APPROVED

CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
April 22, 2026

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:		
	Bolton	-----
	Burlington	Lee Perry
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	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
	Westford	Katie Frederick
	Williston	David Howell
	Winooski	Bryn Oakleaf

STAFF: John Balparda, Director of Finance; Joey Catania, Compliance and Safety Manger; Josh Estey, Director of Operations; Dan Goosen, Director of Organics Recycling; Amy Jewell, Director, Administration; Brian Mital, Associate Director of Operations, Sarah Reeves, Executive Director

PUBLIC: None

AGENDA:

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. Executive Session
5. FY2027 Budget
6. Other Business

Adjournment

Paul Ruess called the meeting to order at 6:01 P.M.

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 –March 25, 2026
3.2 Program Updates
3.3 Finance- Fund Balances, Reserves, & Warrants
3.4 Executive Director Update
3.5 Delegation of Authority Resolution as Adopted

The Consent Agenda was approved as presented.

4. EXECUTIVE SESSION

ALAN NYE made a motion, seconded by PAUL STABLER 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 15-0

PAUL STABLER made a motion, seconded by LESLIE NULTY to exit the Executive Session. Motion passed 15-0

No action was taken during the Executive Session.

ALAN NYE made a motion, seconded by PAUL STABLER to move the Executive Board of Commissioners of the Chittenden Solid Waste District enter into negotiations towards a purchase and sale agreement for the property at 195 Flynn Avenue, Burlington. Motion passed 15-0

5. FY 2027 BUDGET
S. Reeves presented the revised FY27 budget proposal, which incorporates significant revisions and cuts aimed at recovering losses from recent fraudulent activity. Included in the provided budget packet were the CSWD mission statement and relevant financial statements (income statement and balance sheet). S. Reeves proposed that J. Balparda leads a training session in June with the Board on how to read the documents provided in the packet. S. Reeves reviewed the new proposed FY 27 budget stating that the anticipated revenue is just under $19.5M with gross profit of $19.2M. S. Reeves reported that this revision, total expenditures are now estimated at $16M. She stated that the income before transfers and after depreciation is approximated at $2.2M. S. Reeves stated that when considering revisions to the budget staff made sure that no changes were made to services and safety.

S. Reeves identified revisions from each section of the initial budget highlighting changes that were revised to each department's budget. S. Reeves reported that the current Casella contract for the Materials Recovery Facility (MRF) is in its final year. She said changes in the budget for the MRF facility include a 3% processing fee increase, a tip fee increase to $100/ton, and a projected conservative commodity revenue of $75/ton. S. Reeves stated that the expenditures for the Hazardous Waste Depot have decreased with a 5% increase in business waste revenue, a decrease in wages/ benefits and an operating subsidy of $480k. S. Reeves reported a reduction in Cost of Goods Sold at the Organics Recycling facility, with an anticipated operating subsidy of $165K, and an increase in tip fees to $77/ton. S. Reeves said revisions to the Drop Off Center budget include a facility fee of $1/trip to generate income for capital reserve. She said this fee is the result of findings based on the results of suggested the public input survey. S. Reeves reported that the Maintenance and Roll-Off budget is funded by the organics and hauling program, supported by an operating subsidy of $675k.

S. Reeves presented the Wages and Benefits revisions for FY27 with a 2.5% overall increase, FTE's increased to 56.87, and 3.8% COLA increase. S. Reeves provided an overview of the Biosolids program, describing it as a pass-through budget. S. Reeves stated that the expenditures for the Closed Landfill budget have decreased and income is from Treasury Bond investments. S. Reeves provided an overview of the Administrative department and Solid Waste Management budget. She highlighted lower expenditures in the Administrative department funded by additional revenue from the solid waste management fee. S. Reeves stated that the Solid Waste Management budget is the primary funding for Administrative departments, with a fee increase to $41.92/ton.

S. Reeves presented the restructured administrative department positions noting the realignment of compliance from Administration to the Outreach and Communication department. S. Reeves reported a stable compliance budget, with a slight increase to accommodate potential legal enforcement actions. S. Reeves highlighted the revision to the Finance budget as $200k increased interest revenue and a decrease to accounting software expenditures. S. Reeves stated the Capital Projection Budget reflects the new MRF and moderate repairs at the Maintenance facility.

Answering a question from B. Paret regarding discrepancies in the documentation, J. Balparda clarified the correct baseline revisions, net income, and expenditures. Answering a question from B. Paret, A. Jewel clarified the wellness programs and fitness benefits available to CSWD staff. Answering a question from B. Paret. S. Reeves stated that the incentives grant is a program that is offered through the Outreach and Communications, Outreach and Education Department is to help small businesses purchase bins or fund programs that would otherwise be unaffordable. Clarification was given that FY27 will not show the new MRF operational until the fourth quarter. Answering a question from L. Nulty, A. Jewel clarified that the increased commercial insurance allocation is intended to address potential premium adjustments for FY27, pending final coverage decisions. S. Reeves stated that the budgeted subsidy for the Organics Recycling facility has decreased in FY27.

All Board members thanked staff for the revisions and hard work on the budget process. Answering a question from L. Nulty, S. Reeves stated that there is a current need for evaluations of a short-term bridge loan and there will be a proposal in May before the Board for authorization. Answering a question from L. Eagan, S. Reeves stated that, despite having no state-mandated order, the public is generally notified two months in advance of fee changes. Answering a question from B. Paret, S. Reeves provided details on the revisions to FY27 budget revenue and expenditures in preparation for approval to be presented to the municipalities.

PAUL STABLER, made a motion, seconded by LESLY NULTY, to authorize the transmittal of the revised fiscal 2027 budget, as presented to the Board of Commissioners on April 22nd, to the district's member municipalities for their approval. Motion passed 15-0

6. OTHER BUSINESS

S. Reeves reported that budget presentation schedules are currently being finalized and will be distributed upon completion along with all updated documents.

Adjournment – Motion by ALAN NYE, seconded by PAUL STABLER, to adjourn the meeting. All in favor, motion passed at 7:40 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 on _May 27, 2026____.

Amy Jewell
Board Secretary