

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
February 25, 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	-----
	Huntington	-----
	Hinesburg	Rick McCraw
	Jericho	Leslie Nulty
	Milton	Betsy Paret
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Alison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
		Dan Steinbauer, Alt.
	Westford	-----
	Williston	David Howell
	Winooski	Bryn Oakleaf

STAFF: John Balparada, Director, Finance; Kayli Barber, Construction Project Manager; Joey Catania, Compliance & Safety Manager; Josh Estey, Director of Operations; Jennifer Holliday, Director of Public Policy & Communications, Amy Jewell, Director, Administration; Becky Johnston, Data & Policy Analyst; Brian Mital, Associate Director of Operations, Sarah Reeves, Executive Director

PUBLIC: Kathy Zhou, Esq., Paul Frank & Collins

AGENDA:

1. Call to Order & Agenda
 2. Public Comment Period
 3. Public Hearing – FY 27 Proposed Preliminary Budget
 4. Consent Agenda
 5. MRF-Financials
 6. MRF-Water Line
 7. Drop-Off Center Fees – Discussion Only
 8. Ordinance Change
 9. Executive Session
 10. Other Business
- Adjournment

Paul Ruess called the public hearing to order at 6 PM.

1. PUBLIC HEARING – FY 27 PROPOSED PRELIMINARY BUDGET

The budget was received by the board at their November 2025 meeting. P. Ruess requested public comment, of which there were none.

ALAN NYE made a motion, seconded by PAUL STABLER, to adjourn the public hearing. All in favor, motion passed.

Paul Ruess called the meeting to order at 6:02 PM.

1. AGENDA

No changes were made to the agenda.

2. PUBLIC COMMENT PERIOD

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

3. CONSENT AGENDA

3.1 Minutes of November 19, 2025 and ~~January 28, 2026~~

3.2 Program Updates

3.3 Finance – Warrant, Cash Investment and Reserve Balances

3.4 Executive Director Update

3.5 NetSuite Renewal

Regarding the minutes of January 28, 2026, L. Nulty said that, in Item 4c, she requested information on MRF projections, not project costs. This will be verified offline and the minutes will be brought forward to the Commission at a future meeting. B. Oakleaf requested that the NetSuite Renewal be removed from the Consent Agenda. P. Ruess said that he wanted to draw the Commission's attention to the issuance of two RFPs for Facility Operations and Commodity Brokerage.

The Consent Agenda was approved as amended.

B. Oakleaf asked if CSWD is looking into leveraging any state contracts for NetSuite and asked if there were any opportunities for collaboration. She said that she did not want to delay this implementation but suggested that it be investigated for the future. J. Balparda said that he would investigate obtaining pre-negotiated rates with the state of Vermont for future software and licensing purchases. Answering a question from M. Wiener, J. Balparda said that NetSuite saves staff a considerable amount of time.

PAUL STABLER made a motion, seconded by LESLIE NULTY, to accept the Oracle America, Inc. annual renewal estimate for the NetSuite software as described in estimate #1777908 totaling \$50,062.80. All in favor, motion passed.

4. MRF FINANCIALS

S. Reeves said that K. Barber is on-site several times a week and is the primary contract with both construction firms. She coordinates communication and project finances. The project is on-track with the costs and staff and consultants are constantly looking for savings. As of February 16, 2026, the total expected cost to construct the new MRF is \$37.2M with some \$19M projected during the second half of FY26 through completion in mid FY27. Of that \$19M, \$12M is secured by the final tranche of bond proceeds, with the first drawdowns totaling \$3M beginning in February 2026. The remaining \$7M will

come from working capital. Operating reserves may be used to fund some of the unallocated difference, providing the Commission is amenable to reducing reserves below three months. S. Reeves said that the chance of no revenue coming in the CSWD is extremely low. S. Reeves detailed the payment structure with the contractor, noting that additional payments are expected to be made next fall. This payment is accounted for in the budgeting spreadsheet, however the location of it needs to be clarified. The descriptions in the spreadsheet will be changed to reflect actual line items.

L. Nulty suggested that staff should determine cash flow through the calendar year to determine moving averages for the project. She also suggested including the April increase to tipping fees. Answering a question from L. Nulty, S. Reeves said that CSWD has been paying interest only on the bond. CSWD will feel the full impact of interest and principal by year three. Interest payments come from the MRF operating budget. L. Nulty said that she feels uncomfortable increasing fees while there are so many unknowns. S. Reeves said that this projection is strictly for the construction project. She said that more solid numbers should be available once the RFP responses are in. Updated data for the new Average Commodity Rate (ACR)/tipping fee projections will be available at the next meeting. It is undetermined how the ACR may improve with the new MRF. Reduced contamination in recyclables and higher bale quality should positively affect revenue. The new MRF may help to allow for materials to be sold in more markets. Pricing is seasonal. Aluminum capture should increase, and new glass clean-up equipment will improve the process for generating processed glass aggregate.

5. MRF-WATER LINE

J. Estey said that the water line will be extended from the organics recycling facility on Redmond Road to the new MRF site. Twelve bids were received. Additional information was requested from the lowest six bids, and the lowest three bids are presented in the memo. Don Weston Excavating was the lowest bidder, and that is who staff are recommending. A 10% contingency is built into the requested amount. The lowest bid came in below the engineer's estimate. The water line will be on the opposite side of the street as the gas line.

ALAN NYE made a motion, seconded by PAUL STABLER, that the CSWD Board of Commissioners hereby authorizes the Executive Director to enter into a contract with Don Weston Excavating, Inc. of Williston, VT for the purposes of constructing a waterline extension on Redmond Road in an amount not to exceed \$719,645.30. All in favor, motion passed.

6. DROP-OFF CENTER FEES (DISCUSSION ONLY)

S. Reeves said that this stems from a desire to look at increasing drop-off center revenues to allow for a dedicated stream of funds for capital needs. One of the proposals being discussed is to unbundle drop-off fees and consistently charge for recycling and food scraps. A facility use of \$1/per vehicle was also discussed. J. Estey said that it is important to plan for the 7-10 year replacement cycle of compactors. The Milton drop-off center is particularly in need of repairs, and the Burlington center is potentially in need of expansion. J. Estey said that increasing the trash bag fees could also be considered. Staff have considered that charging for food scraps collection may cause users to not separate those materials. Concerns were also raised about the \$1/vehicle trip being unfair to those who need to come weekly and increasing the bag fees being unfair to trash-only users.

R. McCraw said that the composting requirement is newer and adherence to this could be seen as more fragile. A. Nye expressed concern that commercial composting providers can use the facility at the same rate as residential customers. B. Oakleaf said that she is concerned about raising the bag fees again, and that she feels that the \$1 facility fee is the best. M. Weiner said that the \$1 fee could be communicated more easily to users as being for facility improvements. K. Spencer said that a survey of users could be

conducted to better understand the impact. L. Nulty said that the facilities fee is simple and easy to explain, and that the burden is equal. B. Paret spoke about affordability concerns and said that she is concerned that this might cause users to not use the facility. B. Oakleaf said that she wanted to ensure that equity is included in the discussion, and that humans are naturally cost-adverse. L. Eagan said that the drop-off centers are often many residents' only interaction with CSWD. She feels that a survey or focus group should be implemented for the Board to learn more about how they would feel about this issue.

7. ORDINANCE CHANGE

J. Catania said that these changes include closing an identified loophole in section 3.10, an expansion of education requirements for landlords of commercial properties, and a technical change for hauler licensing. These changes are expected to go into effect on April 27.

PAUL STABLER made a motion, seconded by LESLIE NULTY, to approve Staff recommended changes to sections 3.10 & 4.8 of the Solid Waste Management Ordinance. All in favor, motion passed.

8. EXECUTIVE SESSION

Not held.

9. OTHER BUSINESS

A. Nye requested an update on glass recycling. S. Reeves noted that R. McCraw had asked for this update as well. J. Estey described collaboration with UVM regarding this issue.

Adjournment – Motion by ALAN NYE, Second by PAUL STABLER, to adjourn the meeting. All in favor, motion passed at 7:34 PM.

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

Board Secretary