

**NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at its next regular meeting.**

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT  
EXECUTIVE BOARD MEETING MINUTES**

**August 13, 2025, 4:30 PM**

**Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**

**And Virtual Meeting on ZOOM**

**1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 4:32 PM. E.Bd members on Zoom: Bill Munoff (BM), Dave Olson (DO), and Rhonda Williams (RW). Other Board Members present: Deborah Gaynor (DG), Diane Mott (DM), and Richard McKerr (RM). Staff present: Don Maglienti (Maglienti), District Mgr.; Drew Pettis (DP), Business Mgr.; Gary Hobbs (GH), Facilities Mgr.; and Shelly Edson (SE), Administrative Assistant/District Clerk.

**2. APPROVE THE AGENDA**

**Motion #1: BM moved to approve the agenda. DG seconded the motion.**

**VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0.**

**3. APPROVE MINUTES OF JULY 9, 2025 MEETING**

**Motion #2: DO moved to approve the minutes of July 9, 2025. DG seconded the motion.**

**VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0.**

**4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.

**5. MANAGER REPORTS**

**a. Personnel** – Nothing to report.

**b. Health & Safety** – Nothing to report.

**c. General and Legislative Updates** – Maglienti mentioned that the District received its final Certification Amendment for the collection of mattresses at the District Transfer Station. Staff is still developing a staging area and tracking system for the number of mattresses recycled or landfilled in order to verify invoices. Staff recently met with representatives from Paint Care to discuss the upcoming expansion of Vermont's Paint Product Stewardship Program. The Program will be expanded to include aerosol coatings as well as other types of industrial and paint-related materials. Staff is also meeting with representatives from Call2Recycle to plan for the expansion of battery Product Stewardship in Vermont. This expansion will simplify the shipping requirements and will now include free recycling of both high-wattage lithium batteries and damaged or defective lithium batteries. Staff will be meeting with the Vermont Product Stewardship Council to discuss efforts to establish extended producer responsibility (EPR) legislation for mattresses in Vermont. Maglienti mentioned that this year's Board Retreat will be held on September 18 at the Strong House Inn in Vergennes.

**6. FINANCIAL REPORTS –**

**a. June 2025 Financial Report** – DP presented the June 2025 financials showing a net gain of \$9,300 for the month, with a YTD2025 net loss of (\$102,362) in the General Fund. The June 2025 MSW & C&D tonnage of 2,128 tons was 17 tons less than June 2024, and YTD2025's 11,916 tons were 213 tons less than YTD2024. The 4,309 transactions in June 2025 were 133 more than June 2024, while YTD2025's 21,650 transactions were 127 less than YTD2024. The June 2025 single stream recyclables total of 327 tons received were 15 tons less than June 2024, while YTD2025's 2,018 tons were 26 tons more than YTD2024. In June 2025, 58 tons of tires were hauled, and YTD2025's 236 tons were 57 tons more than YTD2024. In June 2025, 8.91 tons of food waste were hauled to VNAP, and YTD2025's 25.7 tons hauled were 1.74 tons more than YTD2024.

**b. June 2025 Single Stream Recycling Report** – In June 2025, the Transfer Station delivered 352.09 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials

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Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$41,588, with revenues of \$41,973, for a pre-OH gross profit of \$385 for the month, and a YTD2025 pre-OH gross profit of \$22,345.

c. **Municipal Diversion Grant Applications** – None received.

d. **School Diversion Grant Applications** – None received.

**7. NEW BUSINESS -**

a. **New Haven Regional Residential Transfer Station Operation** – Maglienti stated that the current hauler providing service at the District’s Regional Residential Drop-Off in New Haven (JR’s Rubbish Removal, Inc.) has decided not to continue operating at this location for another year, and there were no responses from the letter sent to haulers inquiring about their interest in the site. Maglienti offered several scenarios through which the site could be kept open until the Board of Supervisors has a chance to decide on a course of action for the facility. Several management options for the facility were discussed.

**Motion #3: DM moved to offer JR’s the option of operating the drop-off with flexible hours for an additional 2 months while subsidizing the trash and recycling collection. DG seconded the motion.**

**VOTE: Yes – 6 (BM, DO, DM, DG, CB, RW). No – 0. Abstain – 0.**

b. **Preliminary Discussion – CY 2026 Draft Budget Items** – Maglienti and staff described some preliminary considerations for the 2026 Draft Budget, including the management of single stream recycling, upcoming capital acquisition and development costs, and potential improvements to the District office. DP mentioned that the COLA (cost-of-living adjustment) to be used in the Draft 2026 budget, which is measured by the percentage change in July 2025 vs. July 2024 New England CPI (Consumer Price Index) for all items, was calculated to be 3.3% (127.676 CPI – July 2025 vs. 123.610 CPI – July 2024).

**8. EXECUTIVE SESSION** – Not necessary.

**9. AGENDA ITEMS FOR AUGUST 21, 2025 BOARD OF SUPERVISORS MEETING –**

**Motion #4: BM moved to cancel the August 21<sup>st</sup> meeting due to lack of business. DG seconded the motion.**

**VOTE: Yes – 6 (BM, DO, DM, DG, CB, RW). No – 0. Abstain – 0.**

**10. OTHER BUSINESS** – CB congratulated staff on recent successful efforts to assist the Addison County Fair and Field Days with recycling and food scrap diversion, as well as on the quality of the District booth as displayed within the Paquette Building. Maglienti provided an update on the status of the food scrap collection program at the District Transfer Station now that Vermont Natural Agricultural Products is no longer accepting this material.

**11. APPROVAL OF PAYMENTS – Summary of Paid June 2025 Invoices**

**Motion #5: BM moved to accept the Chair’s approval of the June 2025 invoices. DO seconded the motion.**

**VOTE: Yes – 6 (BM, DO, DM, DG, CB, RW). No – 0. Abstain – 0.**

**12. ADJOURN**

**Motion #6: BM moved to adjourn the meeting at 6:07 p.m. DM seconded the motion.**

**VOTE: Yes – 6 (BM, DO, DM, DG, CB, RW). No – 0. Abstain – 0.**

*I agree that this is an original of the August 13, 2025 minutes that were considered and approved by the*

*E.Bd at its meeting of \_\_\_\_\_.*

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*Shelly Edson, District Clerk*