

Minutes

NWSWD Board of Supervisors Meeting

October 7, 2026

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on October 7, 2026, via zoom (noted) and the St. Albans City Hall Council Chambers at 6:30 PM.

Supervisors Present:

Buermann, Bob – So. Hero
Doremus, Mark – Bakersfield
Gutierrez, Robin – Isla La Motte
Lambert, Paul – Georgia
Kade, Barry – Montgomery
St. Francis, April – Highgate

Blake, Jared – Franklin - zoom
Getty, Jennifer – Fletcher - zoom
Manahan, Mike – St. Albans City - zoom
Murphy, Kristin – Richford - zoom
Richards, Jim – No. Hero - zoom
Sylvester, Mary – Berkshire - zoom

Supervisors Absent:

McCracken, Alex – Alburgh
Micheli, Carlo – Swanton

Others Present:

John Leddy, Executive Director
Tony Miller, Finance Assistant
Dale Chapman, Facility Operations Manager

Full Board Meeting 6:30 PM

Acting Chair April St. Francis welcomed newest board member, Robin Gutierrez, and full board. The meeting was called to order at 6:30 PM and all present introduced themselves.

- 1) **Review Agenda:** Bob Buermann request an Executive Session to discuss a Personnel matter: Granted
- 2) **Opportunity for Public Comment:** None
- 3) **Approval of Minutes for June 3, 2026.** Bob Buermann moved to approve the minutes with correction that he did not attend the June 3rd meeting, Paul Lambert seconded the motion. All were in favor and the motion passed. **Approval of Minutes for September 9, 2026.** Jim Richards moved to approve the minutes as written, Mike Manahan seconded the motion, April St. Francis abstained from the vote as she did not attend, all other board members present were in favor of approving the September 9th minutes and the motion passed.

4) Staff Reports:

a. **Directors Report:**

John Leddy thanked the board members for their commitment to the district and participation at board meetings in continuance of fulfilling the goals of the district. The directors report highlighted the following items:

- A draft of the FY28 budget is being prepared and will be presented for review to the Finance Committee, within the next couple of weeks, for the Finance Committee to present to the full board in November.
- The District is managing a decrease in revenue due to a decrease in the volume of waste being generated within the district.
- Change in operations regarding C&D disposal, currently bringing C&D to Highgate Transfer Station instead of Myers Recycling facility due to increased fees and questions regarding the amount of C&D recycled.
- Reducing expenses, bringing janitorial and plowing expenses in house, as opposed to contracting those services. Utilities expenses have been higher than expected since completion of the building project, the cause is being investigated.
- The district has applied for a grant to expand and improve material reuse services for the district residents, preventing as much material from ending up in the landfill as possible.
- April St. Francis asked about the Sheldon land use certification. John Leddy informed the board that the certification is out for bid. The district is not currently using the site for waste; therefore, the district will not be penalized for an expired certification while we are in the process of re-certification.
- Paul Lambert believed a discussion regarding the Northeast Kingdom Solid Waste District's financial news would be beneficial for the board to discuss as it relates to NWSWD. John Leddy discussed the similarities and difference between the two districts and NWSWD's approach to charging appropriately and the use of revenue sources.

b. Finance Report:

- Tony Miller presented quarter 1 (July to September) financial reports, noting that not all financial transactions for the period had been entered due to tonnage reports and some bills having not been received to date for September.
- Funds have been set aside for Bond payments in November totaling \$130K
- Cost saving measures were pointed out in the financial report, echoing area's that John Leddy highlighted.
- Income and expenses are higher during the 1st quarter of the fiscal year based on volume.
- Alburgh Transfer Station is new to the District; therefore, we do not have a large history of operational data to analyze. Dale Chapman provided information regarding the transition of operations from the town of Alburgh, it is operating smoothly and the district is continuing to educate the public on materials accepted and charges for material. Robin Gutierrez noted that the traffic pattern at the Alburgh site could be improved. Dale Chapman replied, the District is working to improve signage and traffic patterns incrementally, to make changes easier to comprehend and adhere to.
- April St. Francis asked for feedback regarding the late payment fee the district instituted. We have not had any late payments, which improves the District's cash flow position.
- Robin Gutierrez questioned if we charged customers credit card processing fees. The board discussed the matter, and staff will consider proposing changes to how the district handles credit card fees. (If a change is proposed it would be brought to the finance committee as part of budget considerations).

- 5) **Draft of Budget for Fiscal Year 2028** – Budget is being prepared and is to be presented to Finance Committee.
- 6) **Code of Conduct Presentation** – John Leddy referenced CSWD published a Code of Conduct in recent months which coincided with a couple of customer interactions that may have escalated to a point where the District felt a Code of Conduct will be helpful. Barry Kade presented a draft of revisions. A discussion followed and further revision is needed. A revised draft will be brought to the board when ready.
- 7) **Plow Truck Purchase** – Should the District purchase a 2010 Chevrolet plow truck from Bannister Custom Exteriors for \$10,500, and sell the Ford F450 Box truck and box from Isuzu (removed to allow a dump body to be put on the Isuzu for the compost program)? Discussion regarding the details of the truck and it's usage followed. Jennifer Getty asked about additional labor costs to operate the truck. District staff acknowledged there would be a small increase in labor costs due to clearing snow prior to opening, the total increase in labor costs is not expected to be significant. Jim Richards made a motion to approve the

purchase of the plow truck and sell the Ford box truck and Isuzu box to offset the purchase. Kristin Murphy seconded the motion. All were in favor and the motion passed.

8) Executive Session to discuss a personnel issue: Entered at 7:55. Executive Session ends at 8:05. No action taken.

9) Other Business/ Announcements: None.

Meeting adjourned 8:10 PM