

**APPROVED**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**19 Gregory Drive South Burlington**  
**MEETING ROOM**  
**MINUTES OF REGULAR MEETING**  
**JUNE 24, 2026**

**\*Hybrid Meeting via Zoom.**

**PRESENT**

|                       |                |                      |
|-----------------------|----------------|----------------------|
| <b>BOARD MEMBERS:</b> | Bolton         | -----                |
|                       | Burlington     | Lee Perry            |
|                       | Charlotte      | -----                |
|                       | Colchester     | Lauren Eagan         |
|                       | Essex          | Alan Nye             |
|                       | Essex Junction | -----                |
|                       | Hinesburg      | Rick McCraw          |
|                       | Huntington     | Barb Winters         |
|                       | Jericho        | Leslie Nulty         |
|                       |                | Tom Joslin, Alt.     |
|                       | 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         |
|                       |                | Rachel Kennedy, Alt. |

**STAFF:** John Balparda, Director of Finance; Joey Catania, Outreach, Compliance & Safety Manager  
Josh Estey, Director of Operations; Dan Goosen, Director of Organics & Recycling; Jennifer Holliday,  
Director of Public Policy & Communications; Becky Johnston, Data & Policy Analyst; Amy Jewell,  
Director of Administration; Thomas Melloni, Paul Frank + Collins; Brian Mital, Associate Director of  
Operations; Sarah Reeves, Executive Director

**OTHERS PRESENT:** Steve Kraft, Place Creative Marketing Firm, Steve M., member of the public.

**AGENDA:**

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. Resolution of Appreciation for Jen Holliday
5. CSWD Brand Refresh
6. Customer Code of Conduct Policy
7. Community Cleanup Fund
8. Executive Session
9. Other Business

**Paul Ruess called the meeting to order at 6:23 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- May 12, May 27, June 4, 2026****3.2 Program Updates****3.3 Finance- Fund Balances, Reserves, & Warrants****3.4 Executive Director Update****3.5 Legislative Update – Bottle Bill****3.6 Solid Waste Rulemaking Update**

P. Stabler asked that the item 3.6 Solid Waste Rulemaking Update be removed from the Consent Agenda for further clarification from staff. All agreed.

The Consent Agenda was approved as amended.

P. Stabler asked about the preventative measures used to maintain the separation of packaged and nonpackaged organic materials and for additional information about the regulatory guidelines concerning Processed Glass Aggregate (PGA). D. Goosen stated the state Solid Waste rules are updated on a regular basis. D. Goosen stated a recent Stakeholder meeting recommended that separation be maintained between source-separated organics and packaged foods needing disposal. Casella's depackaging facility located in Williston diverts 40% of the Organics Recycling Facility's former feedstock volume, processing it into slurry for anaerobic digestion. D. Goossen explained that under the proposed rule changes, facilities will no longer be permitted to mix source-separated organics with packaged commercial food waste, including that from grocery stores or manufacturers. The Agency of Natural Resources aims to preserve the quality of source-separated organics for higher-value uses, such as animal feed and composting. Answering a question from P. Stabler, D. Goosen clarified that the Organics Recycling Facility has the capacity to handle an increase in the amount of food scraps that will likely come into the facility with this rule change and will make changes to staffing and scheduling to accommodate accordingly. Clarification was given on when this proposed change would take effect.

P. Stabler asked for additional information about the regulatory guidelines concerning Processed Glass Aggregate (PGA) and glass rules. J. Estey stated the statute allows PGA to have 1% deleterious materials consisting of paper and plastics. The proposed rules update the amount of paper allowed in PGA specifications to 5% while keeping plastic contamination at less than 1%. P. Stabler said, in the past, paper has been the most challenging contaminant when producing PGA. J. Estey stated the proposed rule update will facilitate increased manufacturing capacity, allowing the facility to capitalize if future market opportunities become available, and further stated that the proposed rule updates are supported by engineering studies performed by the University of Vermont. Answering a question from B. Oakleaf, D. Goosen clarified that Vermont still uses Re-TRAC Connect for data collection services and he has reached out to get reporting data from the depackaging facility.

P. Ruess stated these questions clarified the memo and that no further action was needed. The report is accepted as presented in the consent agenda.

#### **4. RESOLUTION FOR JEN HOLLIDAY**

P. Ruess read the following resolution into the record:

**WHEREAS, Jen Holliday has served the Chittenden Solid Waste District, currently as Director of Public Policy & Communications, with previously held positions in Compliance, Hazardous Waste, Product Stewardship, Safety, and Waste Diversion, and has conducted herself in an outstanding manner for the past thirty-five years;**

**WHEREAS, she has been a dedicated and conscientious public servant working continually for the betterment of Chittenden County and, by extension, the State of Vermont;**

**WHEREAS, she has given selflessly of her time and expertise, leading and working alongside staff at all levels for the Chittenden Solid Waste District; and**

**WHEREAS, she has provided outstanding leadership and guidance to CSWD, the Board, Vermont's solid waste management entities, the Northeast region, and through her tenure as President of the Product Stewardship Institute, a national organization that is a leader in promoting product stewardship goals and programs, leadership on at a national level; and**

**WHEREAS, she has been instrumental in developing strategies that advance CSWD's goals through policy and program initiatives, legislative action, and state and local government regulations; and**

**WHEREAS, she has provided testimony in the Legislature on environmental bills that have advanced CSWD's goals through policy and program initiatives, legislative action, and state and local government regulations; and**

**WHEREAS, she founded and Chaired the Vermont Product Stewardship Council where Extended Producer Responsibility laws are estimated to have saved local governments and taxpayers millions of dollars statewide; and**

**WHEREAS, the work she has completed will continue to be used and appreciated in the future projects of the Chittenden Solid Waste District; and**

**THEREFORE, BE IT RESOLVED that the Board of Commissioners, on behalf of the residents and businesses of eighteen communities in Chittenden County, hereby convey their sincere appreciation for her exemplary leadership and outstanding service for the past thirty-five years.**

**PAUL STABLER made a motion, seconded by LESLIE NULTY, to approve the Resolution of Appreciation for Jen Holliday. Motion passed 12-0.**

P. Ruess thanked J. Holliday on behalf of the Full Board and all member communities for her service, vision and leadership. The Board of Commissioners thanked J. Holliday for her dedication and service.

#### **5. CUSTOMER CODE OF CONDUCT POLICY**

A. Jewell presented a Customer Code of Conduct Policy for approval. The draft has been reviewed by CSWD staff, managers, legal advisors and the Executive Board and changes were made before bringing it to the Full Board for approval. The policy outlines the expectations for customers' behavior at CSWD facilities, including the process of resolving disputes and the consequences of violating the policy. A. Jewell reported that CSWD Hazardous Waste Supervisor D. Curebanas recommended implementing a Customer Code of Conduct Policy to address future incidents and promote a safe, respectful environment for staff. A. Jewell stated the draft policy was presented by B. Johnston, CSWD Data and Policy Analyst, at a meeting with the Justice, Equity, Diversity, and Inclusion Committee and provided to staff for feedback.

Answering a question from L. Nulty, A. Jewell stated upon adoption the policy will be posted at all customer-facing facilities, uploaded to the organization's website, and integrated into on-site signage via QR codes. L. Nulty recommended publishing the policy on Front Porch Forum to maximize the channels of communication. Answering a question from B. Paret, A. Jewell stated the Hazardous Waste Depot has a higher volume of negative interactions with customers than other CSWD facilities. B. Mital stated the Williston drop-off facility experiences the highest rate of negative customer interactions compared to other drop-off locations. Answering a question from R. McCraw, B. Mital stated that current appointment-based scheduling, facility volume restrictions, and price of loads create customer friction at the Hazardous Waste Depot and CSWD drop-off centers.

P. Ruess expressed concern about empowering dissatisfied customers with independent dispute resolution options. He suggested QR codes or information handouts to alleviate the operational burden on frontline staff. B. Mital stated drop-off centers are directed to distribute his contact information to customers for any unresolved disputes.

**ALAN NYE made a motion, seconded by PAUL STABLER, to approve the Customer Code of Conduct of the Chittenden Solid Waste District. Motion passed 12-0.**

## **6. CSWD BRAND REFRESH**

J. Holliday presented the CSWD brand refresh. She stated that Steve Kraft with Place Creative Marketing Firm has been working in conjunction with CSWD on refreshing the facility's brand for the past year. J. Holliday stated the brand refresh will launch in January 2027 when the new MRF becomes fully operational. The brand refresh will be accompanied by a Recycle-Right Campaign designed to communicate the new MRF processing capabilities and promote compliant disposal practices.

S. Kraft stated a Brand Focus Workshop was convened to define the CSWD brand identity, assess public perceptions of waste management, and identify key behavioral drivers. S. Kraft highlighted the core brand pillars that inform all visual messaging and strategic direction including how CSWD helps Vermonters help the environment, leads the way in waste reduction, makes the most of waste, informs and inspires through their programs and work through schools, and is powered by Vermonters. S. Kraft stated the CSWD brand redesign was driven by three strategic objectives: aligning the identity with the organization's core mission, visually representing Vermont, and humanizing the brand by highlighting the staff behind the operations.

S. Kraft presented the new rebrand: CSWD, A Greener Vermont Starts Here. He stated the idea of the rebrand is that CSWD is a place where smarter waste management, recycling, and diversion make a difference and the people who are doing this work are celebrated. S. Kraft stated the new rebrand will help anchor future communications, as reflected by the new logo and identity. Answering a question from A. Nye, S. Kraft detailed the rationale behind the new CSWD logo with the mountain motif representing Vermont's natural landscape, while the circular shape and arrow signify the closed-loop concept of recycling. A. Jewell stated the new logo design and colors will help distinguish CSWD from Casella Waste Systems. Answering a question from B. Winters, A. Jewell stated the new logo and tagline fit very well into the message on waste reduction. S. Reeves stated the new logo will be implemented in phases, aligning the transition with the reordering of wearables and signage. S. Reeves stated the official launch of the new logo will be at the new MRF.

## **7. COMMUNITY CLEANUP FUND**

J. Catania stated there is \$95,000 allotted to the Community Cleanup Fund (CCUF) program. The amount of the allotment is specific to each town's population. He stated the CCUF is a reimbursement style grant

that resets in full each fiscal year (FY). In the current FY only 9% of those funds have been utilized. J. Catania discussed how the Outreach Team will take a more proactive, collaborative approach in assisting board members with project sourcing and execution. Answering a question from B. Paret, J. Catania clarified that there were no changes being made to the current CCUF procedures and guidelines. Answering a question from B. Paret, S. Reeves stated there have been times in the past when a town approves a project and reimbursement was not approved, but those instances were rare. Answering a question from R. McCraw, S. Reeves stated that the Outreach team could present to each town to help with utilization of the CCUF. B. Oakleaf stated that having a pre-approval stage is helpful and thanked staff for the improvements in the process of utilizing CCUF.

## **8. 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 contract 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 12-0. The Board entered Executive Session at 7:45PM.

**LESLIE NULTY** made a motion, seconded by **BRYN OAKLEAF**, to exit the Executive Session. Motion passed 12-0. The public session resumed at 9:08PM.

No action was taken during the Executive Session.

**ALAN NYE** made a motion, seconded by **MARGARET WEINER**, that the resolution presented to the Board with a change in the first resolve, to say “and at a variable rate of interest not to exceed 5.34% per annum for a term of approximately seven years.”

**CLARIFICATION** by **PAUL STABLER** that this motion is regarding a lease for equipment from Somerset Capital for the new Materials Recycling Facility.

Motion passed 12-0.

**PAUL STABLER** made a motion, seconded by **ALAN NYE**, be it resolved that the Board of Commissioners authorizes the Executive Director to enter into negotiations to result in a contractual agreement with Casella Recycling, LLC of Rutland, VT for Materials Recycling Facility operation as described in RFP #20260126, inclusive of all addenda and the vendor’s responses to such. The contract amount shall be established at not more than \$110 per ton processing fee for Year 1. The contract terms shall not be less than 10 consecutive years and not exceed a total of 20 consecutive years. Motion passed 12-0.

**PAUL STABLER** made a motion, seconded by **LESLIE NULTY**, be it resolved that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Casella Recycling, LLC of Rutland, VT for purchase, brokerage and/or marketing of recyclable services as described in RFP #20260212, inclusive of all addenda and the vendor’s responses to such. The contract amount shall be established at not more than \$7 per ton of sorted materials marketed for Year 1. The contract will be issued for a period of three years, beginning on or about January 1, 2027, with the option of two mutually agreed upon one-year extensions. Motion passed 12-0.

**9. OTHER BUSINESS**

Answering a question from T. Joslin, S. Reeves said solar will not be included as a part of the MRF project at this time due to budgetary constraints, but it is desired to be included in the future.

**10. ADJOURNMENT**

**Adjournment – Motion by ALAN NYE, second by PAUL STABLER to adjourn the meeting. All in favor, motion passed at 9:13PM.**

*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 \_7/29/26\_\_\_\_\_.*

\_\_\_\_\_  
*Amy Jewell*

Board Secretary