

These minutes are subject to review and modification by the ACSWMD Policy Committee at its next meeting.

**Addison County Solid Waste Management District
Policy Committee Meeting
ACSWMD Office Conference Room, 1223 Route 7 South, Middlebury, VT 05753
and Virtual Meeting on Zoom
Thursday, March 26, 2026, 1:00 PM**

MINUTES

Committee Members present in person: Cheryl Brinkman (CB); Richard McKerr (RM); Christine Turner (CT). Committee Members present on Zoom: Rhonda Williams (RW). Staff: Don Maglienti (DM), District Manager.

1. **Call to Order** – The meeting was called to order by CB at 1:00 PM.
2. **Approve Minutes of February 27, 2026 Meeting** –
Motion #1: RM moved to approve the minutes of the February 6 meeting. CT seconded the motion.
Vote: Yes – 4 (CB, RM, CT, RW). No – 0. Abstain – 0.
3. **Review and Edit Policy #1 – Executive Board Policy (Draft #1)**- The Committee reviewed the Executive Board Policy, and discussed the suggested edits outlined in Draft #1 from the February meeting. A discussion was held about the addition of new language at the end of the policy specifying the Executive Board as the authority for conducting hiring, termination, and annual evaluation of the District Manager. The Committee discussed options for preparing draft policies for the Executive Board to review. They reviewed suggested changes to the purchasing categories and spending limits associated with each category. They reviewed the suggested changes to bid process rules, including the use of a cooperative purchasing agency. Language was added relating to timely delivery of service and consideration of environmentally preferable options.
4. **Review and Edit Policy #2 – Purchasing Policy**- The Committee reviewed the Purchasing Policy, and discussed the suggested edits outlined in Draft #1 from the February meeting. The Committee agreed to: (1) remove all references to “aggregate purchases”; (2) rename and reorganize the four categories of purchases within Section II (F); (3) increase the spending limits for the various purchase categories; (4) add language that allows for the use of a cooperative purchasing agency to obtain bids; (5) clarify details about bid opening, bid selection and contract approval; and (5) add language that expands bid selection considerations to include environmentally preferred purchasing criteria.
5. **Review and Edit Policy #3 – Policy of the Board of Supervisors Implementing the District Waste Management Ordinance** – The Committee began its first review of Policy #3, and discussed edits to: (1) remove the amendment date from Section I; (2) change the term “business” in certain definitions to “non-household”; (3) correct terms within the definition of a hazardous waste generator; (4) broaden the definition of “District Transfer Station” to include multiple facilities; (5) clarify the procedure for issuance of waste load inspection forms under Section III

(C); and (6) discussed revising Section E (1) to clarify the District's right to establish a licensing fee.

- 5. Agenda Items for Next Meeting** – The next meeting will be held on April 24, 2026, at 1:00 PM. The Committee will continue its review of the Policy of the Board of Supervisors Implementing the District Waste Management Ordinance.

The meeting adjourned at 2:27 PM.

Minutes submitted by,

Donald Maglienti, Policy Committee Clerk