

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**

January 7, 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: Tim Wickland (TW), Bill Munoff (BM), David Olson (DO), Rhonda Williams (RW), and Deborah Gaynor (DG). Other Board Members present: Diane Mott (DM) and Richard McKerr (RM). Staff present: Don Maglienti (Maglienti), District Mgr., Gary Hobbs (GH), Facilities Mgr., and Drew Pettis (DP), Business Mgr., Shelly Edson (SP), District Clerk.

2. APPROVE THE AGENDA

Motion #1: DO moved to approve the agenda with the addition of “NCER Contract Renewal” as item “e” in New Business. TW seconded the motion.

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

3. APPROVE MINUTES OF DECEMBER 10, 2025 MEETING

Motion #2: DO moved to approve the minutes of the December 10, 2025 meeting. DG seconded the motion.

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

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

5. MANAGER REPORTS

a. Personnel – Nothing to report.

b. Health & Safety – Nothing to report.

c. General and Legislative Updates – Maglienti reported that staff is busy preparing the fourth quarter ReTrac reports for both the Middlebury Transfer Station as well as the New Haven Regional Drop-off. The 2026 Repair Fair is planned for March 28 at the American Legion in Middlebury, and Emily is working on planning for this event, as well as preparing the spring issue of the District newsletter. Staff will soon begin collecting data for the 2026 waste diversion calculation. Ben is working on the 2025 Tier II report, which is due March 1st. Staff are also preparing the application for the 2026-2027 SWIP grant, which is due at the end of January, and will be submitting an invoice soon for funding from the 2025-2026 SWIP grant. Staff will also prepare an application soon for 2026 VLCT PACIF grant funding, which will include purchase of a new heated eyewash station. Maglienti will be preparing the 2026 Town Meeting Day Talking Points document for Board members.

6. FINANCIAL REPORTS –

a. November 2025 Financial Report – DP presented the November 2025 financials showing a net gain of \$11,850 for the month, with a YTD2025 net loss of \$22,243 in the General Fund. The November 2025 MSW & C&D tonnage of 1,986 was 80 tons less than November 2024, and YTD2025’s 23,650 tonnage was 236 tons less than YTD2024. The total of 3,888 transactions in November 2025 was 282 less than November 2024, while the YTD2025 total of 43,674 transactions was 459 less than YTD2024. In November 2025, 58 tons of tires were hauled, and the YTD2025 total of 446 tons was 105 tons more than YTD2024. In November 2025, 10.04 tons of food waste were hauled to CSWD’s Green Mt. Compost, and the YTD2025 total of 52.76 tons hauled was 11.50 tons more than YTD2024.

- 55 **b. November 2025 Single Stream Recycling Report** – DP reported that the November 2025 single
56 stream recyclables total of 305 tons received was 19 tons less than November 2024, while
57 YTD2025's 3,636 tons were 136 tons less than YTD2024. In November 2025, the Transfer Station
58 delivered 292 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD)
59 Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$34,813,
60 with revenues of \$39,458, for a pre-OH gross profit of \$4,645 for the month, and a YTD2025 pre-
61 OH gross profit of \$34,929.

62
63 **7. NEW BUSINESS -**

- 64 **a. Approval of Payment of FICA Tax Correction for CY2023, 2025, and 2025** – DP reported that
65 the District discovered earlier in 2025 that its Employer Contributions to our Governmental 457(b)
66 Deferred Compensation Plan had not been properly set up by our payroll services company, Asure
67 (formerly PayData), resulting in missed FICA tax withholding and payment for several years. It
68 was determined that the IRS has a 3-year statute of limitations for finding tax errors. Management
69 has decided to calculate the tax owed for that 3-year period, prepare amended Form 941,
70 Employer's Quarterly Federal Tax Returns, and submit accompanying payments. Management
71 will contact the IRS prior to taking action to verify that the IRS agrees with our assessment.
72 Management is recommending the District take the suggested corrective actions pending an agreed
73 course of action with the IRS.

74 **Motion #3: TW moved to approve the FICA tax correction payments pending a**
75 **conversation with IRS. DG seconded the motion.**

76 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, DG, BM). No – 0. Abstain – 0.**
77

- 78 **b. Decision on Ownership of District Scrap Metal Trailers** – Maglienti reported that the District is
79 currently using two District-owned open-top steel trailers for the collection and hauling of scrap
80 metal to Earth Waste and Metal in Middlebury. Both trailers are fully depreciated, and the repair
81 expenses required for them to pass inspection are significantly greater than their overall value. GH
82 has spent the past year searching for used trailers to purchase as replacements but has not had
83 success in locating affordable options. Staff proposed that the District transfer ownership of the
84 current scrap metal trailers to Earth Waste and Metal at no cost to them, while negotiating a 3-year
85 contract with Earth Waste and Metal that stipulates that they will provide roadworthy trailers or
86 other containers for transportation of metal at no cost to the District. Routine maintenance and
87 repair costs would be the responsibility of Earth Waste and Metal, and all other terms of the
88 contract, including the revenue sharing calculation, would remain the same as with the previous
89 contract.

90 **Motion #4: BM moved to transfer ownership of the scrap metal trailers to Earth Waste and**
91 **Metal, and have Maglienti draft a 3-year contract with an option to renew. TW seconded the**
92 **motion.**

93 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, DG, BM). No – 0. Abstain – 0.**
94

- 95 **c. Board Member Appointments to Policy Committee** – CB mentioned that four Board members
96 responded to the request for participation in the Policy Committee. CB stated that in addition to
97 herself, the Committee could consist of these members, relevant staff, and any additional Board
98 members to be appointed at a future date should new interest arise. CB would like to begin
99 working with the Committee as soon as possible this year. The interested Board members are
100 Rhonda Williams, Richard McKerr, Christine Turner, and Joel Tickner.

101 **Motion #5: TW moved to approve the slate of Policy Committee members. BM seconded**
102 **the motion.**

103 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, DG, BM). No – 0. Abstain – 0**
104

- 105 **d. Discussion of Process for District Manager Annual Performance Evaluation** – CB discussed
106 the need for an annual evaluation form for the District Manager position, and suggested two
107 possible example forms, including one previously used to evaluate the District Manager, and
108 another used for evaluating a senior management position at another local government entity. The

Board advised CB and Maglienti to work together to select an evaluation form, and for Maglienti to complete an initial self-evaluation for Board review and comment.

- e. **NCER Contract Renewal** – Maglienti summarized the District’s contract with the National Center for Electronics Recycling (NCER) for the collection and recycling of electronic waste, and presented the NCER six-month contract renewal form, which extends the original agreement until June 30, 2026 so that it will align with the Vermont Department of Environmental Conservation bidding process for selection of a recycling contractor under the Vermont State Standard Plan. All terms within the extension, including the revenue received for collection of materials covered under the State Plan, will remain the same.

Motion #6: TW moved to sign 6-month extension of NCER contract. BM seconded the motion.

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

8. EXECUTIVE SESSION – Not needed.

9. AGENDA ITEMS FOR JANUARY 15th BOARD OF SUPERVISORS MEETING –

Motion #7: BM moved to cancel the January 15, 2026 Board of Supervisors meeting due to a lack of business. TW seconded the motion.

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

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Summary of Paid November 2025 Invoices

Motion #8: TW moved to accept the Chair’s approval of the November 2025 invoices. DM seconded the motion.

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

12. ADJOURN

Motion #9: BM moved to adjourn the meeting at 5:41 p.m. RW seconded the motion.

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

I agree that this is an original of the January 7, 2026 minutes that were considered and approved by the E.Bd at its meeting on _____.

Shelly Edson, District Clerk