

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 27, 2026, 1:00 PM**

**MINUTES**

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

1. **Call to Order** – The meeting was called to order by CB at 1:00 PM.
2. **Approve Minutes of February 6, 2026 Meeting** –  
**Motion #1: RM moved to approve the minutes of the February 6 meeting. CT seconded the motion.**  
**Vote: Yes – 4 (CB, RM, JT, CT). No – 0. Abstain – 0.**
3. **Review and Edit Policy #1 – Executive Board Policy-** The Committee reviewed the Executive Board Policy, with the following suggested changes under Section III:
  - Under (A), change “comprised” to “composed,” and add reference to inclusion of Middlebury representative or alternate on the E-Board as per the host town agreement with Middlebury.
  - Under (B), make the following changes:
    - (1): ...implement “or make recommendations on the implementation of”
    - (2): ...on behalf of, “or advise”
    - Add “(3) Act as a board of appeal regarding disputes between the District Manager and a contractor.”
    - Add “(4) Authorize payment of invoices as long as they are within the approved budget.”
    - Change (5) to read as follows:  
“Review and monitor financial matters, which include but are not limited to the following for the purposes of this resolution:
      - (a) The draft District budget prepared by the District Manager for the upcoming year before submission to the BOS.
      - (b) Invoices of the District
      - (c) Contracts
      - (d) Budget and grant administration.
      - (e) Investments.
      - (f) Monthly financial reports.
      - (g) Matters related to bond issuance and approval.”
    - Change (6) to read “Address personnel issues as specified in the District’s Personnel Policies.

- Add bullets (7) through (10) as follows:
  - (7) Review proposed legislation and act, or direct the District Manager to act, on behalf of the BOS to further the interests of the District.
  - (8) Review policy concerns, prior to discussion and action by the BOS.
  - (9) Review allegations of fraud and malfeasance, inappropriate behavior and any other acts deemed detrimental to the District.
  - (10) Hire, terminate, and provide annual evaluation of the District Manager.

**4. Review and Edit Policy #2 – Purchasing Policy-** The Committee reviewed the Purchasing Policy, with the following suggested changes:

- Delete Section II (F)(1) and remove all references to “aggregate purchases.”
- Change all references to “Regular” purchase to be “Minor” purchases.
- Reorder bullets 4 and 5.
- Change Section III (A), first paragraph, to read “Major purchases shall require a formal bid process, conducted either by the District or a reputable cooperative purchasing agency. If a cooperative purchasing agency is not used, then the District Manager shall prepare, or cause to be prepared, specifications or a request for proposal for the articles or services required. The Invitation to Bid shall be advertised at least once in a local newspaper of general circulation. The Invitation to Bid shall include the following:”
- Change Section III (A) (4) to read “The right to reject any or all bids, or approve multiple bids, if such action is deemed to be in the best interest of the District.”
- Change Section III (A) (5) to read “All bids shall be opened at the time and place specified in the published notice.”
- Within Section III (A) (6), change “award” to “approve.”
- Within Section III (A) (7), change “include” to “consider.”
- Within Section III (E) (4), remove “quality” and add “timely delivery.”
- Change Section III (E) (5) to read “Whenever possible, preference shall be given to a local bidder, or to products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, or disposal of the product or service.”
- Add Section IV (D) to read “The District may choose to collaborate with other entities for the purchase of goods or services.”

**5. Agenda Items for Next Meeting** – The next meeting will be held on March 26, 2026, at 1:00 PM. The Committee will review Draft #1 of the revised Executive Board Policy and Draft #1 of the revised Purchasing Policy, and begin the initial review of the Policy of the Board of Supervisors Implementing the Waste Management Ordinance.

The meeting adjourned at 2:43 PM.

*Minutes submitted by,*

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*Donald Maglienti, Policy Committee Clerk*