

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
December 10, 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), and Deborah Gaynor (DG). Other Board Members present: Richard McKerr (RM). Staff present: Don Maglienti (Maglienti), District Mgr. and Drew Pettis (DP), Business Mgr.

2. APPROVE THE AGENDA

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

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

3. APPROVE MINUTES OF NOVEMBER 12, 2025 MEETING

Motion #2: DO moved to approve the minutes of the November 12, 2025 meeting. TW seconded the motion.

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

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

5. MANAGER REPORTS

- a. Personnel** – Maglienti informed the Board that the New Haven Regional Dropoff will remain open during its normal hours through the holiday season despite some staff absences.
- b. Health & Safety** – Maglienti mentioned that staff recently completed annual trainings on bloodborne pathogens and fire safety and will soon be revising the District's Health & Safety Plan.
- c. General and Legislative Updates** – Maglienti mentioned that during the previous week, contractors completed the annual fall protection system inspection, completed a budgeted replacement of door #2 of the tipping building, and repaired a hole in the tipping building roof. All three jobs were accomplished with the same lift rental, which saved some cost to the District. The Agency of Natural Resources (ANR) will soon release a report summarizing the recent series of discussions about the future of waste disposal capacity in Vermont, and also released a study this past fall on the system costs and environmental impacts of three separate scenarios for Vermont's Bottle Bill. The extended producer responsibility law for household hazardous waste requires ANR to develop a management plan by July of 2026, although Districts may not see any revenues from the program until sometime in 2027. Several upcoming changes to the Vermont Solid Waste Rules will affect residuals management and salvage yards. The Department of Environmental Conservation recently contracted with a new Franchise Fee Reviewer, who will be investigating payments of the \$6 per ton fee to the ANR and who will also be available to assist Districts with waste surcharge collection issues.

6. FINANCIAL REPORTS –

- a. October 2025 Financial Report** – DP presented the October 2025 financials showing a net loss of \$51,244 for the month, with a YTD2025 net loss of \$34,094 in the General Fund. The October 2025 MSW & C&D tonnage of 2,480 tons was 18 tons less than October 2024, and YTD2025's 21,665 tons were 155 tons less than YTD2024. The 4,421 transactions in October 2025 were 217 less than October 2024, while YTD2025's 39,786 transactions were 177 less than YTD2024. In October 2025, 40 tons of tires were hauled, and YTD2025's 388 tons were 86 tons more than YTD2024. In October 2025, 0 tons of food waste were hauled to VNAP, and YTD2025's 42.72 tons hauled were 1.46 tons more than YTD2024.

- b. **October 2025 Single Stream Recycling Report** – The October 2025 single stream recyclables total of 339 tons received were 36 tons less than October 2024, while YTD2025's 3,331 tons were 117 tons less than YTD2024. In October 2025, the Transfer Station delivered 363 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$43,001, with revenues of \$43,641, for a pre-OH gross profit of \$640 for the month, and a YTD2025 pre-OH gross profit of \$30,284.

7. **NEW BUSINESS -**

- a. **Policy Committee Draft Invitation Letter** – CB reviewed a draft letter to the Board of Supervisors soliciting their involvement in a Policy Committee, which will be formed early in 2026. Interested Board members should notify either Don or Cheryl by January 2nd.
- b. **Update on New Haven Regional Residential Transfer Station and HazWaste Bldg. Design** – Maglienti provided an overview of progress to date on the design and permitting of the new hazardous waste collection building. Final design documents are nearly complete. The local permit has a two-year life span and the renewal process should be evaluated sometime next year. Applications for the stormwater, wastewater, and Act 250 permits will be prepared and ready for submission when the District decides to move forward with the project. Weston and Sampson estimates that the amount remaining in contracted budget should be sufficient to complete the permitting and design work.
- c. **ADP Proposal for District Payroll Services** – DP presented a service agreement offer from ADP to provide payroll processing and timekeeping services to the District. The offer is significantly less than the current service agreement under Asure (PayData) and appears to provide a product that aligns more closely with the District staffs' needs. The offer also includes several free months that were not included in the proposed annual pricing presented to the E.Bd.
- Motion #3: BM moved to accept management's recommendation to accept ADP's offer for payroll processing and timekeeping services. TW seconded the motion.**
- VOTE: Yes – 6 (CB, TW, RM, DO, BM, DG). No – 0. Abstain – 0.**
- d. **Town of Lincoln Full Certification Application** – Maglienti stated that as a result of a Notice of Alleged Violation (NOAV) issued to the Town of Lincoln this past October, the Town has decided to move forward with an application for full certification of their town recycling dropoff as a solid waste transfer station. This will require a minor amendment of the District Solid Waste Implementation Plan (SWIP) to change the listing of this facility from a categorical certification to a full certification. Maglienti will provide the application to the Board for review upon receipt. The SWIP amendment will require a public hearing.

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

9. **AGENDA ITEMS FOR DECEMBER 18, 2025 BOARD OF SUPERVISORS MEETING –**

- Motion #4: BM moved to cancel the December 18th Board of Supervisors meeting due to a lack of business. TW seconded the motion.**

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

10. **OTHER BUSINESS** – CB suggested a timeline and process for conducting the District Manager's annual performance evaluation and requested model evaluation forms. Maglienti will provide the E.Bd. with the form currently used for staff evaluations. TW summarized a recent public comment he received regarding air quality concerns within the tipping building. Board members and staff discussed various methods for controlling dust, as well as methods for enhancing respiratory protection for employees and the public. Maglienti will follow up with any actions taken by staff. DG reminded everyone that the member towns are in process of gathering annual report information. Maglienti stated that he sent the District Condensed Annual Report to member towns on November 26 and will direct staff to follow up with member town clerks to ensure that it was received.

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

112 **Motion #5:** TW moved to accept the Chair’s approval of the October 2025 invoices. DG
113 seconded the motion.

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

115
116 **12. ADJOURN**

117 **Motion #6:** BM moved to adjourn the meeting at 5:43 p.m. TW seconded the motion.

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

119
120 *I agree that this is an original of the December 10, 2025 minutes that were considered and approved by*
121
122 *the E.Bd at its meeting on _____.*

123
124
125 _____
126 *Shelly Edson, District Clerk*