

NOTE: These minutes are subject to review and modification by the ACSWMD Board of Supervisors at its next Board meeting.

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
Minutes of Board of Supervisors Meeting No. 347
Thursday, September 18, 2025, 4:00 PM
Annual Board Retreat and Draft 2025 SWIP Public Hearing
Strong House Inn, West Main Street, Vergennes, VT 05491 -
And Virtual Meeting on Zoom

1. CALL TO ORDER – The Board of Supervisors (BOS) meeting was called to order by Cheryl Brinkman, Chair at 4:00 p.m. on September 18, 2025. Present:

Town	V	Supervisor/Alternate	Town	Vote	Supervisor/Alternate
<i>Addison</i>	1	Bill Munoff, Randy Bigelow	<i>Orwell</i>	1	Wayne Hall
<i>Bridport</i>	1	Edward Payne	<i>Panton</i>	1	Paul Sokal
<i>Bristol</i>	2		<i>Ripton</i>	1	Joel Tickner
<i>Cornwall</i>	1	Jean Raymond (Zoom)	<i>Salisbury</i>	1	Christine Turner
<i>Ferrisburgh</i>	2	David Olson	<i>Shoreham</i>	1	
<i>Goshen</i>	1	Annina Seiler (Zoom)	<i>Starksboro</i>	1	Susan Jefferies
<i>Leicester</i>	1	Richard Reed	<i>Vergennes</i>	2	Cheryl Brinkman
<i>Lincoln</i>	1		<i>Waltham</i>	1	Rhonda Williams
<i>Middlebury</i>	4	Diane Mott, Richard McKerr	<i>Weybridge</i>	1	Tim Wickland
<i>Monkton</i>	1	Jessica Demeritt	<i>Whiting</i>	1	
<i>New Haven</i>	1				
<i>Staff Present:</i> Don Maglienti (DM), District Manager; Gary Hobbs (GH), Facilities Manager; Ben Eglash (BE), Program Manager; Drew Pettis (DP), Business Manager; Emily Johnston (EJ), Public Outreach Coord.; Shelly Edson (SE), Admin. Assistant/Clerk			<i>Guests:</i>		

2. APPROVE THE AGENDA –

Motion #1: T. Wickland moved to approve the agenda with an edit by C. Brinkman to remove the words “and vote to adopt” from Agenda item 7. D. Olson seconded the motion.

VOTE on Motion #1: Yes – 20 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen, Leicester, Middlebury (4), Monkton, Orwell, Panton, Salisbury, Starksboro, Vergennes (2), Waltham, Weybridge) No – 0. Abstain – 0

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

4. MEMBER COMMUNICATIONS – J. Demeritt mentioned that there is a possible problem with people delivering large bags of heavy materials to the Monkton drop-off.

5. APPROVE MINUTES FROM MEETING NO. 346

Motion #2: B. Munoff moved to approve the minutes of meeting #346. P. Sokal seconded the motion. T. Wickland commented that on page 2, line 10, the wording in motion #3 should be changed from “approve” to “accept.” P. Sokal asked to provide detail on the rates that were approved for mattress disposal and recycling on page 3, Agenda item 7 (f).

VOTE on Motion #2: Yes – 18 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen, Middlebury (4), Orwell, Panton, Salisbury, Starksboro, Vergennes (2), Waltham, Weybridge) No – 0. Abstain – 2 (Leicester, Monkton)

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. **July 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. 4:15 PM – PUBLIC HEARING ON DRAFT 2025 SOLID WASTE IMPLEMENTATION PLAN (SWIP)

The Chair began the public hearing at 4:15 PM. No members of the public were present. DM mentioned that he has received the SWIP pre-approval letter from the Agency of Natural Resources, and that this is the first of two hearings required for the draft SWIP to be considered for final approval. The second public hearing is scheduled to occur at the October 8 Executive Board meeting. DM summarized the Vermont Materials Management Plan (MMP), which became effective in 2024 and serves as the guiding document for the development of the District's SWIP. DM outlined the draft SWIP approval process and MMP requirements for data reporting, collection infrastructure, facilities and siting criteria, and public participation. EJ summarized the changes in the draft SWIP requirements for outreach, communication, and disaster planning. BE summarized how the District's programs will continue to meet the MMP requirements.

8. DISTRICT MANAGER REPORT – DM reported that two staff members had recently left their positions, and that he is in process of reviewing applications for one Transfer Station Operator position, which includes duties within the HazWaste Center. The other position is a part-time Saturday position that is currently being filled by an existing part-time employee. DM mentioned that the District received notice in July that Vermont Natural Ag. Products (VNAP) would no longer be willing to receive food scraps for composting. VNAP cited management challenges such as vectors (birds) and contamination with non-organic material as the primary reasons for the decision. The District sent two loads of food scraps to the Chittenden Solid Waste District (CSWD) facility in Williston and although the hauling costs are much higher, this seems like a viable alternative for now. Staff also reached out to a local composting operation and two local anaerobic digesters to explore food scrap management options that are closer to the District Transfer Station. DM mentioned that CSWD and LaPete's hauling are both willing to continue contracting with the District for the hauling and processing of single-stream recycling collected at the District Transfer Station.

9. PROGRAMS REPORT – BE provided an update on the District's new recycling program for mattresses and boxsprings. One trailer containing 151 mattresses has so far been sent off for recycling since the program began on August 1. The District received a new grant for collection and disposal of pesticides from the Vermont Agency of Agriculture. The grant amount is double the amount of funding received in the previous year and covers certain additional costs. Staff is preparing for changes to the extended producer

responsibility (EPR) programs for batteries and paint within Vermont. Additional types of batteries have now been added to the EPR program, and operational changes in the sorting and packaging of batteries will take effect at the beginning of next year. The Paint Care EPR program will also be expanding to include additional paint-related coatings and staff is participating in planning meetings to prepare for the transition. EJ updated the Board on outreach activity in the past few months, including six school visits which completed the District's 2025 requirements for schools. EJ also completed 19 business check-ins and is continuing with targeted outreach to mattress generators. EJ tabled at four events this year, with two more events scheduled in October. Staff also worked again this year to assist the Addison County Fair and Field Days with collection of recycling, food scraps, and cooking oil in addition to tabling for the week.

10. NEW BUSINESS

- a. RPF Proposals – 3 Year Financial Audit Contract (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. Management recommended awarding the contract to Telling & Hillman.

Motion #3: T. Wickland moved to engage with Telling & Hillman as our audit firm. J. Demeritt seconded the motion.

VOTE on Motion #3: Yes – 20 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen, Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Salisbury, Starksboro, Vergennes (2), Weybridge) No – 0. Abstain – 0

- b. HySafe 3-Year Contract Renewal for Fall Protection System Inspection (2025, 2026, 2027) –** DM described the need for inspection services for the three fall-protection systems at the District Transfer Station, including the overhead tension cables and the attached self-retracting lifelines. Staff typically contracts with HySafe for the service since they installed the systems and own the technology. Staff solicited quotes for the service from additional contractors but could not obtain competitive pricing.

Motion #4: B. Munoff moved to renew the HySafe contract for three years. C. Turner seconded the motion.

VOTE on Motion #4: Yes – 20 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen, Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Salisbury, Starksboro, Vergennes (2), Weybridge) No – 0. Abstain – 0

- c. Vote on New Haven Regional Residential Transfer Station Operation –** Staff presented two options for the operation of the District's New Haven Regional Residential Transfer Station as a trash and recycling collection location. The first option is to operate the facility one day per week with four hours open to the public using existing staff, and includes the initial one-time purchase of two dump trailers to facilitate the movement of materials back to the Middlebury Transfer Station. Staff estimated an annual net operating loss with this option of \$5,839 not including the equipment purchases and costs for reallocating existing staff time. The second option would be to temporarily close the facility and continue basic maintenance on the site, which includes mowing, snow removal, and the basic electrical service fee. The estimated annual net cost for this option was \$6,010, but this could be lowered by reducing service frequency. A discussion was held about the future need for this facility as identified by the Board Regional Drop-Off Committee, and the anticipated losses based on current projected levels of participation.

Motion #5: T. Wickland moved to take the staff recommendation of keeping the New Haven facility open one day per week. C. Turner seconded the motion.

VOTE on Motion #5: Yes – 15 (Cornwall, Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Salisbury, Starksboro, Vergennes (2), Weybridge) No – 5 (Addison, Bridport, Ferrisburgh (2), Goshen). Abstain – 0

1
2
3
4
5
6
7 **d. Draft #1 – CY2026 Annual Budget** – Staff presented a draft of the CY 2026 budget, which
8 incorporates an increase in the MSW and C&D tip fee of \$15 per ton. The draft budget estimates
9 total expenditures of \$5,353,672 and total revenues \$5,232,103 for a net loss of \$121,569. With an
10 estimated rollover from CY 2025 of \$333,953, the ending operating fund balance for CY 2026 is an
11 estimated \$212,384. Staff also provided an overview of various diversion program fee increases,
12 including a \$5 per ton increase in the tip fee for single-stream recycling.

13 **Motion #6: B. Munoff moved to accept the proposed CY2026 Draft Budget with staff**
14 **recommendations. S. Jefferies seconded the motion.**

15 **VOTE on Motion #6: Yes – 20 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen,**
16 **Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Salisbury, Starksboro, Vergennes**
17 **(2), Weybridge) No – 0. Abstain – 0**

18
19 **11. EXECUTIVE SESSION** – None needed.

20
21 **11. OTHER BUSINESS** – No other business was discussed.

22
23 **13. ADJOURN** –

24 **Motion #7: B. Munoff moved to adjourn the meeting at 8:32 pm. S. Jefferies seconded the motion.**

25 **VOTE on Motion #7: Yes – 20 (Addison, Bridport, Cornwall, Ferrisburgh (2), Goshen,**
26 **Leicester, Middlebury (4), Monkton, Orwell, Panton, Ripton, Salisbury, Starksboro, Vergennes**
27 **(2), Weybridge) No – 0. Abstain – 0**

28
29 *I agree that this is an original of the September 18, 2025 minutes that were considered and approved by the*
30
31 *BOS at its meeting of _____.*
32

33
34 _____
Shelly Edson, District Clerk