

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**

November 12, 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: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), Deborah Gaynor (DG), and Richard McKerr (RM). Other Board Members present: Diane Mott (DM). Staff present: Don Maglienti (Maglienti), District Mgr.; Drew Pettis (DP), Business Mgr.; and Shelly Edson (SE), District Clerk.

2. APPROVE THE AGENDA

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

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

3. APPROVE MINUTES OF OCTOBER 8, 2025 MEETING

Motion #2: DG moved to approve the minutes of October 8, 2025 with two minor corrections. TW seconded the motion.

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

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

5. MANAGER REPORTS

a. Personnel – Training continues with the new Transfer Station Operator II staff member.

b. Health & Safety – Maglienti mentioned that emergency water leak sensors have now been installed in both office bathrooms as a preventative measure following the leak and subsequent flooding several weeks ago. The sensors are linked to the existing alarm service. Next Monday, staff will meet with a loss-control consultant from VLCT's PACIF program to evaluate progress on suggested health and safety improvements at the Transfer Station.

c. General and Legislative Updates – Maglienti mentioned that the newsletter is going out tomorrow. Staff has committed to work with NCER, which holds the contract to manage Vermont's electronic waste, to conduct an E-Waste sort of electronics that are covered under the Vermont E-Cycles Program. NCER will provide compensation for the extra labor required for the sort. Staff also continue to work with the VT Dept. of Conservation and other VT solid waste districts to develop a cost reimbursement model for the implementation of the extended producer responsibility (EPR) laws for household hazardous waste and paint. Maglienti recently submitted suggested edits to the solid waste section of the Addison County Regional Plan, which is currently under revision. An overhead door in the tipping building is scheduled for replacement during the week of December 1, and a lift will be reserved to assist with this installation as well as the repair of the tipping building roof and the annual inspection of the fall protection systems. There will be a public hearing on the Draft 2026 budget at next week's meeting.

6. FINANCIAL REPORTS –

a. September 2025 Financial Report – DP presented the September 2025 financials showing a net gain of \$28,217 for the month, with a YTD2025 net gain of \$17,929 in the General Fund. The September 2025 MSW & C&D tonnage of 2,287 tons was 58 tons more than September 2024, and YTD2025's 19,184 tons were 139 tons less than YTD2024. The 4,340 transactions in September 2025 were 49 more than September 2024, while YTD2025's 35,365 transactions were 40 more than YTD2024. In September 2025, 34 tons of tires were hauled, and YTD2025's 348 tons were 87 tons more than YTD2024. In September 2025, 10.79 tons of food waste were hauled to VNAP, and YTD2025's 42.72 tons hauled were 9.96 tons more than YTD2024.

- 55 **b. September 2025 Single Stream Recycling Report** – The September 2025 single stream
56 recyclables total of 322 tons received were 4 tons more than September 2024, while YTD2025's
57 2,992 tons were 82 tons less than YTD2024. In September 2025, the Transfer Station delivered 328
58 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials
59 Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$38,999, with
60 revenues of \$41,786, for a pre-OH gross profit of \$2,787 for the month, and a YTD2025 pre-OH
61 gross profit of \$29,643.
- 62 **c. Municipal Diversion Grant Applications** – None received. CB suggested removing grant
63 application discussions from future agendas unless applications are received.
- 64 **d. School Diversion Grant Applications** – None received.

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66 **7. NEW BUSINESS -**

- 67 **a. Extension of Police Service Contract with Addison County Sheriff's Dept. for CY2026** –
68 Maglienti reviewed the status of the current contract with the Sheriff's Dept. for the investigation
69 of illegal burning or dumping complaints within member towns. This year there were slightly
70 more than a dozen complaints investigated, with most of them concerning illegal dumping. The
71 contract limit of \$5,000 has not been exceeded for the past several years. The contract extension
72 retains the \$5,000 limit, increases the investigating officers' hourly wage rate to \$55, and retains
73 the mileage reimbursement at the standard federal rate.
- 74 **Motion #3: TW moved to recommend the BOS extend the contract with the Addison County**
75 **Sheriff's Department for CY2026. BM seconded the motion.**
- 76 **VOTE: Yes – 6 (CB, TW, DM, DO, BM, DG). No – 0. Abstain – 0.**
- 77 **b. Update on New Haven Regional Residential Transfer Station** – SE reported that operations
78 have been going well with an average of 29 transactions per day, however there was less activity
79 on November 7. The facility will be open during its normal hours the day after Thanksgiving. DG
80 suggested some extra advertising promoting the hours on November 28.
- 81 **c. Discussion of a Proposed Committee to Review and Develop BOS policies** – CB discussed the
82 need for a review of District policies, many of which were last revised ten years ago when a small
83 committee of the Board was tasked with that responsibility. Board members agreed that the
84 formation of a new committee could be discussed at next week's meeting.

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

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88 **9. AGENDA ITEMS FOR NOVEMBER 20, 2025 BOARD OF SUPERVISORS MEETING** – Agenda
89 items will include a public hearing on the Draft CY 2026 Budget, a vote on the approval of the Sheriff's
90 contract, an update on activity at the New Haven Regional Residential Drop-Off, and the formation of a
91 Board committee to review District policies.

92
93 **10. OTHER BUSINESS** – No other business was discussed.

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

96 **Motion #4: DM moved to accept the Chair's approval of the September 2025 invoices. DG**
97 **seconded the motion.**

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

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100 **12. ADJOURN**

101 **Motion #5: BM moved to adjourn the meeting at 5:16 p.m. TW seconded the motion.**

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

103
104 *I agree that this is an original of the November 12, 2025 minutes that were considered and approved by*
105 *the E.Bd at its meeting on _____.*

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109 _____
Shelly Edson, District Clerk