

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
January 28, 2026

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	-----
	Burlington	Lee Perry
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
		Wendy Duncan, Alt.
	Essex Junction	-----
	Hinesburg	-----
	Huntington	Barb Winters
	Jericho	Leslie Nulty
		Tom Joslin, Alt.
	Milton	Betsy Paret
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
		Dan Steinbauer, Alt.
	Westford	Katie Frederick
	Williston	David Howell
	Winooski	-----

STAFF: Sarah Reeves, John Balparda, Amy Jewell, Josh Estey, Joey Catania, Becky Johnston

OTHERS PRESENT: Atty. Kathy Zhou, Paul Frank & Collins

AGENDA:

1. Call to Order & Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Materials Recycling Facility Project Contracts
 5. Delegation of Authority Resolution Draft
 6. Proposed Ordinance Changes
 7. Executive Session – Legal Issues, Personnel, Real Estate
 8. Other Business
- Adjournment

Paul Ruess called the meeting to order at 6:00 p.m.

Agenda #1. Agenda

P. Ruess asked if there were any changes to the agenda. Hearing none, the agenda was accepted as presented.

Agenda #2. Public Comment Period

No members of the public were present.

Agenda #3. Consent Agenda

L. Nulty asked for clarification on Item 3.3 Finance – Warrant, Cash Investment and Reserve Balances, defining allocated cash. J. Balparda explained this is total cash on hand after allocating a portion to the fund balances.

P. Ruess asked if there were requests to pull any items from the consent agenda. Hearing none, the consent agenda was accepted.

Agenda #4. Materials Recycling Facility Project Contracts

Agenda #4A. Remainder of Three-Phase Power Upgrades for Materials Recycling Facility (MRF) Project

J. Estey reviewed the memo requesting Board approval for the second part of a two-part request for services to be rendered by Green Mountain Power related to installation of three-phase power for the new Materials Recycling Facility. The first part of the request was brought before the Executive Board to secure the necessary transformer. This is an anticipated cost of the project. P. Stabler added that the reason for the urgency for the Executive Board to approve the purchase of the transformer is that there was only one in stock with GMP, and transformers have an 18-month lead time for ordering. P. Ruess asked for the resolution.

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

The motion was made by L. Nulty with a second by P. Stabler. There was discussion.

B. Paret noted that the invoice specified the cost as \$80,721.20. J. Estey clarified that the final amount is being calculated and that CSWD was assured it would not exceed the amount requested of the Board.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #4B. Fire Rover Contract

J. Estey reviewed the memo requesting Board approval to enter a contract with Fire Rover, LLC for fire detection services at the new Materials Recycling Facility. He noted that CSWD has received a variance from the State Division of Fire Safety for this system, and that this system will also allow CSWD to forgo the need for a fire pump, leading to project savings of approximately \$200,000. J. Estey also acknowledged the work of Kayli Barber, CSWD Project Manager.

T. Joslin asked if this system would lower the facility's insurance rates. J. Estey responded that he's been attempting to have this conversation with our insurance provider, VLCT.

P. Ruess asked for the 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 2031, 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.

The motion was made by A. Nye with a second by P. Stabler. There was discussion.

L. Nulty asked how this system compared to a traditional system. J. Estey replied that this system is roughly the same, if not slightly lower in cost, due to a reduced need for sprinkler infrastructure in the tip floor and bale storage areas.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #4C. Prime contract change order #002

J. Estey reviewed the memo, which described the need for a change order to address additional project costs related to winter conditions.

P. Ruess asked for the resolution.

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.

The motion was made by A. Nye with a second by P. Stabler. There was discussion.

L. Nulty expressed support for the resolution and requested an update on project costs. J. Estey said that he and K. Barber would provide an update at the next Board meeting.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #5. Delegation of Authority Resolution

S. Reeves introduced the item by reminding the Board that the topic was discussed at the December Board meeting and noted that the memo from that meeting was included in the packet. She clarified that the memo stated there would be no action, however, the agenda for the January meeting does request Board action. She stated that the Executive Board reviewed the draft resolution and held discussion. She directed the Board to the list of delegated duties and the list of duties that shall not be delegated.

P. Ruess mentioned a footnote that stated the percentage indicated in item number 14 of the limitations of delegations (layoff or reduction in force involving more than 15 percent of the District), was included as an example. He asked S. Reeves if 15 percent was her recommendation. She confirmed that it was. S. Reeves further clarified for the Board that the resolution began on the second page of the enclosed document.

P. Ruess asked for a motion on the resolution as contained in the packet.

The motion was made by P. Stabler with a second by K. Frederick. There was discussion.

L. Nulty, A. Nye, P. Ruess, B. Paret, P. Stabler, L. Eagan, and M. Weiner all contributed to discussion around item number four of the list of delegated duties, which concerned delegating to the Executive Director the setting of 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. K. Zhou suggested the following language for a possible amendment to the resolution, regarding item number four:

The Executive Director shall have the authority during the then-current fiscal year to make adjustments to the tipping fee, disposal charges, or similar rates and charges for services provided at the District's waste management facilities or plants set forth in the budget as a result of unanticipated changes excluding any solid waste management fee or tax imposed under Board-adopted waste management ordinances.

L. Nulty moved the language as an amendment to the resolution. B. Paret seconded the amendment. There was discussion. K. Spencer questioned the need for the amendment. L. Eagan asked for clarification on the limits referenced in the language. P. Ruess asked if there was further discussion on the amendment. Hearing none, he called the vote. All voted in favor of the amendment. The amendment passed.

P. Ruess asked if there was additional discussion on the amended resolution. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #6. Proposed Ordinance Changes

J. Catania reviewed the memo identifying three sections of the District's Solid Waste Management Ordinance that staff would like to amend. He informed the Board that the action required was to authorize staff to initiate a public comment period, after which he would bring a request to the Board to approve changes to the ordinance. A. Nye asked about hauler sticker requirements, saying that he thought changes had been made. J. Catania responded that some changes have been made, and staff are seeking to further simplify the hauler sticker process. K. Frederick described her experience staffing the hauler license program for CSWD.

P. Ruess noted that a word needed to be changed in the resolution and asked that it be read.

Motion to authorize CSWD staff to seek public comment on proposed changes to sections 3.10 and 4.8 of the Solid Waste Management Ordinance.

The motion was made by L. Nulty with a second by K. Frederick. There was no discussion.

P. Ruess called for the vote. All voted in favor. The motion carried.

Agenda #7. Executive Session – Legal Issues, Personnel, Real Estate Transactions

P. Ruess asked for the motion to be read. A. Jewell read the motion.

I move that the Board of Commissioners of the Chittenden Solid Waste District go into executive session to discuss legal proceedings, personnel, and real estate transactions where premature general public knowledge would clearly place the district and its member municipalities at a substantial disadvantage, and to permit authorized staff and other invited interested parties to be present for this session.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The Board entered executive session at 7:10 p.m.

P. Ruess called for a motion to exit executive session.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The Board resumed public session at 7:32 p.m.

P. Ruess offered the following motion:

I move that the Board hereby delegates to the Chair of the Board of Commissioners of the Chittenden Solid Waste District the authority to modify the time off and vacation schedule for the Executive Director for the current year in such manner that the Chair finds to be in the best interests of the District.

The motion was made by L. Nulty with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

Agenda #8. Other Business

S. Reeves directed the Board's attention to an email sent to the Board containing a resolution that would set the FY2027 public hearing for the February 25, 2026, Board meeting. The District's charter directs the Board to hold a public hearing not later than January 31 for the following fiscal year's budget, however the hearing was not able to be scheduled in time. The advice of counsel is to publicly recognize the delay and to schedule the hearing for the next regularly scheduled Board meeting. S. Reeves noted that this happened once before, in 2005, and the advice for the remedy was the same.

P. Ruess asked for a motion to adopt the resolution as presented by Executive Director Reeves in her email to the Board dated January 28, 2026.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

P. Stabler reminded the Board and the public that the Finance Committee would be reviewing the FY2027 budget on February 11, 2026, from 9:00 a.m. to 4:00 p.m. at the District's Administrative Offices, and he encouraged anyone who wanted to attend to please do so. He mentioned that attending via Zoom is allowed.

P. Ruess asked if there was any additional business to come before the Board. Hearing none, he asked for a motion to adjourn.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

The meeting was adjourned at 7:41 p.m.

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 _____.

Board Secretary