

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
Friday, February 6, 2026, 9:30 AM**

MINUTES

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

1. **Call to Order** – The meeting was called to order by CB at 9:31 AM.
2. **Election of Chair and Clerk** –
Motion #1: JT moved to elect CB as Chair and DM as Clerk of the ACSWMD Policy Committee. CT seconded the motion.
Vote: Yes – 5 (CB, RM, JT, CT, RW). No – 0. Abstain – 0.
3. **Process of Reviewing & Editing Policies** - The group discussed reviewing and updating the existing District policies over the next 12 months, with plans to review two policies at each meeting. They agreed to use SharePoint as the platform for collaborative editing, with track changes enabled to allow for suggested modifications before meetings. DM committed to checking for any necessary state policy updates as they review the District policies, and the group decided to meet once per month, with the last week of the month being preferred to avoid scheduling conflicts.
4. **Schedule: Date/Time/Location of Policy Committee Meetings** - The group discussed meeting availability, with most members preferring Fridays for participation. CB explained that comments could be made at any time during the month through a shared document, and a quorum of three members would be sufficient for meetings. The group agreed that having multiple chances to review and comment on each other's input would be beneficial. The group agreed that they would start with the Executive Board Policy and Purchasing Policy on February 27th. DM agreed to prepare files for distribution next week. Regular meetings were scheduled for the last Friday of each month at 1 PM, with an expected meeting duration of 60-90 minutes.
5. **Agenda Items for Next Meeting** – The group agreed to work on the Executive Board Policy and Purchasing policy on February 27th.

The meeting adjourned at 9:55 AM.

Minutes submitted by,

Donald Maglienti, Policy Committee Clerk