



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204  
South Burlington, VT 05403

**EMAIL** info@cswd.net

**TEL** (802) 872-8100

**www.cswd.net**

**DRAFT**

**CHITTENDEN SOLID WASTE DISTRICT  
REGULAR EXECUTIVE BOARD MEETING MINUTES  
CSWD Administrative Office & Via Zoom  
April 13, 2026 – 5:00 P.M.**

**EXECUTIVE BOARD PRESENT:** Paul Ruess, Paul Stabler, Alan Nye, Lee Perry, Ken Spencer

**CSWD STAFF PRESENT:** Josh Estey, Amy Jewell, Sarah Reeves

**PUBLIC PRESENT:** Jason Starr, Williston Observer

**AGENDA ITEMS:**

1. Call to Order Agenda
2. Public Comment Period
3. Consent Agenda
4. General Updates
5. Executive Session
6. Other Business
7. Adjourn

**Paul Ruess called the meeting to order at 5:00 p.m.**

**Agenda #1. Agenda** – Changes were made to the agenda to add an Executive Session after item number 4.

**Agenda #2. Public Comment Period** – No members of the public were present.

**Agenda #3. Consent Agenda** – Approved as presented.

**Agenda #4. General Updates**

**a. MRF Project Updates**

S. Reeves presented updates on the Materials Recovery Facility (MRF) project, stating that the facility construction is moving along as scheduled and that J. Esty is working with local and state fire officials to get the final plans for the fire rover submitted for the Fire Marshall's review. Answering a question from P. Stabler, J. Esty reported that the waterline is in the preparatory phase, with sand currently being transported to the Organics Recycling Facility. Excavation is scheduled to commence within the next two weeks, with the anticipation of potential, minor schedule setbacks once it does. J. Esty reported that Green Mountain Power's line extension is nearing completion.

**b. Jurisdictional Opinion Appeal Update**

S. Reeves reported that the Environmental Court ruled in favor of CSWD regarding the MRF project. The court affirmed that the project is not subject to Act 250 jurisdiction as a municipality project under 10 acres, upholding the original jurisdictional opinion over the appeal filed by Casella Waste Systems. No further appeal was filed and the judge's decision is final.

**c. NOV Update - Texas Roadhouse**

S. Reeves reported that following the February 6, 2026, hearing, the Executive Board found Texas Roadhouse in violation of two solid waste ordinance sections. The restaurant paid a total of \$1,600 in fines, (\$800 per violation) submitted a corrective action plan, and, per CSWD verification, has met all compliance measures and established an approved on-site program.

**d. Department Reorganization - Outreach & Communications**

S. Reeves announced a reorganization of the outreach, communications, and marketing department following an upcoming fiscal year-end retirement. This restructuring aims to align personnel with internal goals and ensure compliance with the Solid Waste Implementation Plan and state requirements. Effective July 1, the Compliance and Safety functions will be integrated under Outreach and Education to streamline operations and align related workstreams. Additionally, Marketing and Communications will merge into a single, cohesive program. A new director will be hired to replace the outgoing director who is retiring. K. Spencer asked that the Commissioners get a copy of the new organizational chart.

#### **e. FY27 Draft Revisions Overview**

S. Reeves provided an update on the FY27 budget revisions, stating that budget managers have been instructed to review remaining FY26 expenses and identify opportunities to reduce, eliminate, or defer costs in the FY27 budget. The revised FY27 budget highlights strategic reductions in outreach, marketing, and consulting/survey expenses, alongside new revenue items. The revisions resulted in a cumulative favorable impact of \$1.6M. Details will be provided in the upcoming board packet. P. Stabler reported that the Finance Committee deemed the review positive, noting significant cost savings and it helped to support the financing for the new MRF. In response to a question from L. Perry S. Reeves said she will ensure an appropriate contingency buffer is factored into the FY27 budget.

#### **Agenda #5. Executive Session**

**PAUL STABLER made a motion, seconded by ALAN NYE, to move that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss real estate negotiations, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit authorized staff, other invited interested parties to be present for this session. Motion passed 5-0.**

**PAUL STABLER made a motion, seconded by ALAN NYE, to exit Executive Session. Motion passed 5-0.**

No action was taken during Executive Session.

#### **Agenda #6. Other Business**

A. Nye reported on a boat wrap recycling initiative identified at a recent marine industry conference. He is coordinating with S. Reeves to evaluate utilizing the new MRF to implement a similar program, aiming to significantly reduce boat wrap waste in local landfills.

#### **Agenda #7. Adjournment**

**PAUL STABLER made a motion, seconded by KEN SPENCER, to adjourn the meeting. Motion passed 5-0. The meeting was adjourned at 5:50 p.m.**

I agree that this is an original copy of minutes, and they have been approved by the Executive Board at the xx, meeting held in South Burlington.

---

Amy Jewell, Secretary

Respectfully submitted,  
Jamie Harrison  
Recording Secretary