

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**

August 12, 2026, 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), David 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.; and Shelly Edson (SE), District Clerk.

2. APPROVE THE AGENDA

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

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

3. APPROVE MINUTES OF JULY 8, 2026 MEETING

Motion #2: DG moved to approve the minutes of the July 8, 2026 meeting. DO seconded the motion.

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

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

5. MANAGER REPORTS

a. Personnel – Maglienti reported that we have been a bit short-staffed due to summer vacations.

b. Health & Safety – Nothing to report.

c. General and Legislative Updates – Maglienti reported that DP has obtained quotes for floor mat service for the office and was able to reduce our monthly cost by a small amount. He is also preparing to update and replace office laptops for remote work. The District will soon be participating in a joint salary study with CSWD and possibly other districts, for which we have budgeted during this calendar year. The Agency of Natural Resources recently released a draft of its HHW EPR plan and is accepting comments until September 10. Staff will soon be meeting with representatives from Interchange360, which represents manufacturers of automotive petroleum products, to discuss their planned approach to meet the requirements of the HHW EPR law in Vermont. An initial estimate is that approximately 40% of the HHW volume may be eligible for cost reimbursement under the program. Maglienti will be applying for VLCT PACIF grant funding for some safety improvements within the Drop Zone building, including replacing the portable heated eyewash station near the battery storage area, and scarifying the concrete floor to add traction and reduce the slip/fall risk during winter months. Staff scheduled a contractor to redo the line striping at the Transfer Station, and the work was completed on September 9th. Staff are planning a hauler dinner for December 1st at Rosie's Restaurant, and the annual Board Retreat will be held on September 17th at the Middlebury Inn from 4-7 p.m. Staff will also meet again next week with the ACEDC to further discuss grant opportunities for construction of the new HHW collection building as well as new recycling equipment for the New Haven Drop-Off. The District recently received a grant application from Addison Central School District for a bulk milk dispensing system to be installed at Bridport Elementary and MUHS. Staff assisted Addison County Fair & Field Days with recycling collection containers again this year but observed their contracted hauler disposing of the recycling as trash. DM has reached out to the Fair board, and staff charged a non-separation penalty on the trash load.

6. FINANCIAL REPORTS –

- 55 a. **June 2026 Financial Report** – DP presented the June 2026 financials showing a net profit of
56 \$55,543 for the month, with a YTD2026 net profit of \$115,593 in the General Fund. The June
57 2026 combined MSW & C&D tonnage of 2,315 was 187 tons more than June 2026, and
58 YTD2026's 12,085 tons were 169 tons more than YTD2025. The total of 4,756 transactions in
59 June 2026 was 447 more than June 2025, and YTD2026's 21,772 transactions were 122 less than
60 YTD2025. In June 2026, 62 tons of tires were hauled, and YTD2026's 204 tons were 32 tons less
61 than YTD2025. In June 2026, 9.83 tons of food waste were hauled to CSWD's Green Mt.
62 Compost, and YTD2026's 25.52 tons hauled were 0.18 tons less than YTD2025.
63
- 64 b. **June 2026 Single Stream Recycling Report** – DP reported that the June 2026 single stream
65 recyclables total of 334 tons received was 7 tons more than June 2025, and YTD2026's 1,879 tons
66 were 139 tons less than YTD2025. In June 2026, the Transfer Station delivered 332 tons of single
67 stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility
68 (MRF) in Williston. Costs for hauling and recycling were \$39,946, with revenues of \$44,881, for a
69 pre-OH gross profit of \$4,936 for the month, and a YTD2026 pre-OH gross profit of \$27,529.
70
- 71 c. **New Haven Regional Residential Drop-Off Report** – A new report has been added to the
72 monthly financial reports showing activity at the drop-off since the location began collecting
73 household waste in 2024. This 2-page section of the financial reports contains charts showing the
74 tonnages for household trash, single-stream recycling, and leaf & yard waste collected at the drop-
75 off, the number of transactions by town, and a profit & loss report for drop-off operations.
76

- 77 7. **POLICY COMMITTEE REPORT** – The Committee met on July 24th to continue reviewing the
78 *Policies Regarding Inclusion of Additional Member Municipalities in the District* and the *Conflict of*
79 *Interest and Ethical Conduct Policy*.
80

81 8. **NEW BUSINESS**

- 82 a. **Draft Policies Regarding Inclusion of Additional Member Municipalities in the District**
83 CB and Maglienti presented the edits to the Draft Policy. In addition to the edits that were
84 discussed during the July meeting, the Committee added language under Section III (F) that
85 clarifies the responsibilities of new member towns to conform to the District Charter.
86 **Motion #3: DG moved to send the Draft Policies Regarding the Inclusion of Additional**
87 **Member Municipalities in District to the Board of Supervisors for approval at their next**
88 **meeting. DO seconded the motion.**

89 **VOTE: Yes – 6 (BM, DO, RM, DG, CB, RW). No – 0. Abstain – 0.**
90

- 91 b. **Draft Conflict of Interest and Ethical Conduct Policy**
92 CB and Maglienti presented the Draft Policy, including edits to: 1) incorporate housekeeping
93 changes throughout document for consistency with grammar, pronoun use, and formatting; 2)
94 remove references to quasi-judicial proceedings and the definition of quasi-judicial proceedings
95 within Section II; and 3) remove Section VIII to be consistent with other policies. An additional
96 housekeeping edit was proposed for Section II (D) (f).
97 **Motion #4: DG moved to send the Draft Conflict of Interest and Ethical Conduct Policy to the**
98 **Board of Supervisors for approval at their next meeting. DO seconded the motion.**

99 **VOTE: Yes – 6 (BM, DO, RM, DG, CB, RW). No – 0. Abstain – 0.**
100

- 101 c. **Preliminary Discussion – CY2027 Draft Budget Items**

102 Maglienti and DP briefly discussed the CY2027 budget and capital acquisition needs.
103

- 104 9. **PROPOSED EXECUTIVE SESSION** – For the purpose of discussing negotiation of a purchase & sale
105 agreement of property where premature general public knowledge regarding this matter would clearly
106 place the District at a substantial disadvantage by compromising our negotiating position.

107 **Motion #5: DO moved to enter into Executive Session at 5:51 p.m. DG seconded the motion.**

108 **VOTE: Yes – 5 (BM, DO, RM, DG, CB). No – 0. Abstain – 0.**
109

The Executive Board exited Executive Session at 6:00 p.m.

110
111 **10. AGENDA ITEMS FOR AUGUT 20TH BOARD OF SUPERVISORS MEETING**

112 **Motion #6: DO moved to cancel the August 20th meeting due to lack of business. DG**
113 **seconded the motion.**

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

115
116 **11. OTHER BUSINESS – None.**

117
118 **12. APPROVAL OF PAYMENTS – Summary of Paid June 2026 Invoices**

119 **Motion #7: DO moved to accept the Chair's approval of the June 2026 invoices. DG**
120 **seconded the motion.**

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

122
123 **13. ADJOURN**

124 **Motion #8: BM moved to adjourn the meeting at 6:04 p.m. DO seconded the motion.**

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

126
127 *I agree that this is an original of the August 20, 2026 minutes that were considered and approved by*
128
129 *the E.Bd at its meeting on _____.*

130
131
132
133 _____
Shelly Edson, District Clerk