

NOTICE
NORTHWEST SOLID WASTE DISTRICT
BOARD OF SUPERVISORS

DATE: December 3, 2025
TIME: 6:00 PM
PLACE: St. Albans City Hall, Council Chambers
Zoom meeting: <https://us02web.zoom.us/j/4456759564>

PUBLIC HEARING
NWSWD Draft Solid Waste Implementation Plan
(SWIP)
NWSWD Draft FY2027 Operational Budget

BOS MEETING AGENDA

1. **Review Agenda**
2. **VOTE:** Minutes Board Meeting of November 15, 2025 (Enclosed)
3. **Old Business.**
 - a) Director's Report (Enclosed)
 - b) Financial Report (Enclosed)
4. **New Business**
 - a) **DISCUSSION AND VOTE:** Shall the Board adopt the draft NWSWD Solid Waste Implementation Plan?
 - b) **DISCUSSION AND VOTE:** Shall the Board adopt the draft FY2027 District Administrative Budget (Enclosed) as warned or amended?
 - c) **DISCUSSION AND VOTE:** Shall the Board set the FY2027 District municipal assessment at \$1.60 per capita based on the most recent census data, with a due date of November 15, 2026, and direct the District Treasurer to issue warrants to member municipalities?
 - d) **Certificate of Project Completion:** Required by the Bond Bank
5. **Other Business.**
6. **Public Comment.**
7. **Adjourn.**

EXECUTIVE COMMITTEE

In the event of lack of quorum of the full board the executive committee will meet to deal with the above agenda items for which it is authorized.

Minutes

NWSWD Board of Supervisors Meeting

November 12, 2025

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on November 12, 2025, via zoom (noted) and at the St. Albans City Hall Counsel Chambers at 6:30PM.

Supervisors Present:

Buermann, Bob – So. Hero
Doremus, Mark – Bakersfield – zoom
Getty, Jennifer – Fletcher
Kade, Barry – Montgomery - zoom
Lambert, Paul – Georgia

Manahan, Mike – St. Albans City
Micheli, Carlo – Swanton – zoom
Shepard, Kristin – Richford - zoom
St. Francis, April – Highgate
Sylvester, Mary – Berkshire - zoom

Supervisors Absent:

Blake, Jared – Franklin
McCracken, Alex – Alburgh
Richards, Jim - No. Hero

Others Present:

John Leddy, Executive Director
Pam Bolster, Finance

Full Board Meeting 6:30PM

Chair Jennifer Getty welcomed all members and called the full board meeting to order at 6:50PM.

- 1) **Public Hearing 1 on the NWSWD's new Solid Waste Implementation Plan:** John Leddy forwarded the new SWIP to the board members. He explained that two public hearings need to be held then the board will vote to approve the Draft SWIP. Discussion ensued with it noted that the at the next meeting after the public hearing the board will discuss details of the SWIP. Warning the public hearings was reviewed. Mr. Kade asked that warning of public hearing details be researched in particular the amount of time it needs to be warned in advance of the meeting.
- 2) Welcome, Introductions, opening remarks - Chair: A welcome to the board.
- 3) **Opportunity for Public Comment: None**
- 4) **Approval of Minutes for October 9, 2025.** Mark Doremus moved to approve the minutes, April St. Francis seconded. All were in approval, Jennifer Getty abstained. The motion was passed.
- 5) **Staff Reports:**

a) **Directors Report:** John Leddy stated he had no written directors report but noted the following:

- District operations numbers for usage is down from seasonal highs.
- Issues with equipment specifically the trailer used to haul the C&D. Work has been done to repair it. Blairs who hauls for us and uses this trailer to do so has been slow to respond to our requests for hauls. They have driver shortages and we are working with them to ensure quicker service in the future.
- Safety audit by VLCT done in July was reviewed with the board. Noted was some of the issues the District should address. Also noted was that they were happy with some of the things done and they would be sharing those with other District's

b) **Finance Report:**

Pam Bolster noted the following:

- Audit field visit is complete and went well. Two auditors visited and completed their work in 1.5 days of the scheduled 3. They found us organized and helpful through the process. No issues thus far.
- Drop Off site numbers coming down slightly. Current budget reflects a 28K surplus thus far.
- Large payment to the bonds of 130K have been made. Three bonds, two principle payments, three interest payments.

6) **Committee Reports: Finance – FY27 Draft Budget. Shall the Board hold a Public Hearing on the Draft FY27 District Administrative Budget on Wednesday, December 3, 2025 at 6:00 at the St. Albans City Hall.**

Pam Bolster directed the board to the draft FY27 budget and noted the following:

- The finance committee met twice to discuss the budget and review the challenging pieces.
- Healthcare was analyzed thoroughly and found that MVP for the same plan, a high deductible .HSA compatible plan, was appx. 24K less expensive than BCBS. Though there are some in the middle of procedures, the savings is great enough to make the switch to MVP.
- Surcharge was analyzed in depth. Inflation was discussed as well as where the surcharge would be if we had kept up with the inflation yearly was reviewed along with the current surcharge amounts in place from other Districts. Pam noted that the surcharge based on that review should be over \$36.00 per ton. She noted that they are not requesting \$36 but have to be at least at \$31 per ton to make the budget work and she would prefer \$32 per ton for the cushion. Discussion occurred. The budget presented gives options for four surcharge amounts, \$29, \$30, \$31, & \$32 per ton with \$31 being the rate at which we show a small surplus. Noted that the Finance Committee was split on \$31 or \$32. Jennifer Getty stated she felt comfortable with \$32 per ton. A discussion of yearly increases rather than larger periodic increases. **VOTE:** Barry Kade made a motion for \$31 per ton. No second. Discussion of our robust District services offered in comparison to other Districts was taken into

consideration. Discussion of future measured surcharge increases occurred. Paul Lambert made a motion for \$32 per ton. April St. Francis seconded the motion. The board was in favor with Barry Kade voting nay.

- Noted was the .10 cent increase to the Municipal Assessment increasing it to \$1.50 per resident.
- Discussion of the added line for a new roll off truck and whether leasing or purchasing is the way to go. The plugged budget figure is an approximate of the current lease pricing. No decision of whether to lease or purchase needs to be decided upon at this meeting but an approximate figure needs to be in the budget for budget planning purposes.
- The difficulty of the addition of Alburgh Transfer with only partial year data was noted.
- How to notify the haulers of the surcharge increase was discussed.
- **VOTE. Shall the board warn for public hearing the presented Draft Administrative FY27 budget with a surcharge of \$32.00 per ton and a Municipal Assessment of \$1.50 per resident for the December 3, 2025 meeting.** No further discussion. Jennifer Getty made a motion to warn the presented budtet with a \$32.00 surcharge and a \$1.50 municipal assessment. Mike Manahan seconded the motion. All were in favor with exception of Barry Kade who abstained.

- a. **Other Business:** Pam Bolster noted that the GA Facility Project Closeout paperwork that requires board signatures for the VT Bond Bank will be brought to the December meeting.

Meeting adjourned 8:10 PM

Director's Report 12/1/20258

Well things have been a bit quieter around the district offices in the past month as our operations have slowed down as we enter this late fall slump in waste activity. However operations do carry on and we continue handle our resident's waste materials in a way that focuses on keeping valuable resources out of the landfill. From reduction to reuse to recycling, NWSWD staff has been busy.

In our ongoing effort to offer a service for plastic film we are working with others in northern Vermont to tread new ground. While our programs for agricultural maple tubing continue to develop, NWSWD staff continues to develop its partnership with the St. Albans Rotary Club and local businesses like Teknor Apek, Northwest Medical Center, Dairy Farmers of America, and others to divert film plastic like from landfills and direct it to us. We will combine this with plastic film we collect at our drop-off sites and send it to Trex to be made into plastic/composite decking. Our pilot program has been collecting over 1000 pounds a week! We are currently working out a few transportation logistics, but we're excited with the outcome so far.

This past month we held four events to educate residents about low waste behaviors. Topics included repurposed crafts, make your own cleaners, and paper making. We taught eighth graders about waste and the toxicity of our waste at the Franklin Industrial Development Corporation Technology Fair. We also began an outreach campaign to limit contamination in our compost collection system. We are reminding all to properly separate waste for composting by not including plastic, utensils, cartons, and other trash items. We will be increasing signage at drop-offs and handing out information to those that mistakenly contaminate our compost.

This early dose of winter has forced us to get our drop-off sites ready for winter in a hurry! We are making sure all sites have salt/sand and shovels to keep sites clear. We are communicating with towns that help plow our drop-offs. And we are creating back-up plans and taking care of last-minute maintenance needs to get buttoned up for winter.

We are nearly finished with the 2025 NWSWD Annual Report. We have spent the last month compiling the facts and figures as well as examining our programs and operations over the past year. This report will be completed in the next few weeks and forwarded to you all. I am excited about all of the great work that the District has been completing and I really look forward to sharing our success with our residents in a way that's accessible to more people so if you have any suggestions about to distribute the annual report, please let us know.

Based on all of these plans and reports District Staff are also setting new goals for the coming year using the relative quiet to contemplate how we can improve what we do in order to make it more convenient to keep a wider variety of material from going to the landfill and, as always, we value your suggestions and input.

Onward - John

	NWSWD FY27 Budget Proposal		FY26 Approved Budget 7/1/2025 - 6/30/2026	FY25 Actual	FY25 Budget
1	Hazardous Waste Income	38,500.00	35,365.00	26,178.96	28,000.00
2	Trash Income	643,592.00	660,947.00	521,666.78	372,000.00
3	Sale of Recyclables	57,000.00	65,265.00	48,424.99	44,000.00
4	Recycling Income	125,000.00	119,750.00	123,245.60	100,000.00
5	Municipal Assessments - 1.50	79,833.00	74,385.00	67,892.50	67,892.00
6	Hauler Lisencing	1,600.00	2,280.00	1,570.00	1,600.00
7	Electronic Recycling	14,000.00	23,540.00	13,841.01	24,000.00
8	Composters	-	-	60.00	2,000.00
9	Recycle Bins	-	-	286.00	350.00
10	A. Surcharge - 32.00	1,305,880.00	1,016,223.00	1,004,714.07	962,690.00
11	SWIP Grant	47,357.00	47,035.00	47,357.00	47,035.00
12	Pesticide Grant	15,884.00	7,942.00	7,942.00	7,942.00
13	Misc.	500.00	500.00	(540.48)	500.00
14	Interest	1,200.00	5,500.00	9,420.63	5,300.00
	Compost Collection				
15	Commercial	179,000.00	188,000.00	138,592.75	159,500.00
16	Residential	35,000.00	40,000.00	31,813.81	40,000.00
17	Brush	5,500.00	1,400.00	5,548.00	500.00
	TOTAL INCOME	2,549,846.00	2,288,132.00	2,048,013.62	1,863,309.00
	Administration				
1	Training and Development	3,000.00	5,000.00	449.46	5,000.00
2	Insurance - P & C / WC	80,000.00	80,000.00	65,452.72	74,000.00
3	Utilities	26,500.00	19,500.00	23,551.25	15,500.00
4	Office Supplies	4,000.00	5,000.00	3,589.76	4,000.00
5	Copier Lease	2,300.00	2,300.00	2,232.49	2,000.00
6	Postage and Delivery	850.00	1,300.00	730.00	1,700.00
7	Dues	18,000.00	18,000.00	22,584.50	10,000.00
8	Misc. - Discretionary Expense	2,500.00	2,500.00	1,131.61	2,500.00
9	Advertising	2,000.00	1,500.00	4,412.18	3,000.00
10	Office Equipment	17,100.00	9,500.00	23,890.00	6,500.00
11	Bank Service Charges	9,200.00	4,500.00	8,417.66	3,000.00
	Total Administration Expense	165,450.00	149,100.00	156,441.63	127,200.00
	Personnel				
1	Payroll Processing	6,400.00	5,500.00	6,112.68	4,900.00
2	Gross Wage	969,450.94	877,018.00	795,849.59	811,842.00
3	Benefits	297,745.63	315,377.00	268,037.86	227,474.00
4	ER 457	38,129.99	34,825.00	29,179.05	33,861.91
5	ER Tax	91,416.27	51,001.22	65,726.02	65,454.00
	Total Personnel	1,403,142.83	1,283,721.22	1,164,905.20	1,143,531.91
	Board of Supervisors				
1	Bond Payments	159,529.75	158,174.50	47,752.24	38,070.00
2	Legal / Accounting	17,000.00	14,000.00	14,670.00	14,700.00
3	Property Taxes	12,210.00	10,500.00	11,305.30	10,000.00
4	Meetings / Retreats	500.00	500.00	189.28	500.00
5	Contingency	3,000.00	3,000.00	-	3,000.00

	Total Board of Supervisors	192,239.75	186,174.50	73,916.82	66,270.00
	Facilities / Equipment				
1	Plowing / Mowing	5,800.00	3,800.00	2,845.00	3,000.00
2	Building Maintenance	15,500.00	8,075.00	11,328.53	6,000.00
3	Building Improvements	500.00	500.00	1,215.97	1,000.00
4	Mobile Equipment Fuel	54,000.00	64,992.00	50,320.75	58,000.00
5	Mobile Equipment Maintenance / Repairs	22,000.00	35,000.00	55,684.82	30,000.00
6	Equipment Supplies / Maintenance / Repair	12,000.00	10,000.00	11,510.16	10,000.00
7	Warehouse Supplies	5,000.00	5,000.00	5,082.21	5,000.00
8	New Equipment	1,000.00	1,000.00	279.00	1,000.00
9	Capital Maintenance	-	-	45,944.00	45,944.00
10	Alburgh Transfer Station Equip Lease	15,000.00	15,000.00		
11	New Truck - Current Lease Appx Pricing	53,520.00	-	-	-
	Total Facilities / Equipment	184,320.00	143,367.00	184,210.44	159,944.00
	Direct Services				
1	Education / Outreach	10,000.00	10,000.00	6,283.83	12,000.00
2	Hazardous Waste	68,000.00	48,000.00	64,556.47	35,000.00
3	Trash Disposal	207,149.76	220,841.00	171,667.01	107,216.00
4	Recycling	122,000.00	94,450.00	103,552.05	72,000.00
5	E-Waste	2,500.00	3,900.00	2346.72	3,800.00
6	Composting	115,000.00	110,000.00	108941.16	95000
7	DO Site	25,000.00	14,800.00	22321.03	12000
8	Community Assistance	1,000.00	1,000.00	0	1000
9	Enforcement	1,000.00	1,000.00	0	1000
	Total Direct Services	551,649.76	503,991.00	479,668.27	339,016.00
	Total Expense	2,496,802.34	2,266,353.72	2,059,142.36	1,835,961.91
	Net	53,043.66	21,778.28	(10,562.53)	27,347.09