

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive**
2 **Board at its next regular meeting.**

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4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**
6 **January 7, 2026, 4:30 PM**
7 **Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**
8 **And Virtual Meeting on ZOOM**

9
10 **1. CALL TO ORDER** – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting
11 of the Executive Board (E.Bd) to order at 4:30 PM. E.Bd members on Zoom: Tim Wickland (TW), Bill
12 Munoff (BM), David Olson (DO), Rhonda Williams (RW), and Deborah Gaynor (DG). Other Board
13 Members present: Diane Mott (DM) and Richard McKerr (RM). Staff present: Don Maglienti
14 (Maglienti), District Mgr., Gary Hobbs (GH), Facilities Mgr., and Drew Pettis (DP), Business Mgr., Shelly
15 Edson (SP), District Clerk.

16
17 **2. APPROVE THE AGENDA**

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

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

21
22 **3. APPROVE MINUTES OF DECEMBER 10, 2025 MEETING**

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

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

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

28
29 **5. MANAGER REPORTS**

30 a. **Personnel** – Nothing to report.
31 b. **Health & Safety** – Nothing to report.

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

43
44 **6. FINANCIAL REPORTS** –

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

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

7. NEW BUSINESS -

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

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

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

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

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

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

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

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

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

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

109 Board advised CB and Maglienti to work together to select an evaluation form, and for Maglienti
110 to complete an initial self-evaluation for Board review and comment.
111

112 e. **NCER Contract Renewal** – Maglienti summarized the District’s contract with the National
113 Center for Electronics Recycling (NCER) for the collection and recycling of electronic waste, and
114 presented the NCER six-month contract renewal form, which extends the original agreement until
115 June 30, 2026 so that it will align with the Vermont Department of Environmental Conservation
116 bidding process for selection of a recycling contractor under the Vermont State Standard Plan. All
117 terms within the extension, including the revenue received for collection of materials covered
118 under the State Plan, will remain the same.
119

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

121 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, DG, BM). No – 0. Abstain – 0.**
122

123 **8. EXECUTIVE SESSION** – Not needed.
124

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

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

127 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, BM, DG). No – 0. Abstain – 0.**
128

129 **10. OTHER BUSINESS** – None.
130

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

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

134 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, BM, DG). No – 0. Abstain – 0.**
135

136 **12. ADJOURN**

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

138 **VOTE: Yes – 7 (CB, TW, RW, DO, DM, BM, DG). No – 0. Abstain – 0.**
139

140 *I agree that this is an original of the January 7, 2026 minutes that were considered and approved by*
141

142 *the E.Bd at its meeting on _____.*
143

144

Shelly Edson, District Clerk
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