

**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**

**May 7, 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 4:30 PM. E.Bd members on Zoom: Bill Munoff (BM), Tim Wickland (TW), Dave Olson (DO), Rhonda Williams (RW), and Deb Gaynor (DG). Other Board Members present: alternate Middlebury representative Richard McKerr (RM). Staff present: Don Maglienti (DM), District Mgr.; Drew Pettis (DP), Business Mgr.; Gary Hobbs (GH), Facilities Mgr.; Emily Johnston (EJ), Public Outreach Coordinator; and Shelly Edson (SE), Administrative Assistant/District Clerk.

**2. APPROVE THE AGENDA**

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

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

**3. APPROVE MINUTES OF APRIL 2, 2025 MEETING**

**Motion #2: DO moved to approve the minutes of April 2, 2025. TW seconded the motion.**

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

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

**5. MANAGER REPORTS**

**a. Personnel** – No report.

**b. Health & Safety** – No report.

**c. General Updates** – No report.

**6. FINANCIAL REPORTS –**

**a. March 2025 Financial Report** – DP presented the March 2025 financials showing a net loss of (\$4,085) for the month, with a YTD2025 net loss of (\$105,091) in the General Fund. The March 2025 MSW & C&D tonnage of 2,057 was 225 tons more than March 2024, and YTD2025's 5,274 tons were 2 tons more than YTD2024. The 3,412 transactions in March 2025 were 235 more than March 2024, and YTD2025's 8,600 transactions were 293 less than YTD2024. The March 2025 single stream recyclables total of 320 tons received were 19 tons more than March 2024, and YTD2025's 992 tons were 29 tons more than YTD2024. In March 2025, 21 tons of tires were hauled, and YTD2025's 76 tons were 1 ton less than YTD2024. In March 2025, 9.13 tons of food waste were hauled to VNAP, and YTD2025's 16.79 tons hauled were 7.46 tons less than YTD2024.

**b. March 2025 Single Stream Recycling Report** – In March 2025, the Transfer Station delivered 311.96 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$37,076, with revenues of \$41,224, for a pre-OH gross profit of \$4148, and a YTD2025 pre-OH gross profit of \$11,090.

**c. Update on the 2024 Financial Audit** – The audit is mostly complete. Staff continues to examine details regarding the presentation of a specific expenditure. RHR is expected to present the audit at the June meeting.

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

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

**7. NEW BUSINESS -**

a. **Transfer Station Equipment Purchase Discussion** – DM mentioned that the backhoe is scheduled to be replaced this year. Staff visited five solid waste transfer stations around VT this winter to evaluate all possible options, including the use of an excavator. Staff evaluated other types equipment to determine their compatibility with our operations and recommended the continued use of a backhoe for loading trash and construction debris. A backhoe appears to be the most logical solution when considering the limitations on overhead clearance within our tipping building, as well as the increased versatility of functions that it provides. Staff continues to track and evaluate the repair fees being charged for damages to the trailers, and are implementing several strategies to attempt to mitigate these costs. Staff will use the District's Sourcwell account to obtain competitive price quotes for the backhoe purchase.

b. **Eco-AmeriCorps Program Update** – DM mentioned that DOGE has cut funding for this program, which resulted in the discontinuation of the Eco-AmeriCorps program in Vermont. The VT Department of Environmental Conservation (DEC) allocated funding to hire AmeriCorps members as temporary DEC employees through the remainder of their planned service term.

c. **Hazardous Waste Disposal Contracts Renewal** – DM mentioned that the contracts for hazardous waste transport and disposal with Tradebe and US Ecology both end in July. Staff contacted both companies to inquire about renewing their contracts, since the District usually issues an RFP every other year and the recent RFP was in 2024. Tradebe agreed to maintain their current pricing. US Ecology estimates a variable price increase of around 5%. Staff estimated the resulting increase would be roughly \$2,500 in costs for 2025-2026. Staff would like to revisit issuing an RFP sometime in 2026.

**Motion #3: DG moved to recommend to the BOS that we renew the hazardous waste transport and disposal contract with Tradebe, and to contract with US Ecology for another year with their price increase. DO seconded the motion.**

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

d. **New Haven Regional Residential Transfer Station and HHW Building Update** – No update.

**8. EXECUTIVE SESSION** – For the purpose of discussing an extension of the contract with JR & Sons Junk Removal Inc, where premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage (1 VSA §313).

**Motion #4: TW moved that there is cause to enter into Executive Session for reasons stated on the agenda. BM seconded the motion.**

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

**Motion #5: TW moved to enter into Executive Session. BM seconded the motion.**

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

Entered into Executive Session at 5:22 p.m.

Exited Executive Session at 5:50 p.m.

**9. AGENDA ITEMS FOR MAY 15<sup>th</sup> BOARD OF SUPERVISORS MEETING**

**Motion #6: TW moved to cancel the May 15, 2025 BOS meeting due to lack of business. DO seconded the motion.**

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

**10. OTHER BUSINESS** – DG mentioned that Monkton is holding a town wide party on August 17<sup>th</sup> and would need to borrow some District X-frames for recycling. She inquired about the use of the District's Municipal Diversion Grant to cover a portion of certain costs for the event. DM and CB will review the policy.

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

112 **Motion #7: TW moved to accept the Chair’s approval of the March 2025 invoices. BM**  
113 **seconded the motion.**

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

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116 **12. ADJOURN**

117 **Motion #8: BM moved to adjourn the meeting at 5:56 p.m. DO seconded the motion.**

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

119  
120 *I agree that this is an original of the May 7, 2025 minutes that were considered and approved by the*  
121 *E.Bd at its meeting of \_\_\_\_\_.*

122  
123 \_\_\_\_\_  
124 *Shelly Edson, District Clerk*