

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
September 10, 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: Tim Wickland (TW), Bill Munoff (BM), Dave Olson (DO), Deborah Gaynor (DG), and Rhonda Williams (RW). Other Board Members present: 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: TW moved to approve the agenda. DO seconded the motion.

VOTE: Yes – 6 (BM, DO, RM, DG, CB, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF AUGUST 13, 2025 MEETING

Motion #2: DO moved to approve the minutes of August 13, 2025. RM seconded the motion.

VOTE: Yes – 5 (BM, DO, RM, DG, CB). No – 0. Abstain – 1 (TW).

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

5. MANAGER REPORTS

- a. Personnel** – Maglienti mentioned that two staff members have decided to leave within the past several weeks, including a part-time employee on Saturdays and a full-time employee. The part-time Saturday position will be permanently filled with an employee that is currently filling in on an as-needed basis during weekdays. The District is currently advertising for the replacement of the full-time employee, whose duties require a CDL and include operational activities within the HazWaste Center.
- b. Health & Safety** – Maglienti mentioned two recent incidents involving trash trailers provided by MBI that required staff time to address serious safety concerns. One incident was due to landing gear that failed on a fully loaded trailer, causing it to lean severely to one side. The second incident was due to the failure of the structural integrity of a trailer that resulted in one side developing a large crack. Both issues were due to preexisting equipment age and condition and were resolved safely.
- c. General and Legislative Updates** – Maglienti mentioned that both LaPete and the Chittenden Solid Waste District are willing to renew their respective contracts for the hauling and processing of the District's single stream recyclables, with minor cost increases. The increases have been accounted for in the Draft CY 2026 Budget.

6. FINANCIAL REPORTS –

- a. July 2025 Financial Report** – DP presented the July 2025 financials showing a net gain of \$21,294 for the month, with a YTD2025 net loss of (\$89,908) in the General Fund. The July 2025 MSW & C&D tonnage of 2,563 tons was 220 tons more than July 2024, and YTD2025's 14,479 tons were 7 tons more than YTD2024. The 4,808 transactions in July 2025 were 195 more than July 2024, while YTD2025's 26,458 transactions were 68 more than YTD2024. The July 2025 single stream recyclables total of 335 tons received were 55 tons less than July 2024, while YTD2025's 2,353 tons were 30 tons less than YTD2024. In June 2025, 39 tons of tires were hauled, and YTD2025's 275 tons were 76 tons more than YTD2024. In July 2025, 6.23 tons of food waste were hauled to VNAP, and YTD2025's 31.93 tons hauled were 7.97 tons more than YTD2024.

- b. **June 2025 Single Stream Recycling Report** – In July 2025, the Transfer Station delivered 367.48 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$43,423, with revenues of \$43,633, for a pre-OH gross profit of \$210 for the month, and a YTD2025 pre-OH gross profit of \$22,555.
- c. **Municipal Diversion Grant Applications** – None received.
- d. **School Diversion Grant Applications** – None received.

7. **NEW BUSINESS -**

- a. **RFP Proposals – 3-Year Financial Audit (2025, 2026, 2027)** – DP mentioned that two proposals were submitted to the District out of the 11 firms that received RFPs. Telling & Hillman, PC in Middlebury proposed all-inclusive contract prices of \$15,000, \$15,500, and \$16,000 for 2025, 2026, and 2027, respectively. Batchelder Associates PC proposed contract prices based on hourly rates for 1 CPA and 1 Staff over a projected 110 hours, with estimated costs of \$41,250, \$43,000, and \$44,700 for 2025, 2026, and 2027, respectively.

Motion #3: TW moved to recommend to the BOS to contract with Telling & Hillman, PC. RW seconded the motion.

VOTE: Yes – 7 (BM, DO, RM, DG, CB, RW, TW). No – 0. Abstain – 0.

- b. **HySafe 3-Year Contract Renewal for Fall Protection System Inspection (2025, 2026, 2027)** – Maglienti described the need for annual recertification of the District’s fall protection system covering the two trash trailers in the tipping building and the scrap metal trailer. The system includes overhead safety cables and attached self-retracting lifelines (SRLs). Staff obtained one quote from a secondary firm in an effort to reduce costs, but it is difficult to locate companies willing to work on systems that they didn’t install themselves. Staff recommended contracting with HySafe for a pre-paid three-year period to obtain a ten percent savings per year.

Motion #4: BM moved to recommend to the BOS to renew the HySafe contract for 3 years. TW seconded the motion.

VOTE: Yes – 7 (BM, DO, RM, DG, CB, RW, TW). No – 0. Abstain – 0.

- d. **Discussion – New Haven Regional Residential Transfer Station Operation**

Maglienti informed the Board that the current hauler servicing the drop-off in New Haven will be ceasing service at the end of September. Staff presented several budget scenarios for a variety of management options for the facility in the coming year. A discussion was held about the cost of operations compared to the anticipated need for maintaining a residential drop-off at this location. The Board recommended that the discussion be continued at the Board of Supervisors retreat meeting the following week so that a decision on operations can be made prior to the end of the month.

- e. **Draft #1 – CY 2026 Budget** – Staff presented a draft of the CY 2026 budget for review and discussion, which included several different scenarios for MSW and C&D tipping fee increases that will be necessary to arrive at an ending Operating Fund balance for 2026 of between \$5,000 and \$200,000 after the inclusion of the estimated 2025 year-end total of \$298,400. The suggested tip fee increases, which ranged between \$5 and \$13 per ton, are a response to increases outlined in the District’s disposal and hauling contract with Casella as well as forecasted declines in MSW and C&D tonnage for the remainder of this year and into CY 2026. Board members indicated that they are not comfortable with a budget that requires the prior year’s rollover to avoid a net loss of funds and instructed staff to provide a draft budget that raises tip fees enough to end CY 2026 with no net loss. Staff also provided an overview of various diversion program fee increases, which are largely a result of increased disposal and recycling costs.

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

9. **AGENDA ITEMS FOR SEPTEMBER 18, 2025 BOARD OF SUPERVISORS MEETING /**

RETREAT – Agenda items will include a public hearing on the Draft 2025 ACSWMD Solid Waste Implementation Plan (SWIP), the 3-year financial audit contract, the 3-year HySafe inspection contract, a discussion and decision on the New Haven facility operations, and the draft CY 2026 budget.

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112 **10. OTHER BUSINESS** – Maglienti mentioned that he had received the 2025 SWIP Pre-Approval Letter
113 from the Agency of Natural Resources, outlined the public hearing process for the 2025 SWIP and
114 mentioned that the two required public hearings will be warned for the September 18 Board of
115 Supervisors meeting and the October 8 Executive Board meeting. The final SWIP must be approved by
116 the Agency of Natural Resources by November 30, 2025.

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

119 **Motion #5: TW moved to accept the Chair’s approval of the July 2025 invoices. DO**
120 **seconded the motion.**

121 **VOTE: Yes – 6 (BM, DO, RM, DG, CB, TW). No – 0. Abstain – 0.**
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123 **12. ADJOURN**

124 **Motion #6: BM moved to adjourn the meeting at 6:55 p.m. DO seconded the motion.**

125 **VOTE: Yes – 6 (BM, DO, RM, DG, CB, TW). No – 0. Abstain – 0.**
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127 *I agree that this is an original of the September 10, 2025 minutes that were considered and approved by*
128 *the E.Bd at its meeting of _____.*
129
130

131 _____
132 *Shelly Edson, District Clerk*