Minutes of December 17, 2025
 - 3.2 Program Updates
 - 3.3 Finance – Warrant, Cash Investment and Reserve Balances
 - 3.4 Executive Director Update
 - 3.5 Legislative bill tracker
4. (E) **MRF Project Contracts** (6:15 p.m.)
 - a. Board Action Requested: Approve Green Mountain Power Three-Phase Extension
 - b. Board Action Requested: Approve Fire Rover contract
 - c. Board Action Requested: Approve SD Ireland winter conditions change order
5. (E) **Delegation of Authority** (6:45 p.m.)
 - a. Board Action Requested: Approve Resolution
6. (D) **Proposed Ordinance Changes** (7:15 p.m.)
7. **Executive Session – Legal Proceedings, Personnel** (7:30 p.m.)
8. **Other Business** (7:45 p.m.)

Possible Action could occur on any agenda item, although not initially noted. If you need an accommodation, please call the District at 872-8100 upon receipt of this notice. All times listed are an estimated start and duration.

**CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
December 17, 2025**

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Lauren Eagan
Essex	Wendy Duncan, alt.
Essex Junction	-----
Hinesburg	Rick McGraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, Alt.
Milton	Betsy Paret
Richmond	-----
Shelburne	Margy Wiener
So. Burlington	Paul Stabler
	Alison Lazarz, Alt.
St. George	-----
Underhill	Paul Ruess
	Dan Steinbauer, Alt.
Westford	-----
Williston	Caylin McCamp, Alt.
Winooski	Bryn Oakleaf

STAFF: Sarah Reeves, Jen Holliday, Josh Estey, John Balparada, Becky Johnston

OTHERS PRESENT: Thomas Melloni, Legal Counsel

- AGENDA:**
1. Call to Order & Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Personnel Rules and Regulations
 5. Delegation of Authority
 6. Executive Session – Legal Issues
 7. Other Business

1. Call to Order & Agenda

P. Ruess called the meeting to order at 6:00PM. P. Ruess asked if there were changes to the agenda. A request to amend the agenda was made by S. Reeves to add an item for consideration under other business regarding a proposed change order for the new Materials Recycling Facility. S. Reeves also requested that the item be taken up immediately after the consent agenda. There were no objections and the agenda was amended.

2. Public Comment Period

No members of the public were present in the meeting room, via phone or Zoom.

3. Consent Agenda

P. Ruess asked if there were questions about the items on the consent agenda. S. Reeves noted that there was difficulty in formatting the November minutes and the corrected version was not what was included in the packet. She requested that the November minutes be brought back to the Board in January for approval. There was no objection. L. Nulty requested that item 3.2 be removed for discussion. The remaining consent agenda items were accepted.

P. Ruess called item 3.2 to the floor. L. Nulty asked a question relating to the chart called Materials Recycling Facility Flow and stated the Y axes were not clear – the left Y axis was for tons and the right Y axis was for dollars. J. Estey clarified that only the average commodity rate related to the dollar amounts on the right axis and the left axis referred to tonnage. He volunteered to revise the chart to make it clearer. L. Nulty asked why overall tons seem to be decreasing. L. Perry noted that he was seeing the same issue in the City of Burlington. Tonnage spiked during the pandemic and since then has trended downward. S. Reeves confirmed the pandemic spike and noted consumer behavior changes are also affecting tonnage. J. Holliday noted that certain packaging continues to be “light weighted” and that volume is high while tonnage is decreasing. S. Reeves reminded the Board of the volatile and cyclical nature of the recycling industry. B. Paret asked if only the average commodity rate line referenced dollars and S. Reeves confirmed. R. McCraw asked if staff could represent the volatility better and S. Reeves agreed that they could. S. Reeves reminded the Board that staff forecasts the next fiscal year’s recycling revenue nearly a year ahead of time making it a difficult number to state with certainty.

P. Ruess asked for a motion to accept item 3.2. Moved by L. Nulty, second by P. Stabler. There was no discussion. The motion passed.

7. Other Business – Materials Recycling Facility Change Order

P. Ruess asked S. Reeves to describe the item and action being requested. S. Reeves stated that the change order is being requested to allow the District’s construction partner to construct a portion of the facility’s water line now rather than in the spring. The portion to be constructed is the component of the water line from the point the line enters the building to the curb cut at Redmond Road. Only the onsite portion is subject to the change order. J. Estey added that constructing this piece now is a best practice because the water line sits in the lowest portion of the utility trench and digging that trench later would add cost to the project. This component had not been included in the original scope of the project because at the time of bidding the District was unsure of the timing to construct the full water line extension on Redmond Road. That project continues to be delayed.

S. Reeves stated that the District received approval from the Town of Williston two days prior to the Board meeting. T. Joslin had questions regarding the waterline extension project and acknowledged that this request is for a different component. He asked who would own the water main on Redmond Road. J. Estey responded that the Town of Williston would own the main. T. Joslin noted the existence of an 8-inch PVC high pressure water main on Redmond Road and wondered why the District was not

reusing that line. S. Reeves stated that this is one of the main reasons that project continues to be delayed and suggested that this item be addressed at the next Board meeting where it could be addressed more fully. P. Ruess asked for the resolution.

Be it resolved that the CSWD Board of Commissioners hereby authorizes the District's Executive Director to execute PCO number 001 in the amount of \$170,250 to construct an onsite waterline infrastructure.

Moved by P. Stabler, second by K. Spencer. P. Ruess commented that the item is before the Board because the amount exceeds both the Executive Director's and Executive Board's authority to spend. There was no discussion on the motion. The motion passed.

4. Personnel Rules and Regulations

P. Ruess asked S. Reeves to provide an overview of the enclosed memo requesting two changes to the District's Personnel Rules and Regulations:

1. Overtime pay for non-exempt employees working multiple CSWD jobs at different rates.
2. Exempt employees compensatory time commencement at forty-five hours per week.

Overtime Pay for Non-Exempt Employees

The Personnel Rules and Regulations do not address how overtime is to be calculated for non-exempt employees who work a regular, additional part-time job for the District. The proposed language to be added to Section 3.2-2 of the rules is:

Any full-time, non-exempt employee who works regular additional hours on a part-time basis in a department other than their full-time department will be paid overtime at a weighted average rate based upon total hours and rates for all positions for any combined total hours exceeding forty hours in a week. Sporadic and/or occasional voluntary part-time work in a department that is not the employee's full-time department is not subject to the weighted average calculation.

S. Reeves stated the reason for the added language for non-exempt employees was to recognize the difference in overtime calculations for employees who occasionally or sporadically work in a part-time capacity, such as filling in at a Drop Off Center or for a Rover event, and those employees who may be hired for a regularly scheduled part-time position. She also clarified that the specific calculation is determined by Vermont state labor laws and confirmed that the language was reviewed by an attorney for the District.

Compensatory Time for Exempt Employees

The Personnel Rules and Regulations state that exempt employees do not begin to accrue compensatory time until they work forty-five hours in a work week. The proposed language to be changed in Section 3.2-2 of the rules is:

Changing "exceeds forty-five hours in a work week" to "exceeds eighty hours in a pay period". The section is further amended to clarify that "part-time" exempt employees who work 30 hours or more shall be entitled to compensatory time as it relates to their pro-rated schedule.

S. Reeves explained the current practice for exempt employees' accrual of compensatory time. K. Spencer asked if this change was one that was sought by employees. S. Reeves confirmed that it was. B. Oakleaf stated that this change would be like the current practice for employees of the State of Vermont who are allowed to flex their time within an 80-hour pay period and further suggested that from a budgeting perspective this change would likely reduce the amount of compensatory time generated and accrued by exempt staff. S. Reeves and J. Balparda agreed that this would likely be the case. B. Oakleaf also noted that this change would reduce financial risk to the District by reducing the amount of earned compensatory time owed to an employee when they separate from their employment. P. Ruess asked for the motion.

I move that the Board of Commissioners approve the changes to the District's Personnel Rules and Regulations as presented in the packet.

Motion made by P. Stabler, seconded by L. Nulty. There was no discussion. The motion passed.

5. Delegation of Authority

P. Ruess asked S. Reeves to review the memo in the packet and reminded the Board that this item was for discussion only with a potential resolution to be brought to the Board in January.

S. Reeves noted that it is common practice for nonprofit boards, cities, towns, universities, and colleges where there is a governing board to delegate certain authorities to their hired executive director, town manager, or president. CSWD has never done this. The District formally delegates some authority at the annual organizational meeting when the Board grants the authorities for spending limits. The Board grants the Executive Director the ability to spend up to \$50,000 and grants the Executive Board the authority to spend up to \$100,000. This is the extent of the formal delegation of any of the Board's authorities. In practice, the District hires an executive director and through the employment contract states that the executive director can perform duties according to the job description. This is not a formal delegation of authorities. The purpose of a formal delegation is to provide both the Board and their hired manager clarity regarding duties and responsibilities and to allow for management efficiencies.

A delegation of authority provides a clear understanding of where the focus of a board should be and what the staff can and cannot do without board oversight. Every delegation of authority contains a list of what is being delegated and what is not being delegated. There are certain items, according to Vermont state law, that a board must keep in its purview. The purpose is to help guide a current executive director and any future executive directors. The memo in the meeting packet provided an overview of the District's charter authority, a section of the Executive Director's employment contract that talks about duties, personnel rules and regulations, a job description, and the purpose of a resolution. S. Reeves noted that District attorney T. Melloni has researched this issue and is helping to draft a resolution for Board consideration in January. South Burlington, Williston, and Shelburne all have similar documents for their city and town managers.

L. Nulty thanked S. Reeves for identifying this administrative gap and agreed that this is something the Board should consider. P. Ruess noted that occasionally the Executive Director will bring an item to the Board and there is confusion from Commissioners as to why the Board was needed to act on a

seemingly minor administrative issue. He expressed thanks that S. Reeves continued to bring these items forward. S. Reeves noted that a delegation of authority would require her to keep the Board even more informed and aware of activities that fall under administrative and operational functions.

R. McCraw stated that this seems like a very good thing in terms of tightening up the structure. He further asked if the Board see anything that looked different in terms of the day-to-day administration of the business. S. Reeves stated no and turned to J. Holliday and J. Balparda for confirmation, which they gave. She provided as an example the Personnel Rules and Regulations changes approved by the Board in the previous agenda item. If she had the authority to make those changes, she would inform the Board in her monthly Executive Director update. Examples of items that would remain under Board purview are workforce reductions, budget approval, governance of the District, policies of the District, and general oversight and fiduciary responsibility.

M. Wiener agreed that this is a great idea and should happen. Her experience relates to delegations of authority in the context of a federal agency and asked whether the delegation of authority would or could change. S. Reeves agreed that yes, it could change. M. Wiener posed another question regarding an appeal process for decisions made by delegates, and S. Reeves confirmed that certain current policies contain an appeal process to the Board. This function would remain as the Board may occasionally be called on to perform quasi-judicial functions. Those functions may not be delegated and policies of the Board that contain such a process would remain in place.

B. Paret stated that in her federal government experience she was a recipient of delegations of authority and they were very specific. She stated that she is supportive of the effort and agreed that having delegated authority provides a high degree of management efficiency for an organization.

T. Melloni stated that delegating authority from a board to its executive director is common. Most municipalities, through state law, delegate authority to a town or city manager. In many of the member communities, there is a charter that also delegates the authority to either a city manager or a town manager. There are certain constitutional limits that the Board cannot abdicate its legislative authority or replace its role as a quasi-judicial board. The resolution for Board consideration and potential action would recognize those limitations. The Board has the authority on legislative, financial, and policy matters. Day-to-day administrative running of the District and its operations, facilities, and services would be those identified as being delegated to the Executive Director. P. Ruess thanked the Board for the discussion.

6. Executive Session

P. Ruess asked for a motion to enter executive session.

I move that the Board of Commissioners of the Chittenden Solid Waste District go into executive session to discuss pending legal proceedings in which the District is a participant and for which premature public disclosure may put the District at a significant disadvantage.

P. Stabler moved the motion, L. Perry seconded. There was no discussion. The motion was approved and the Board entered executive session at 6:50PM.

P. Ruess asked for a motion to exit executive session. P. Stabler made a motion, seconded by L. Perry. There was no discussion. The motion was approved and the Board exited executive session at 7:10PM.

7. Other Business

R. McCraw asked staff to look into the camera situation for Zoom participants. He noted that the camera kept zooming in and zooming out on the conference room. S. Reeves confirmed that she would. P. Ruess asked for a motion to adjourn. P. Stabler made a motion, L. Perry seconded. There was no discussion. The motion passed.

The meeting was adjourned at 7:11PM.

I agree that this is an original copy of minutes, and they have been approved by motion of the Board of Commissioners at the December 17, 2025, meeting held in South Burlington, VT.

Betsy Paret, Assistant Secretary

#3.2

MEMORANDUM

To: Board of Commissioners
 From: CSWD Staff
 Date: January 23, 2026
 Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky)
 - From an FY26 budget perspective, the SWMF was 1.3% below projected revenue as of December. FY26 revenue was 2.9% lower than FY25 for the same period. Please refer to accompanying charts.
 - Trash tonnage for the first three quarters of FY26 was down 4.4% compared to FY25. Of the overall tonnage, the Municipal Solid Waste (MSW) component was down 1.9% compared to FY25, the Construction and Demolition Debris portion was down 11.6%, and the Alternative Daily Cover portion (fee is 25% of the full rate) was up 5.2%. The pounds per capita per day MSW disposed was 2.7 for FY26 compared to 2.75 for FY25. Please refer to accompanying charts.
- Organics Recycling Facility (Dan) –
 - In October, the compost facility submitted a variance request to allow composting of excess yard waste with the addition of coffee byproducts back but foregoing much of the procedures required for normal compost batches. There was a long delay in getting approval, but as of the end of November, the program is now able to compost using this novel method. Staff will begin making some custom piles early in the new year with the goal of having inventory of low-Phosphorous compost available for the 2026 sales season.
- Materials Recovery Facility (Josh) – See below.
- Marketing, Communications & Outreach (Alise & Beth) - See attached Marketing, Communications & Outreach Update
- Legislative Update (Jen) – The 2026 legislative session is in full swing with new bills being introduced. This is the second year of the biennium which means the bills that were introduced last year remain active. See the attached for a list of the bills introduced last year and this year as of 1/16/26 that are related to solid waste.
- Drop Off Center (Brian)

Drop-Off Center Trip Totals

	November	December	CY2025
Burlington	1,665	1,844	19,471

S. Burlington	7,667	6,185	85,371
Hinesburg	2,382	2,070	25,258
Essex	8,303	6,813	91,978
Milton	4,245	3,670	49,705
Williston	4,687	4,105	56,796
TOTAL	28,949	24,687	328,579

- Environmental Depot (Josh) –

FY 26 1ST				
QTR.	ROVER	DEPOT	CEG	TOTAL
JULY	0	563	42	605
AUGUST	0	812	33	845
SEPTEMBER	86	488	35	609
TOTAL	86	1,863	110	2,059

- Compliance & Safety (Joey) – The Compliance team presented an NOV to the Executive Board last Wednesday. The Executive Board found that Texas Roadhouse was in Violation of Section 3.8 and 3.9 of the Solid Waste Ordinance and assessed civil penalties of \$800 per violation.

Marketing, Communications & Outreach Update

December 2025

Marketing Updates

Food Scraps Quiz Success = A New DOC Quiz on the Way!

As you read in our last update, the Food Scraps Meta/Facebook quiz was a big success. To build on that momentum, we're teaming up with Operations to create a DOC-focused version, launching in February. It will follow the same format—8–10 questions with a gift card incentive for participating. More details (including the live date) coming soon. Stay tuned!

“What Goes Where” Soon Available as a Public Pamphlet

One of the most common questions our team hears is, “What goes where?”. To answer that recurrent question, Jen Holliday pulled together [a clear list](#) explaining what CSWD does with the materials we collect. We are now taking that useful resource to the next level!

At staff request, Marketing has turned that list into a printable pamphlet for public use. It's a great high-level overview of how CSWD manages materials and will be updated regularly by staff.

We're submitting a print order this week and will let everyone know once pamphlets are available for distribution.



Web Stats

(December 1 - 31, 2025)



12,000 active users on the website! Average time on site **53s**.



The A-Z list received over **4,000** views with the most searched item being **MATTRESS**



The A-Z list page is still our most popular page (next to the Home page, of course!)



TOP TEN A-Z List:

1. Mattress or Box Spring
2. Tire
3. Clothing & Textiles (cleaning out for the new year?)
4. TV
5. Couch
6. Appliances (small)
7. Electronics
8. Wrapping Paper (Paper only)
9. Microwave
10. Refrigerators & Freezers

CSWD in the News

- WCAX:
<https://www.wcax.com/2025/12/26/how-properly-sort-your-holiday-trash-recycling-holiday-season-winds-down/>
- WPTZ:
<https://www.mynbc5.com/article/cleaning-up-after-the-holidays-heres-what-can-be-recycled/69896032>





CSWD

Posted by Sprout Social

Dec 17, 2025 · 🌐



When you think about items that can be recycled in the scrap metal bin, you probably don't think of holiday string lights. But that's exactly where you should dispose of any broken string lights you have! 🌲

Come to any of our Drop-Off Centers and drop them in the scrap metal bin for no fee!

#recyclerright #reducereuserecycle #holidaytips
#sustainableholidays #scrapmetal



Social Media: Facebook

- Total Followers: 2,137
- Content Views: 6,538
- Top Performing Post: Holiday Lights
- Views: 928
- Interactions: 12

Social Media: Instagram

Is wrapping paper
recyclable?

”



[View insights](#)

[Boost post](#)

19 1 17

Liked by sandboxvermont and others

cswdvt Did you know not all wrapping paper

- Followers: 889
- Monthly Views: 6,038*
- Monthly Interactions: 207
- Top Performing Post: Is Wrapping Paper Recyclable
- Views: 1,148
- Interactions: 19
- *NOTE* - Our page views declined significantly compared to the previous two months, likely due to the Meta quiz no longer running. We did, however, see a noticeable increase in traffic following November's press coverage of the MRF groundbreaking.

Social Media: LinkedIn



Followers: 243



Page Views: 42



Top Post: 2025 Wrapped



Chittenden Solid Waste District

243 followers

2d • 🌐

2025 kept us busy in the best way!

This year, CSWD connected with thousands of community members at events, businesses, schools, and our facilities—helping reduce waste, recycle right, and build a more sustainable community. Thanks for being part of a great year!

#2025wrapped #wastereduction #recycling



Social Media: Front Porch Forum (Two posts per month)

Holiday Hours

Winter Webinar Series

12 Days of Disposal (Board post)

Timely Tip on Holiday Waste from CSWD

Margaret Wiener • Falls Rd, Shelburne

Announcement

The holiday season is a time of joy and celebration, but it can also generate a lot of waste that can sometimes be confusing to manage. For instance, did you know that most wreaths can't go straight into yard waste because they have mixed materials? If you leave them intact, they belong in the trash. However, if you take a few minutes to separate the materials, each part can be managed appropriately.

- Scrap Metal: Recycle wire frames at CSWD Drop-Off Centers (free!)
- Yard Waste: Compost natural greenery once removed from the wire at CSWD Drop-Off Centers and their Organics Recycling Facility (free, except Burlington)
- Trash/Reuse: Artificial décor, painted pinecones, ornaments, or whole wreaths

Small effort, big waste win. ❤️

For more tips on how to manage other holiday waste, check out CSWD's 12 Days of Disposal guide: <https://cswd.net/cswd-digest/celebrate-the-12-days->

Outreach Activities: Communities & Event Management

- Presentations: 2
- December Digest: 50% open rate
- Blog Post: <https://cswd.net/cswd-digest/upcycled-diy-gifts-for-the-holidays/>
- Pilot Project: CSWD has taken over the display at the Burnham Memorial Library for the month. The display features tips on recycling, book recommendations and fun facts. The goal is to work with other town libraries to feature CSWD information.



Outreach Activities: Schools



- Classes Taught: 2
- People Reached: 54
- Tours: 1
- Events: Recycle Rally Award Ceremony
- Blog Post: <https://cswd.net/school-spotlight/2025-recycle-rally-results-schools-raise-the-bar-on-waste-reduction/>
- Success Story: Working with Compost and Compliance staff, the School Outreach team helped an entire five-school district reduce compost contamination from 80% of loads exceeding 5% contamination—and incurring over \$1,000 in hauler fines—to under 5% contamination across all four loads checked so far this school year. Monthly tote checks confirm continued improvement.

Outreach Activities: Business

- Waste Audit: BETA Technologies
- Networking: Lake Champlain Chamber of Commerce
- Webinar: https://www.youtube.com/watch?v=_QoV4nV9jiU&t=2s
 - 155 registrants
 - 80 attendees
 - 45 views on YouTube
 - Feedback:

"I have been working on recycling for years. This presentation enlightened me more about textiles. Thank you."
- Holiday Blog Post: <https://cswd.net/resources/a-more-sustainable-season-three-reasons-to-shop-local-and-quick-ideas-for-last-minute-gifts/>



The image is a screenshot of a webinar slide. At the top, there are three horizontal bars in orange, blue, and green. The title "Scrapping Textile Waste: Clothing, Linens & Mattresses" is centered in a large, bold, dark blue font. Below the title, the names and titles of the speakers are listed in a smaller, orange font. To the right of the text is an image of a stack of three white mattresses, with some folded clothing and linens in front of them. In the top right corner, there is a small video thumbnail showing a woman speaking, with the text "CSWD Outreach Web..." below it. At the bottom of the slide, there is a dark teal banner with the CSWD logo on the right and a small orange circular icon on the left.

Scrapping Textile Waste: Clothing, Linens & Mattresses

Gabriella Stevens
Business Outreach Coordinator

Joe Whitten
Co-Founder and CEO at Apparel Impact

Beth Parent (Moderator)
Communications and Outreach Manager



Other Outreach:



CSWD Mainline Phone
Coverage: 37 hours



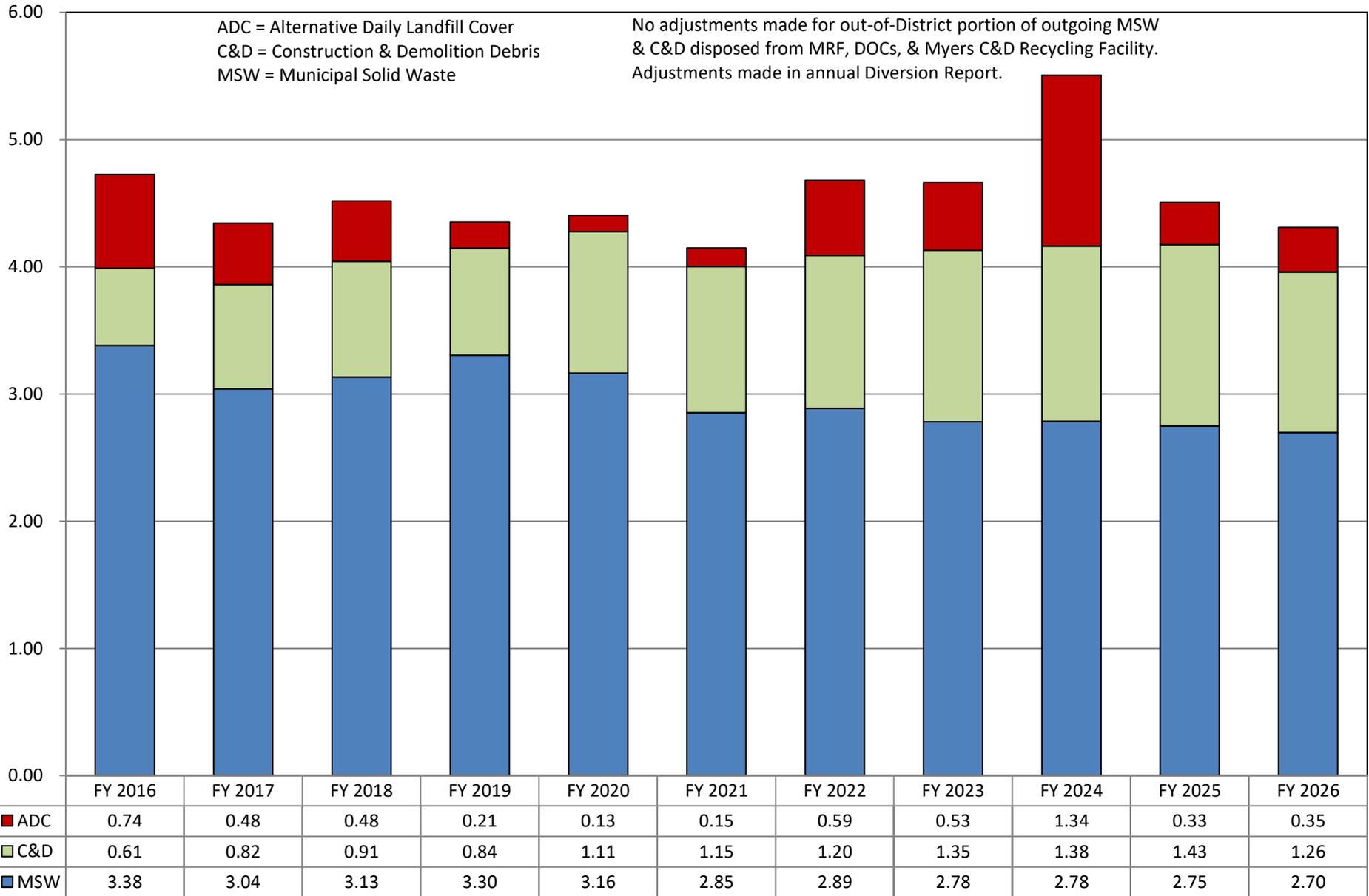
CSWD FY25 Annual Report

Marketing, Communications and Outreach Team

- Jen Holliday – Director of Communications and Public Policy
- Alise Certa – Marketing Manager
- Beth Parent – Communications and Outreach Manager
- Rhonda Mace – School Outreach Coordinator
- Kat Moody – Community Outreach Coordinator
- Gabby Stevens – Business Outreach Coordinator

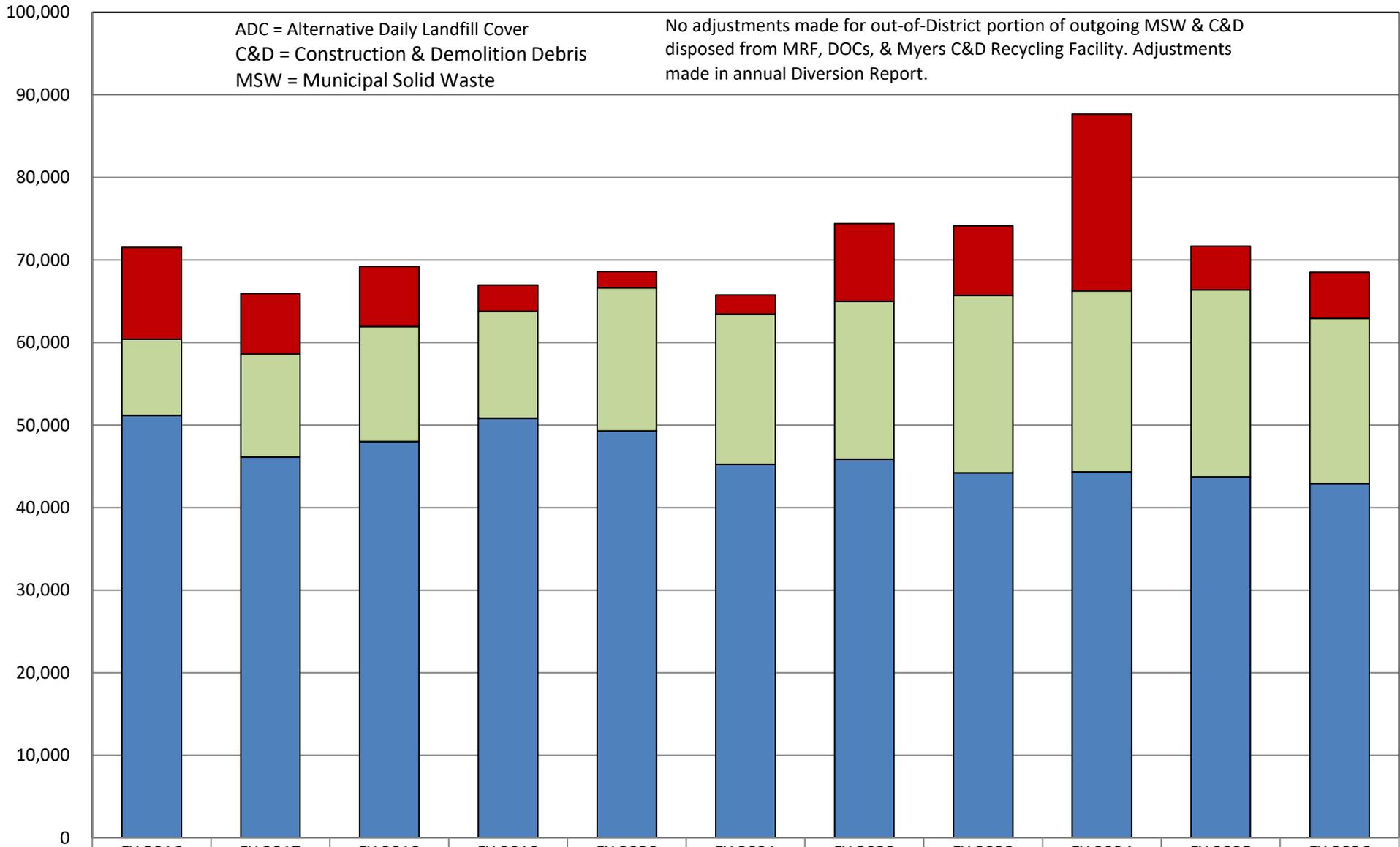
CHITTENDEN SOLID WASTE DISTRICT

Pounds per Capita per Day Landfilled or Incinerated - Fiscal Years 2016-2026 through 2nd Quarter



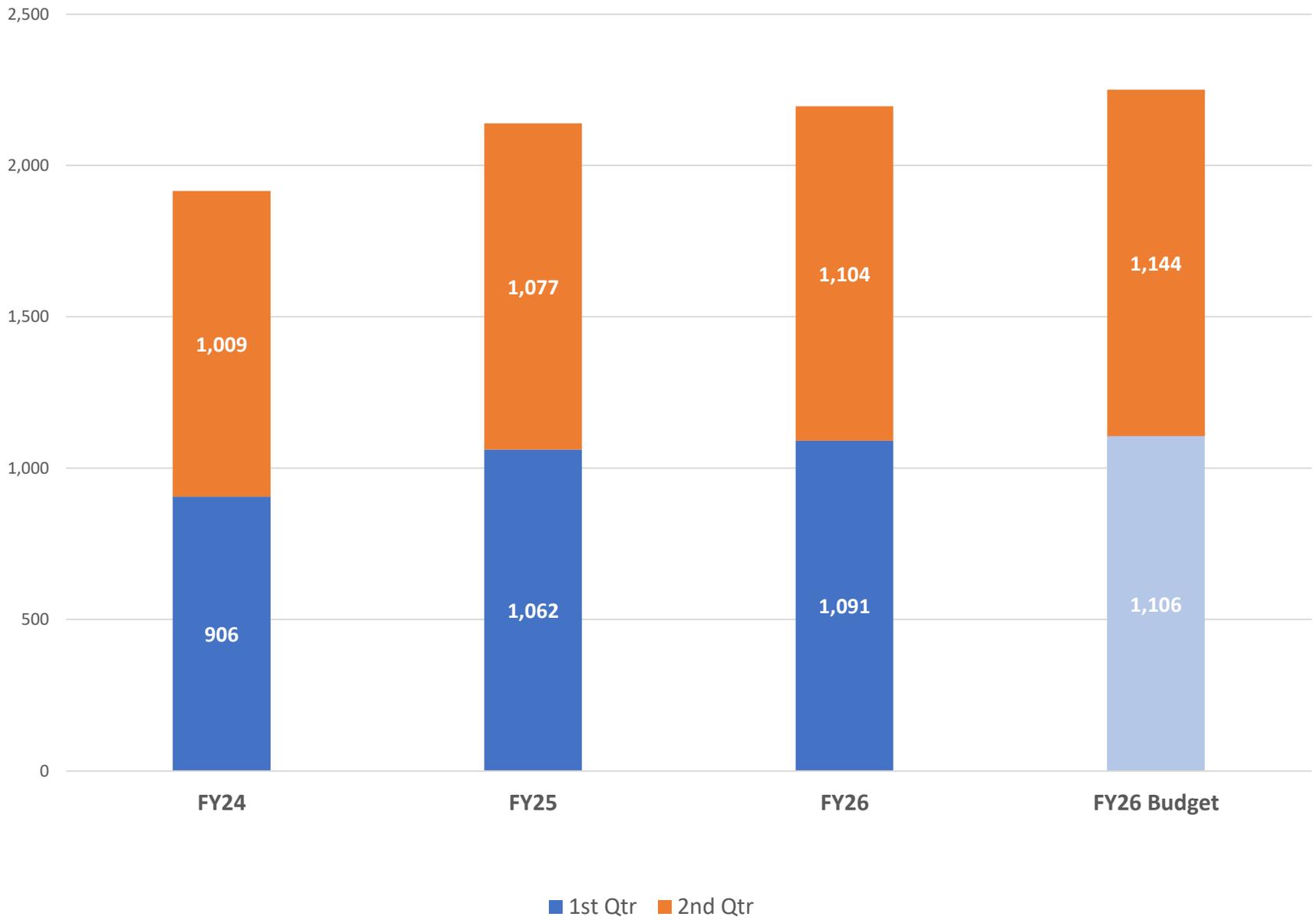
CHITTENDEN SOLID WASTE DISTRICT

Tons Landfilled or Incinerated - Fiscal Years 2016-2026 through 2nd Quarter



	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
■ ADC	11,140	7,315	7,301	3,173	1,992	2,305	9,411	8,446	21,403	5,293	5,567
■ C&D	9,208	12,465	13,928	12,951	17,318	18,206	19,121	21,458	21,920	22,676	20,055
■ MSW	51,174	46,145	48,004	50,837	49,306	45,241	45,876	44,225	44,336	43,707	42,888

Organics Recycling Facility - Billable Food Scrap Tons per Quarter



CHITTENDEN SOLID WASTE DISTRICT

Tons Disposed based on Solid Waste Management Fees (Year over Year)

Month	Total Tons per Month			
	FY 25 tons	FY 26 tons	Tons Diff.	% Diff
Jul	11,693	11,607	-86	-0.7%
Aug	12,870	11,281	-1,589	-12.3%
Sep	10,759	12,675	1,917	17.8%
Oct	12,099	11,327	-772	-6.4%
Nov	10,671	9,495	-1,175	-11.0%
Dec	9,988	9,735	-253	-2.5%
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Total Tons YTD	68,080	66,122	-1,958	-2.9%
Mgmt Fee \$ YTD	\$2,042,389	\$1,983,653	(\$58,736)	-2.9%

	Tons	\$
FY 26 Budget	128,236	\$5,129,440
FY 26 Actual YTD	66,122	\$1,983,653
Difference	-62,114	(\$3,145,787)
FY 26 Actual % YTD vs Budget %	51.6%	
YTD % of Months	50.0%	

Chittenden Solid Waste District

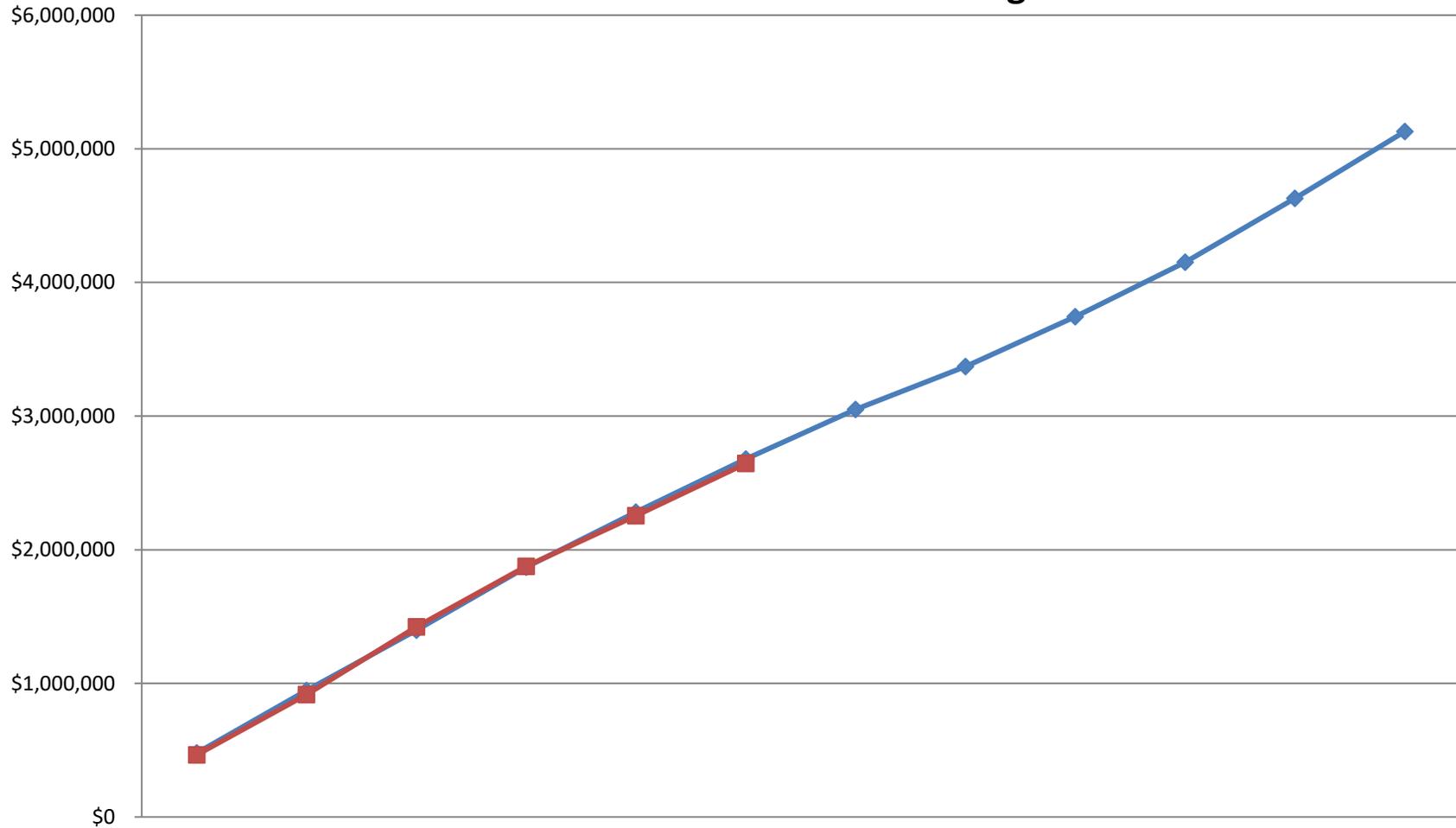
Solid Waste Management Fee FY 26 (Budget versus Actual)

Time	Tons	\$/Ton	\$
FY 26 Budget	128,236	\$40.00	\$5,129,440

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-24	9.3%	\$478,338	\$478,338	\$464,297	\$464,297	(\$14,041)	-\$14,041	97.1%
Aug-24	9.1%	\$469,157	\$947,495	\$451,240	\$915,538	(\$17,916)	-\$31,957	96.6%
Sep-24	8.8%	\$449,197	\$1,396,692	\$507,018	\$1,422,555	\$57,820	\$25,863	101.9%
Oct-24	9.2%	\$473,468	\$1,870,160	\$453,097	\$1,875,652	(\$20,371)	\$5,492	100.3%
Nov-24	8.0%	\$410,211	\$2,280,371	\$379,817	\$2,255,470	(\$30,394)	-\$24,902	98.9%
Dec-24	7.8%	\$398,932	\$2,679,303	\$389,401	\$2,644,871	(\$9,531)	-\$34,433	98.7%
Jan-25	7.2%	\$370,392	\$3,049,696					
Feb-25	6.3%	\$320,644	\$3,370,340					
Mar-25	7.3%	\$373,004	\$3,743,344					
Apr-25	8.0%	\$408,679	\$4,152,023					
May-25	9.3%	\$476,656	\$4,628,679					
Jun-25	9.8%	\$500,761	\$5,129,440					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-24	9.3%	11,958	11,958	11,607	11,607	(351)	(351)
Aug-24	18.5%	11,729	23,687	11,281	22,888	(448)	(799)
Sep-24	27.2%	11,230	34,917	12,675	35,564	1,446	647
Oct-24	36.5%	11,837	46,754	11,327	46,891	(509)	137
Nov-24	44.5%	10,255	57,009	9,495	56,387	(760)	(623)
Dec-24	52.2%	9,973	66,983	9,735	66,122	(238)	(861)
Jan-25	59.5%	9,260	76,242				
Feb-25	65.7%	8,016	84,259				
Mar-25	73.0%	9,325	93,584				
Apr-25	80.9%	10,217	103,801				
May-25	90.2%	11,916	115,717				
Jun-25	100.0%	12,519	128,236				

CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 25 Actual v. FY 26 Budget



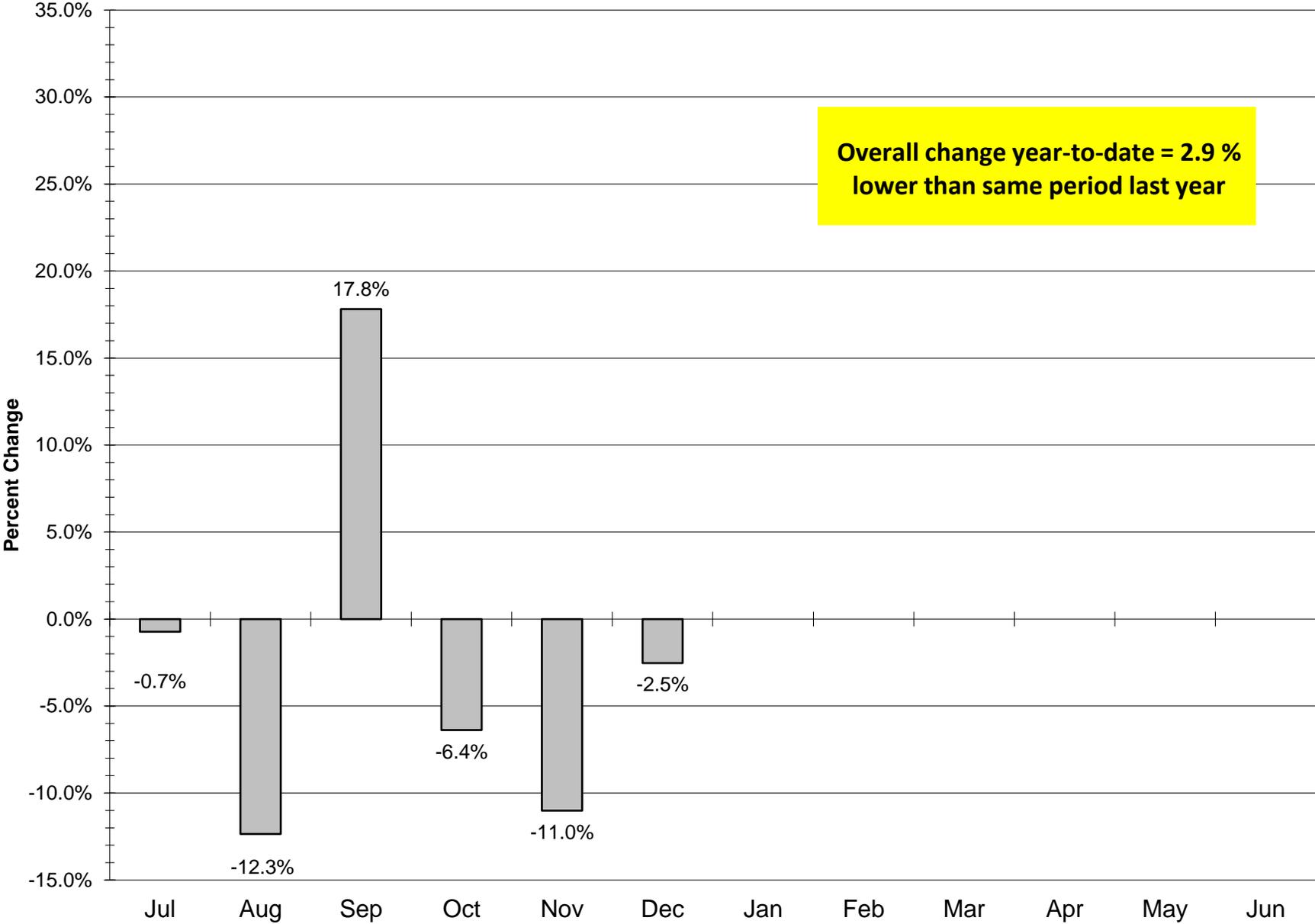
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
—◆— Budget	\$478,338	\$947,495	\$1,396,692	\$1,870,160	\$2,280,371	\$2,679,303	\$3,049,696	\$3,370,340	\$3,743,344	\$4,152,023	\$4,628,679	\$5,129,440
—■— Actual	\$464,297	\$915,538	\$1,422,555	\$1,875,652	\$2,255,470	\$2,644,871						

CHITTENDEN SOLID WASTE DISTRICT

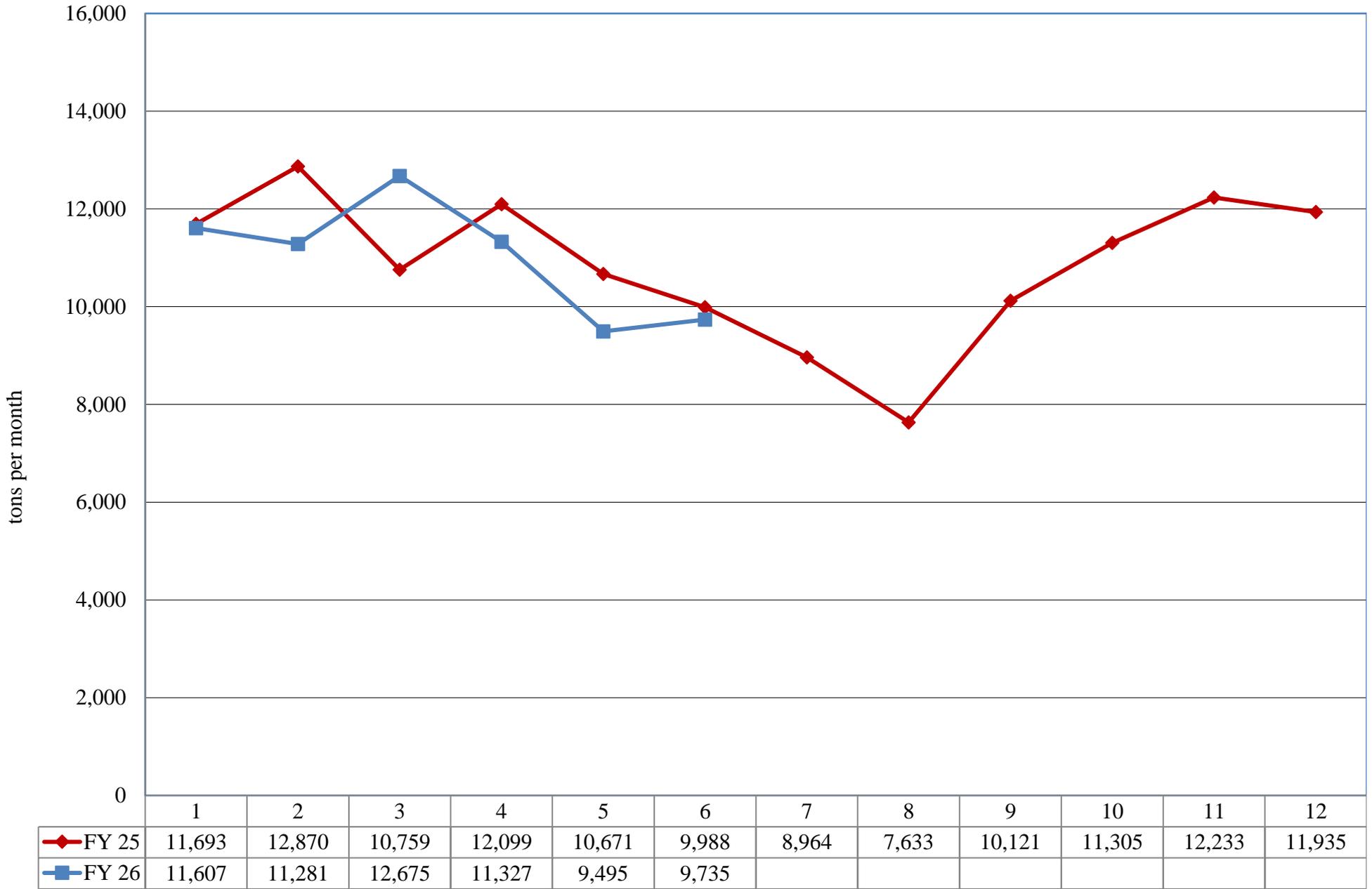
SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 25			FY 26			Difference FY 26 vs FY 25			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,693	22	531.5	11,607	22	527.6	-86	0	-3.9	-0.7%
Aug	12,870	22	585.0	11,281	21	537.2	-1,589	-1	-47.8	-8.2%
Sep	10,759	20	537.9	12,675	21	603.6	1,917	1	65.7	12.2%
Oct	12,099	23	526.1	11,327	23	492.5	-772	0	-33.6	-6.4%
Nov	10,671	20	533.5	9,495	19	499.8	-1,175	-1	-33.8	-6.3%
Dec	9,988	21	475.6	9,735	22	442.5	-253	1	-33.1	-7.0%
Jan		22			21			-1	0.0	
Feb		20			20			0	0.0	
Mar		21			22			1	0.0	
Apr		22			22			0	0.0	
May		21			21			0	0.0	
Jun		21			22			1	0.0	
Total	68,080	255		66,122	256		-1,958	1		
Average			267.0			258.3			-8.7	-3.3%

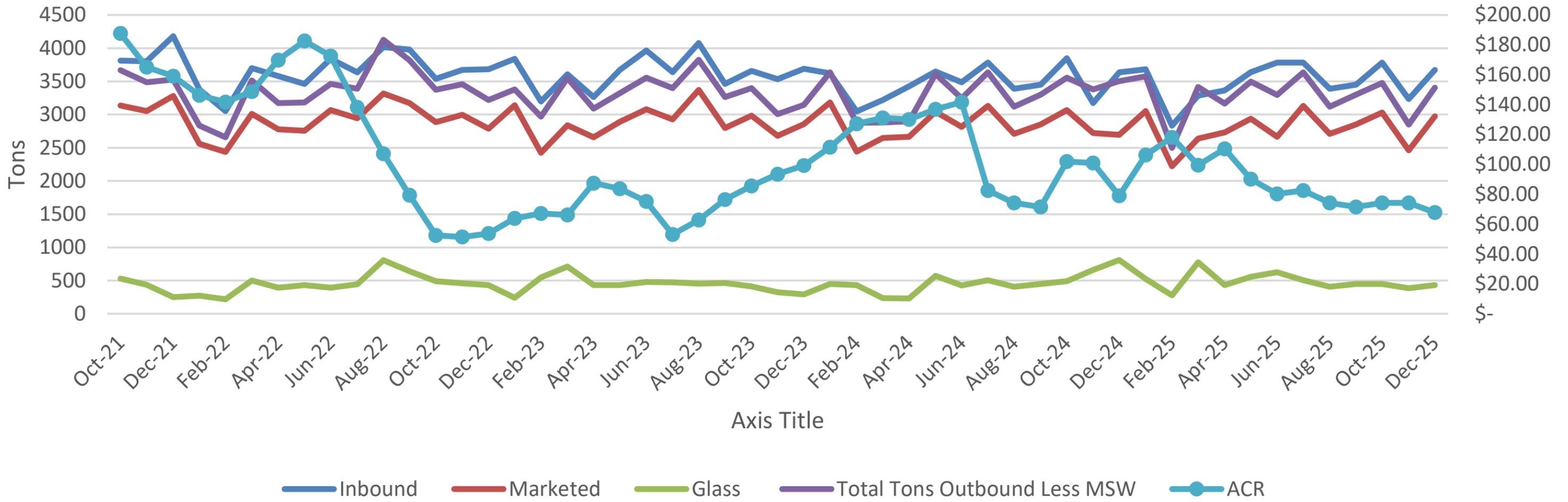
Difference in SWMF Tons Per Month Disposed FY26 versus FY25



CSWD - SWMF Tons Trash per Month - FY 26 v. FY 25



MRF Material Flow





#3.3

ADMINISTRATIVE OFFICE
 19 Gregory Drive, Suite 204
 South Burlington, VT 05403

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

www.cswd.net

To: Board of Commissioners
 From: John Balparda, Director of Finance
 Date: December 30, 2025
 RE: **November 2025** Fund Balances, Reserves, & Warrants

FUND & RESERVE BALANCES

Cash Reserves	Fund Balances	Allocated Cash
32103 - Solid Waste Management Fund	\$ 866,001	\$ 866,001
32105 - Operating Fund	\$ 2,729,625	\$ 2,729,625
32106 - Capital Fund	\$ 566,138	\$ -
32107 - MRF Project Capital Fund	\$ 4,206,831	\$ 4,044,738
32201 - Facilities Closure Fund	\$ 1,506,983	\$ 1,506,983
32202 - COMMUNITY CLEAN UP FUND	\$ 94,059	\$ 94,059
33001 - Landfill Post Closure Fund	\$ 987,736	\$ 987,736
33002 - Biosolids Fund	\$ 422,185	\$ 422,185
34100 - Debt Service Fund	\$ 481,340	\$ 481,340
	\$ 11,860,898	\$ 11,132,667
Total CASH & CASH EQUIVALENT		\$ 11,132,667
Excess Cash Reserves		\$ 0
Working Capital		
Total - 11001 - ACCOUNTS RECEIVABLE		\$ 1,887,031
Less:		
Total - 20100 - ACCOUNTS PAYABLE		\$ 1,264,654
Total - 20200 - CREDIT CARD PAYABLE		\$ 9,397
Total - 20400 - ACCRUED TAXES		\$ 1,357
Total - 20600 - ACCRUED EXPENSES		\$ 6,181
Total - 20670 - UNEARNED REVENUE		\$ 1,786
Subtotal		\$ 1,283,375
Working Capital		\$ 603,656
Total Reserves		\$ 603,656
<i>KPI - 3 Months of Operating Cash & Reserves on Hand</i>		
32103 - Solid Waste Management Fund		\$ 866,001
32105 - Operating Fund		\$ 2,729,625
Total Reserves		\$ 603,656
Total Operating Cash & Reserves		\$ 4,199,282
Quarterly Average Cash Burn		\$ 1,184,825
Months of Operating Cash & Reserves		3.5
Prior Month - Months of Operating Cash & Reserves		
OCT 25		3.4
SEP 25		4.0
AUG 25		4.2
JUL 25		4.5



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Accounts Receivable Aging Summary						
Aging Category	Current	30 Days O/S	60 Days O/S	90 Days O/S	>90 Days O/S	Total
Subtotal	\$1,823,661	\$52,195	\$10,014	\$2,457	(\$1,296)	\$1,887,031
% of Total	96.6%	2.8%	0.5%	0.1%	-0.1%	100.0%
<i>KPI - Total A/R Outstanding for less than 60 days = 90%</i>						
% A/R O/S <60 Days		99.41%				
Oct	1,393,659	632,387	155,430	(2,115)	1,474	2,180,835
% of Total	63.9%	29.0%	7.1%	-0.1%	0.1%	100.0%
Sep	1,580,560	367,991	13,682	66,047	(41,065)	1,987,215
% of Total	79.5%	18.5%	0.7%	3.3%	-2.1%	100.0%
Aug	1,640,214	384,657	66,145	(41,663)	965	2,050,318
% of Total	80.0%	18.8%	3.2%	-2.0%	0.0%	100.0%

AVERAGE MONTHLY CASH BURN	
Warrant Date	Warrant Amount
9/3/2025	957,916
9/16/2025	422,889
9/30/2025	770,249
MRF Exps	(413,291)
Subtotal	1,737,763
10/14/2025	815,625
10/29/2025	922,004
MRF Exps	(107,872)
Subtotal	1,629,757
11/12/2025	714,919
MRF Exps	(527,963)
Subtotal	186,956
Total	3,554,475
Monthly Avg	1,184,825

DEFINITIONS

Funds – a claim on resources (or equity), primarily cash

Reserves – excess cash plus positive working capital, or less negative working capital

Excess Cash – the amount by which cash on hand exceeds the total fund balances

Working Capital – current assets (readily converted to cash) less current liabilities

Fund Type – classification of the fund; Designated and Restricted types are relevant for CSWD

- Designated funds are “ear marked” by management for a stated purpose
- Designated category is further classified by internal or external purpose
 - Designated for Internal Purposes – greater flexibility around usage
 - Solid Waste Management Fund
 - Operating Fund
 - MRF Project Capital Fund
 - Capital Fund
 - Designated for External Purposes – while not Restricted have more constraints around usage
 - Facilities Closure Fund – total estimated costs to close each facility operated by CSWD; reported to the State annually
 - Community Clean-up Fund
- Restricted funds are amounts that can be spent only for the specific purposes stipulated by regulation, agreement, or external resource providers
- Restricted category is further classified by timing
 - Restricted – no definitive time frame – Landfill Post Closure Fund
 - Temporarily Restricted – has definite timeframe – Debt Service Fund

FUNDS WATERFALL

As each priority fund reaches its carry amount, any remaining revenue flows (“waterfalls”) to the next priority fund in order, as listed below:

Funds Subject to Funding Priority Waterfall		
Fund Type	Fund Name	Carry Value
Designated for Internal Purposes	Solids Waste Management Fund	3 months of budgeted administrative expenses
Designated for Internal Purposes	Operating Fund	3 months of budgeted operating expenses
Designated for Internal Purposes	MRF Project Capital Fund	No set minimum, intended to close the projected MRF project shortfall (currently \$4.2M)
Designated for Internal Purposes	Capital Fund	100% the Next year's Capital Expense Budget
Undesignated	Undesignated Fund	Any revenue above and beyond waterfall requirements

These funds are NOT subject to the waterfall. They are evaluated annually and are set by a specified calculation.

Funds Using a Set Calculation		
Fund Type	Fund Name	Carry Value
Designated for External Purposes	Facilities Closure Reserve	Calculated cost of facility solid waste termination
Designated for External Purposes	Community Clean Up Fund	Current balance due to communities
Restricted	Biosolids Fund	Total of funds received plus interest
Restricted	Landfill Post Closure Fund	Estimated worst case cost to achieve functional stability
Temporarily Restricted	Debt Service Fund	100% of upcoming year's debt service



Chittenden Solid Waste District

#3.4

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 200
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: January 23, 2026
RE: Executive Director Update

December 13 - PRESENT

- **NEW MATERIALS RECYCLING FACILITY PROJECT:**
 - Foundation walls are being poured, stormwater ponds are being dug, utility sleeves are in as is the septic tank, marking near completion of the project's underground work. The parking lot areas are also nearly complete, as far as clearing and demarcation. Work on the forced main is scheduled to begin this week or next, and steel work is slated for early March. The project continues to be on track with the timeline.
 - It is looking likely that due to the installation of the Fire Rover early detection system, we may not need to install a fire pump. Fire pumps are necessary for certain size buildings in order to be able to adequately supply the necessary volume and force of water needed for sprinkler systems to address a fire event. The fire pump system added several hundreds of thousands of dollars of cost to the MRF project, for the pump, the room to house it, external access to the room, and all associated infrastructure.
- **PERSONNEL**
 - Per the terms in my employment contract with the District, I'm required to inform the Board of Commissioners of any change of address. My husband and I recently purchased a home in Barnard, VT. This location brings us two hours closer to family in Rhode Island, allowing us more flexibility to help with increasing elder-care needs.
- **FOOD SCRAPS EDUCATION CAMPAIGN**
 - We are working with our advertising and marketing firm, Place, to launch a food scraps education and information campaign in late February. The goal of the campaign will be to inform and educate Chittenden County residents about the impact of disposing food scraps in the trash and to direct them to our website for resources on how to reduce their waste, start a composting practice, and where to bring their food scraps for commercial composting. The campaign direction is being driven by information gleaned from a social media-based quiz that ran in December that garnered nearly 2,000 respondents.
- **QUESTIONS RECEIVED FROM COMMISSIONERS**
 - Two questions were received from Commissioner McCraw which will be addressed in Executive Session.

February 2026

- February 4, February 9: Sarah PTO
- February 11: Finance Committee Budget Review, 9:00AM – 4:00PM
- February 16: Executive Board meeting, 5:00PM
- February 19: All-Staff Safety Training, all facilities and offices closed
- February 25: Full Board meeting, 6:00PM

#3.5

Vermont 2025/2026 Solid Waste Related Bills					
Year	Bill	Sponsors	Bill Statement of Purpose	Status	Action
HOUSE					
2025	H.72	Satcowitz	This bill proposes to authorize municipalities to adopt an ordinance that extends State and local enforcement authority concerning scrapyards to any premises within the municipality that constitutes a public nuisance due to the accumulation of rubbish, scrap, junk, or abandoned vehicles.	Committee on Government Operations and Military Affairs	none
2025	H.119	Branagan	This bill proposes to expand the scope of the beverage container redemption system to include cider, hard kombucha, noncarbonated water, and noncarbonated soft drinks. The bill also would increase the deposit for a container from five cents to 10 cents.	Committee on Environment	none
2025	H.145	Harrison	This bill proposes to expressly authorize the chairs of public bodies to adopt rules governing public comment and the disruption of a meeting by a member of the public. This bill also proposes to allow public bodies to remove an individual from a meeting when the individual engages in conduct that violates the rules governing public comment and the disruption of meetings. This bill further proposes to amend the statute governing disorderly conduct to add substantial impairment of the effective conduct of a meeting as a basis for a disorderly conduct violation.	Government Operations and Military Affairs	none
2025	H.204	Taylor, Harple	This bill proposes to establish an extended producer responsibility program for waste motor vehicle tires.	Committee on Environment	none
2025	H.238	Sheldon, Chapin	This bill proposes to phase out and ultimately prohibit the manufacture, sale, or distribution for sale of consumer products containing added perfluoroalkyl and polyfluoroalkyl substances (PFAS). The bill would authorize both the Secretary of Natural Resources and the Attorney General to enforce the requirements for consumer products containing PFAS, with the Attorney General enforcing under consumer protection laws. In addition, a consumer harmed by a consumer product containing PFAS would be authorized to bring a consumer protection action for damages.	Committee on Environment	Signed into law by Governor 6/11/2025
2025	H.280	Masland, Olson, Higley, Mrowicki	An act relating to the siting of an expanded polystyrene foam densifier in the State. This bill proposes to require the Secretary of Natural Resources to conduct an assessment of the feasibility of siting an EPS foam densifier in the State to serve as a location to transport waste EPS foam for recycling or reuse.	Committee on Environment	none
2025	H.292	Masland; Mrowicki, Olson	An act relating to the land application and sale of biosolids containing PFAS. This bill proposes to ban the land application or sale of biosolids, sewage sludge, or similar liquid wastes in which testing indicates the presence of perfluoroalkyl and polyfluoroalkyl substances (PFAS). The bill would also prohibit the landfill disposal of biosolids, sewage sludge, or similar liquid wastes in which PFAS levels exceed the State standards for hazardous waste.	Committee on Environment	one hearing
2025	H.303	Burt, Bos-Lun, Branagan, Burditt, Carlton, Cole, Dolgin, Harvey, Higley, Lipsky, McGill, Morgan, Nelson, North, O'Brian, Ode, Surprenant, Tagliavia, Toof	This bill proposes to ban the land application of septage, sludge, and biosolids. The bill also would prohibit the sale of compost or other agricultural products containing or produced from septage, sludge, or biosolids.	Committee on Environment	one hearing

Year	Bill	Sponsors	Bill Statement of Purpose	Status	Action
2025	H.319	Sheldon	An act relating to miscellaneous environmental subjects including solid waste regarding the HHW EPR Law, Paint EPR law and Battery EPR law.	Committee on Environment	HHW, Paint and Batteries folded into H.484 and passed
2025	H.344	Logan, Bos-Lun, Casey, Cina, Cordes, Headrick, Hooper, McCann, McGil, Priestly, Tomlinson	This bill proposes to establish a good cause standard for termination of employment.	Committee on General and Housing	none
2025	H.425	Morris, Casey, Emmons, Logan, Masland, McCann, Pouech, Waszazak	This bill proposes to require the Secretary of Natural Resources to submit to the General Assembly a proposed regional long-term septage, sludge, and solids management plan for the safe and cost-effective disposition of septage, sludge, and biosolids in a manner that eliminates or reduces environmental and public health risks.	Committee on Environment	one hearing
2025	H.484	Misc Agriculture subjects	Funding for pesticide collection programs and a study for sustainable funding for those programs including EPR for pesticides was originally in the bill . Later in the session provisions related to battery EPR law and changes to the HHW EPR law were moved from H.319 to H.484 due to inaction on H.319.		Passed and signed by Governor 6/11/2025
2025	H.478	O'Brien	This bill proposes to require that if a wholesale or retail seller of food attaches a price look-up (PLU) sticker to produce, the PLU sticker shall not be made of plastic and shall be compostable. For purposes of the bill, “compostable” would mean the sticker is made of a natural fiber or meets industrial compost quality standards and uses a food grade adhesive for attachment to the produce. The bill would be effective July 1, 2028 to coincide with the European Union’s planned adoption of compostable PLU stickers.	Agriculture, Food Resiliency and Forestry.	one hearing
2025	25-0991	Not an official bill	This bill proposes to require all manufacturers and distributors of covered beverage containers to participate in a producer responsibility organization that shall manage the collection and disposition of beverage containers.	Committee on Environment	four hearings
2026	H632	Sheldon	An Act Relating To Miscellaneous Environmental Amendments This bill proposes to amend multiple environmental subjects. The provision related to solid waste: The bill would extend by a year the date by which an assessment of the end-of-life management of certain battery types shall be conducted and requires the battery stewardship organization in the State to complete the assessment instead of the Agency of Natural Resources.	Committee on Environment	

Year	Bill	Sponsors	Bill Statement of Purpose	Status	Action
2026	H652	Labor, Page, Donahue, Kleppner , Cina , White, Ode , Campbell, Galfetti, Hango, Holcombe, Kascenska, McFaun, Mrowicki, Olson, Pinsonault, Pouech , Sibilia, Sweeney , Wells	An Act Relating To Wastewater Discharges From Landfills This bill proposes to prohibit the discharge of leachate from a landfill or a solid waste management facility into the watershed of Lake Memphremagog regardless of whether the leachate has been treated or is untreated. The bill would prohibit both direct discharge from a landfill or a solid waste management facility and the transfer of the leachate to a wastewater treatment facility in the watershed of Lake Memphremagog for discharge.	Committee on Environment	
2026	H673	Masland, Holcombe	An Act Relating To Brownfields Redevelopment Of The Upper Valley Regional Landfill This bill would appropriate the sum of \$143,000.00 to the Agency of Natural Resources in fiscal year 2027 for the purpose of a grant to the Green Mountain Economic Development Corporation for the costs of reinitiating brownfields site development of the Upper Valley Regional Landfill in the village of Post Mills in the Town of Thetford.	Committee on Environment	
SENATE					
2025	S.139	Watson, Hardy, Harrison, Lyons , White	This bill proposes to require the Secretary of Natural Resources to conduct a needs assessment of the management of materials discarded or disposed from the use of packaging distributed in the State. The bill would also prohibit the chemical conversion of plastic in the State	Committee on Natural Resources and Energy	one hearing
2026	S.177	White	This bill proposes to establish an extended producer responsibility program for waste motor vehicle tires.	Committee on Natural Resources and Energy	
2026	S.217	Watson	This bill proposes to establish an extended producer responsibility program for the collection of discarded mattresses. The bill would require mattress producers, individually or collectively through a mattress stewardship organization, to create, implement, and administer a mattress stewardship collection plan for the collection and disposition of discarded mattresses in Vermont.	Committee on Natural Resources and Energy	
2026	S.247	Harrison, Lyons , Major, White	This bill proposes to prohibit the chemical conversion of plastic in the State. The bill also would, beginning on January 1, 2030, prohibit a person or entity from manufacturing, selling, or distributing in commerce a medical solution container made with intentionally added di(2-ethylhexyl) phthalate (DEHP). In addition, beginning on January 1, 2035, the bill would prohibit a person or entity from manufacturing, selling, or distributing in commerce medical tubing made with intentionally added DEHP. Beginning on January 1, 2029, the bill would prohibit a person from selling, offering for sale, or distributing in commerce a personal care product or designated cleaning product containing a plastic microbead	Committee on Natural Resources and Energy	



#4(a)

ADMINISTRATIVE OFFICE

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South Burlington, VT 05403

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www.cswd.net

To: Board of Commissioners
From: Sarah Reeves, Executive Director
Josh Estey, Director of Operations
Date: January 28, 2026
RE: Remainder of Three-Phase Power Upgrades for Materials Recycling Facility (MRF) Project

Synopsis

CSWD is finalizing the extension of three-phase power from the Organics Recycling Facility to the new MRF site. This work will be completed by Green Mountain Power (GMP) to install power lines, a new power pole, a transformer, and related appurtenances. GMP requires entering into a utility agreement and paying for work prior to installation.

Current Situation

CSWD is finalizing the electrical infrastructure needed to power the new MRF. This project connects the site to high-capacity service from the current termination near the Organics Recycling Facility through a combination of aerial and buried lines, a new pole, and a transformer. The transformer cost to reserve the in-stock transformer is described in a separate memo approved by the Executive Board on January 21st. GMP is prepared to begin construction once the utility agreement is signed, and the remaining project costs are paid in full. Securing these approvals now is essential to avoid delays in bringing the new facility online. The costs below reflect the cost of the work minus the cost of reserving the transformer.

Resolution

Be it resolved that the Executive Board authorizes the Executive Director to finalize the agreement with GMP and pay the remainder of three-phase power upgrades completed by GMP for an amount not to exceed \$80,722.



Billed To	Date Of Issue	Invoice Number	Amount Due (USD)
CSWD	01/19/2026	TE15826-Estimate #1: CSWD - 3ph upgrade along Redmond to Taglet 57157	\$80,721.20
Redmond Rd, Williston, VT 05495	Valid Till	Project	
	04/19/2026	193910-CSWD New Facility Linex	

Description	Qty	L/C	Tax Only	Line Total
Add A Phase Conductor/Foot 1/0-Primary Line	2,700			\$17,417.66
Application Fee App Fee Credited Three Ph OH-Three Phase Overhead	1			(\$500.00)
Application Fee App fee three Ph OH-Three Phase Overhead	1			\$500.00
Conduit - Customer Provided&Installed -Conduit 5 Inch	380		Y	\$7,873.60
Flat Rate Fee/Credit Traffic Control-Traffic Control	120			\$13,036.80
Overhead Three Phase Additional Pole-Primary Line	2			\$4,253.18
Overhead Three Phase Cross Arm Assembly-Cross Arm Assembly	4			\$1,112.76
Overhead Three Phase Guy/Anchor-Each Guy/Anchor Assembly	3			\$1,775.84
Pole Risers Pole Riser Three Phase 15KV-Pole Riser Three Phase 15KV	1			\$4,257.69
Trimming Trimming - Estimated Cost-Trimming - Estimated Cost	800			\$13,296.00
UG Connection Fees Customer Owned Connect per Run-Customer Owned Connect	8			\$4,141.12
Underground 15KV Elbow/Sealing Sleeve-Primary Line	3			\$683.79
Underground 15KV Three Phase Conductor/Foot 15KV-Primary Line	450			\$11,019.74
Vaults - Customer Installed K30.4-K30.4	1			\$10,005.40

Remit Payment To: Green Mountain Power
c/o Alexander Furdon
163 Acorn LN
Colchester, VT 05446
United States

Taxable Amount: **\$84,732.46**

CAIC Tax (25223): \$14,404.52
GMP Materials and Labor (25222): \$66,112.36
Customer Connect Charges (45110): \$4,141.12
Credits (25225): (\$3,936.80)

Amount Due (USD): **\$80,721.20**



****Make check payable to Green Mountain Power Corp****



#4(b)

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

To: Board of Commissioners
From: Sarah Reeves, Executive Director
Josh Estey, Director of Operations
Date: January 28, 2026
RE: Fire Rover Contract for New Materials Recycling Facility (MRF)

Synopsis

CSWD has proposed a hybrid fire protection strategy for the new MRF, replacing traditional sprinkler heads in the tip floor and bale storage areas with a Fire Rover system. The proposal was reviewed by state and local fire officials, and CSWD has received a variance from the state division of fire safety for the installation. The contract was reviewed by legal counsel.

Current Situation

When smoldering fires occur in large piles of material or bale storage at recycling facilities, the common, and highly dangerous, practice is for trained personnel to utilize heavy equipment such as loaders to physically pick up the smoldering or burning material and move it outside to a safe area to be extinguished. This process exposes human operators to significant risks, including inhalation of toxic fumes, exposure to rapidly spreading flames, potential equipment damage, and the risk of the fire expanding during transit. The rapid proliferation of lithium-ion batteries across countless applications – from small electronics to equipment chargers and electric vehicles – has presented significant new challenges for fire safety. These batteries pose extreme risk to MRF and firefighting personnel due to explosive gases released during thermal runaway, and the fact that the batteries burn hotter and faster than other types of batteries. Identifying, pinpointing, and beginning suppression as quickly as possible is crucial to human health and safety and protecting infrastructure.

Solution

The Fire Rover system drastically reduces or eliminates the need for this hazardous manual intervention. This system integrates with the facility's existing water supply and offers targeted, high-speed suppression superior to traditional sprinklers in these high-risk zones. By providing remote live monitoring by Fire Rover personnel 24 hours per day/365 days per year and immediate and precise suppression at the source of the fire within the facility, the system can identify, control, and often extinguish the incipient fire before it necessitates human exposure or the dangerous movement of materials. If a fire expands beyond the incipient stage, first responders communicate directly to Fire Rover operators to address the fire in a safe, coordinated fashion.

Resolution

Be it resolved that the Board of Commissioners authorizes the Executive Director to enter into a master services agreement with FIRE ROVER, LLC, of Farmington Hills, MI for an amount not to

exceed \$299,500 for the system purchase price and a monthly monitoring service fee of \$4,750 + \$200 per month 4G backup once the system is operational, commencing January 2026 until January 3031, with the District's option to renew the contract under the same terms and conditions, and with the Vendor's mutual consent, for one-year periods.



#4(c)

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MEMORANDUM

TO: CSWD Board of Commissioners

FROM: Sarah Reeves, Executive Director

DATE: 1/22/2025

RE: Prime Contract Potential Change Order #002

Prime Contract Change Order #002 from ReArch as part of the new MRF project is being submitted to capture the additional costs SD Ireland is incurring from operating in winter conditions. Project delays have shifted the concrete pour schedule into a time of year that requires additional equipment and labor to do the same amount of work. Namely this cost covers heaters to thaw the ground prior to digging/pouring, poly sheeting to set up tents around the dig areas, and additional man hours to do this work.

Included with this memo is a potential change order document, PCO #001, drafted by ReArch and including a quote by SD Ireland for the added cost in winter weather conditions.

Be it resolved that the CSWD Board of Commissioners hereby approves the District's Executive Director to execute PCO #002 in the amount of \$316,250.00 for purposes of reimbursing SD Ireland for additional costs due to winter weather conditions.

TO: Board of Commissioners
FROM: Sarah Reeves, Executive Director
DATE: December 12, 2025
RE: Delegation of Authority Discussion

SYNOPSIS

The purpose of a Delegation of Authority Resolution is to formally grant specific decision-making powers from higher-ups, like a Board, to lower-level individuals or committees, aiming to boost efficiency, clarify roles, speed up operations, develop employees, and ensure accountability by setting clear limits and guidelines for approvals. It provides a structured framework, preventing confusion and empowering teams to act decisively within defined boundaries. This is a common practice with municipalities that hire a City/Town Manager to run the day-to-day operations of the municipality.

The Board grants certain authorities to the Executive Director and to the Executive Board of Commissioners via a Resolution of the Board at the District Annual Organizational Meeting, and de facto delegates other duties via an employment contract with the Executive Director, however the employment contract does not officially delegate the Board’s authority. The Board has never formally delegated day-to-day operational authorities, but this is a common practice in, for example, higher education, municipal government, publicly traded companies, and large non-profit organizations via a Resolution of the governing body.

Charter Authority

Article I, Section 5 describes in detail the Powers of the District, some 33 distinct powers in addition to the general powers vested in all municipal instruments of the State of Vermont. Article II, Section 1 of the CSWD Municipal Charter establishes the Board of Commissioners.

The legislative power and authority of the District and the administration and the general supervision of all fiscal, prudential, and governmental affairs thereof shall be vested in a governing body known as the Board of Commissioners, except as specifically provided otherwise in this agreement.

Article II, Section 11 states that:

The Board of Commissioners may appoint a manager and such other personnel as it deems necessary for the conduct of the business of the District and the Board of Commissioners shall have the power to prescribe their duties, fix their compensation within limits established by the budget and delegate to them such responsibilities as it deems appropriate. The manager shall make and sign all contracts on behalf of the District, upon approval by the Board of Commissioners.

Executive Director Employment Contract and Job Description

The current Executive Director employment contract contains the following language describing the responsibility to fulfill the duties of the position:

Section 1. Duties.

Employer hereby agrees to employ Employee to perform the functions and duties of the Executive Director of the Chittenden Solid Waste District in accordance with its charter, the laws of the State of Vermont, the Employer's most recently revised job description for the position, the Employer's Personnel Rules and Regulations, and to do any other duties and functions as the Employer shall from time to time assign. The Employee hereby accepts such employment and agrees to perform such duties and responsibilities to the best of her abilities. The Employee recognizes that the District is a public body and agency of the State of Vermont and will act in a manner and perform the services consistent with her role as a public official. Employee shall, during the period of Employee's employment by Employer, devote Employee's full business time, energy, and best efforts to the governmental and business affairs of Employer.

The section references both the District Personnel Rules and Regulations and a job description for the position. The Personnel Rules apply to all employees of the District, and each staff position has a distinct job description. Job descriptions are reviewed annually by the employee and the manager, in this case the Board Chair, to ensure the actual work being performed is accurately reflected in the description. The employment contract does not officially delegate authorities to the Executive Director. The Board of Commissioners hired the District's first General Manager in 1988. Historically speaking, Board delegation was done on a project-by-project basis, leading to Board meetings that would occasionally last upwards of five hours.

Purpose of a Delegation of Authority Resolution

The purpose of a Delegation of Authority Resolution is to formally grant specific decision-making powers (like signing contracts, making purchases, managing personnel, or handling finances) from a Board to lower-level individuals or committees, aiming to boost efficiency, clarify roles, speed up operations, develop employees, and ensure accountability by setting clear limits and guidelines for approvals. It provides a structured framework, preventing confusion and empowering teams to act decisively within defined boundaries.

Vermont has constitutional limits on delegation of authority. For example, a municipal body may not legally delegate its legislative and fiscal functions. Clear terms of delegation with more specificity – as well as limits on the delegation – rather than broad delegation is prudent. Specificity will help guide future actions of the Executive Director and senior staff.

A draft delegation resolution will be brought to the Board in January for consideration. The draft will use various City and Town Charters as reference documents where duties and responsibilities are delegated to the City or Town Manager. It is important to demonstrate consistency with what District

member municipalities provide for their managers, and a District delegation policy should be generally consistent with our member communities' policies. The District policy can be a bit more specific as to the scope of duties and powers delegated.

For example, the draft will include the authority for the Executive Director to sign contracts subject to such dollar limits as the Board may authorize (i.e. the authority typically given at the annual organizational meeting). The draft also includes control over personnel matters but has some limit on layoffs or Reductions in Force. The draft will also make clear the authorities that the Executive Director can't assume and that are retained by the Board, such as calling Board elections, the organization of the Board itself and its governance structure, making assessments to member municipalities, the power as a judicial or legislative entity, incurring debt, adopting a budget, setting fees, and approving the solid waste management plan. The Resolution, like any Board resolution, may be amended from time to time as deemed necessary by the Board.

There is no action requested at this time, but discussion and input is welcomed.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE CHITTENDEN SOLID WASTE DISTRICT

Authorizing Delegation of Duties and Authority

Whereas, the Chittenden Solid Waste District (the “District”) is a union municipal district organized and created for the purpose of providing for the efficient, economical, and environmentally sound management of solid waste generated by member municipalities and their residents;

Whereas, the District is a body politic and corporate with the powers incident to a municipal corporation under the laws of the State of Vermont and is governed by a Charter, codified at 24A V.S.A. Chapter 405 (the “Charter”);

Whereas, the legislative power and authority of the District and the administration and the general supervision of all fiscal, prudential, and governmental affairs thereof is vested in a governing body known as the Board of Commissioners (the “Board”), except as specifically provided otherwise in the Charter;

Whereas, the Board may appoint a Manager and such other personnel as it deems necessary for the conduct of the business of the District, and the Board shall have the power to prescribe duties, fix compensation within limits established by the budget, and delegate to such person the responsibilities as it deems appropriate;

Whereas, the Board has the authority, duty and responsibility to establish, clarify, and to amend from time to time, the policies of the District;

Whereas, the Board has appointed a Manager, referred to and identified as the Executive Director of the District;

Whereas, the Executive Director of the District has the duty, responsibility and authority to manage and administer the District in accordance with Board policies, authority delegated to the Executive Director by the Board, and all applicable law;

Whereas, the Executive Director, as the administrative leader of the District, has the further responsibility of presenting to the Board recommended policies of the District for consideration and action by the Board and to keep the Board appropriately advised and informed;

Whereas, the Board has determined to focus its primary attention on policy and legislative issues of the District, and to delegate to the Executive Director the authority to manage and administer the day to day operations of the District, and establish routine administrative procedures of the District;

Whereas, the Board, is mindful that the authority granted to the Board under the Charter is in the form of a public trust, and the Board shall retain its essential legislative and police powers, while

delegating operational matters to the Executive Director in order to provide for efficiencies in its administrative operations.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the District as follows:

Delegation of Duties: The Board hereby delegates to the Executive Director the following authority and duties:

1. The Executive Director shall be the chief administrative officer of the District, responsible to the Board for the administration and general supervision of all business affairs, property, facilities and programs of the District.
2. The Executive Director is granted such authority by the Board to develop, and negotiate contracts and agreements on behalf of the District for which the expenditure has been included in an adopted budget, and for which funds are readily available, and to sign contracts on behalf of the District up to such dollar amount of expenditures as the Board determines from time to time, primarily at its annual organizational meeting.
3. The Executive Director shall be responsible for the operation of all departments of the District not otherwise provided for in this charter or the laws of the State.
4. The Executive Director shall have the authority to set tipping fees, disposal charges, or similar rates and charges for services provided at the District's waste management facilities or plants, excluding any solid waste management fee or tax imposed under Board adopted waste management ordinances.
5. The Executive Director shall participate in meetings of all standing committees of the Board but shall not vote.
6. The Executive Director shall, in cooperation with the Board and its committees, prepare the annual budget and submit it to the Board for approval and adoption by the member municipalities. The Executive Director shall be responsible for its administration after adoption.
7. The Executive Director shall have the authority and responsibility to develop, and implement, Personnel Rules & Regulations for employees of the District. The Executive Director shall have authority to appoint, fix the salary of, suspend, and remove all employees of the District appointed by the Executive Director, subject to the provisions of the Charter. The Executive Director should advise the Board of such action before appointing, removing, or suspending the head of a department.
8. The Executive Director may, when advisable or proper, delegate to subordinate officers and employees of the District, any duties conferred upon the Executive Director by the Charter or by action of the Board, and hold them responsible for the faithful discharge of such duties, but the Executive Director shall remain ultimately responsible to the Board for all administrative actions under the Executive Director's jurisdiction.
9. The Executive Director is authorized to promulgate policies and to perform such acts as are reasonably necessary and convenient to further the policies and directions adopted by the Board, subject to and in accordance with the limitations and exceptions set forth herein.

10. The Executive Director shall, and cause others to, manage and administer the District, its facilities and operations, in accordance with the policies and resolutions adopted by the Board and all applicable laws and keep the Board appropriately advised.

Limits on Delegation and Authority: The Executive Director shall not have the authority to perform any of the following actions:

1. the calling or administration of elections;
2. making assessments to member municipalities under the Charter;
3. the judicial or legislative functions of the Board or other legal bodies, boards, or commissions formed by the Board;
4. the organization of the Board and selection of its officers and committees and the supervision of the officers of the District in the performance of their statutory duties under the Charter;
5. the setting of solid waste management fees imposed or established under the District's Solid Waste Management Ordinance, as such ordinance may be amended or supplemented from time to time;
6. changes in compensation or benefits to the Executive Director;
7. adoption of any Resolution of the Board specifically required by statute for the incurrence of indebtedness or financing of capital improvements;
8. adoption of a budget for the District, or of an appropriation request, or of any material revision to the budget;
9. approval of the number and timing of Board of Commissioners meetings as well as the agenda for those meetings, although the Executive Director may, in coordination with the Chair or other offices of the District, participate in the development of the agenda;
10. approval of employment contract, salary, increases, performance bonuses, or other forms of compensation for the Executive Director;
11. approval of programs and other transactions of the District that require approval of the state or federal governments;
12. changes in the governance structure of the District;
13. approval of the District solid waste management plan as required by Vermont law;
14. approval of any plan of layoff or reduction in force involving more than 15% ¹of District full-time employees in any six (6) month period, not including employees whose jobs routinely include short term seasonal employment;
15. such other matters as the board may from time to time adopt.

¹ 15% is included as an example -

Amendments. This Resolution may be amended from time to time by the Board.

This Resolution shall not modify, alter, or expand the contractual rights the Executive Director may have under their written and approved employment agreement(s) with the District.

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MEMORANDUM

TO: Board of Commissioners
FROM: Joey Catania, Compliance & Safety Manager
DATE: January 28, 2026
RE: Proposed Changes to the Solid Waste Management Ordinance

SYNOPSIS

Compliance staff have identified three sections of the Solid Waste Management Ordinance (Ordinance) that they would like to amend. These changes close an identified loophole in section 3.10, an expansion of education requirements for landlords of commercial properties, and a technical change for hauler licensing.

CURRENT SITUATION

Section 3.10 of the Ordinance has two key areas that staff have identified as troublesome in practice when working to educate and enforce compliance. The proposed amended language to section 3.10(A)(1) would close a loophole that allows owners of properties with five or more units to comply with Food residual collection requirements by offering services at a separate location: thereby providing Food residual services in a technical sense. Staff want to discourage this practice and require such property owners to provide Food residual collection service on site, and in the same manner as they provide Solid Waste and Recyclable collection services.

Additionally, Section 3.10(D) leaves a gap in the education requirement for property owners of commercial businesses. Staff have identified this as a weakness the Ordinance's ability to hold accountable business that are out of compliance with the Ordinance. Many generators place blame on the property owner when there is a waste management issue. The proposed amended language would help Staff to ensure all parties have received the necessary information to comply with Ordinance requirements.

Finally, section 4.8(A) of the ordinance requires an amendment due to outdated language. Staff used to create individualized Hauler licensing stickers with unique numbers on them. That is no longer the practice. Staff now create an annual, generic, Hauler licensing sticker and uses vehicle license plate numbers to ensure all Commercial Hauler vehicles are properly registered.

NEXT STEPS

Staff will inform all licensed haulers, as well as the public, of the proposed ordinance changes and provide the opportunity for public comment.

Public comments will be open from January 29, 2026, through February 19, 2026, and will be compiled and presented to the Board at the February 2026 Board meeting, where the request for Board approval of the proposed Ordinance changes will be submitted.

Should the Board approve the proposed changes at the February meeting, in accordance with 24 V.S.A. § 1972, Staff will post the proposed Ordinance changes at town offices within the municipality and will send out a press release to at least one local paper that serves the municipality informing them of the proposed changes. CSWD's website will also feature information about the changes. Information about citizens' rights to petition for a vote on the ordinance change will be included in all notices. The amended Ordinance will go into effect on April 27, 2026, pending any petitions, per 24 V.S.A. § 1973.

MOTION to request CSWD staff seek public comment on proposed changes to sections 3.10 & 4.8 of the Solid Waste Management Ordinance.

Proposed Ordinance Changes

3.10 Rental and Multi-Unit Property Requirements.

A) Residential Properties

- 1) Responsibility for collection – Owners of properties that include 5 or more residential units must provide for the collection of Food residuals, Mandatory Recyclables, and Solid Waste destined for Disposal. Receptacles for Food residuals, Mandatory Recyclables, and Solid Waste must be in the same “Designated Area” and must be within, or reasonably close to, the property limits they are servicing. For all other properties, the responsibility for the collection of Solid Waste, Recyclables, and/or Food Residuals shall be demonstrated through a contract. If no contract exists, the owner of the activity shall be considered responsible.
- 2) Frequency of collection – Mandatory Recyclables shall be collected at least as often as Solid Waste for Disposal. Food Residuals shall be collected weekly.

B) Commercial Properties

- 1) Responsibility for collection – The responsibility for the collection of Solid Waste, Recyclables, and/or Food Residuals shall be demonstrated through a contract. If no contract exists, the owner of the activity shall be considered responsible.
- 2) Frequency of collection – Mandatory Recyclables shall be collected at least monthly. Food Residuals shall be collected weekly.

C) Exemptions - Exemptions to Mandatory Recycling and Food Residual collection may be approved by the District on a case-by-case basis provided the owner is managing Recyclables and/or Food Residuals in another District-approved manner.

D) Instructions for Tenants - Property Owners of residential single-family and multi-family rental units, as well as owners of commercial rental properties, will provide instructions on the proper management of Mandatory Recyclables, Special Wastes, Unregulated Hazardous Waste, and Compostables to new tenants and to all tenants at least once per year. The District will provide guidance to property owners or managers. Rental and Multi-Unit Property Owners will provide instructions on the proper management of Mandatory Recyclables, Special Wastes, Unregulated Hazardous Waste, and Compostables to new tenants and to all tenants on an annual basis at a minimum. The District will provide standard instructions to property owners or managers.

4.6. Commercial Hauler Requirements. Commercial Haulers must abide by the following requirements:

- A. Every vehicle used by the Commercial Hauler or on the Commercial Hauler's behalf in the collection, Transfer, Transport, or Disposal of Solid Waste shall be prominently labeled with an identification number decal provided by the District. For each such vehicle, the District shall provide to the Hauler a decal bearing the CSWD Hauler's License number for that vehicle insignia for the year registered. The decal shall be affixed to the driver's side front door or at such other locations on the vehicle as the District may designate. The Commercial Hauler shall maintain the decal in a clean and legible condition. Failure to label a vehicle or maintain the decal as set forth in this Section shall constitute Unlawful Conduct.