

**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  
February 12, 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. Other E.Bd members present in person: Diane Mott (DM). E.Bd members on Zoom: Bill Munoff (BM), David Olson (DO), Deb Gaynor (DG), Tim Wickland (TW), and Rhonda Williams (RW). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (Don), Program Mgr.; Drew Pettis (DP), Business Mgr.; Emily Johnston, Public Outreach Coordinator; and Shelly Edson (SE), Administrative Assistant. Guests: Shane Mullen, P.E., Weston & Sampson Engineers, Inc. and David Roy, Wiemann Lamphere Architects.
2. **APPROVE THE AGENDA** –  
**Motion #1: DO moved to approve the agenda. DG seconded the motion.**  
**VOTE: Yes – 4 (DO, DG, TW, CB). No – 0. Abstain – 0.**
3. **APPROVE MINUTES OF JANUARY 8, 2025 MEETING** –  
**Motion #2: DO moved to approve the minutes of Jan 8, 2025. TW seconded the motion.**  
**VOTE: Yes – 3 (DO, DG, CB). No - 0. Abstain – 1 (TW).**
4. **PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
5. **MANAGER REPORTS** –
  - a. **Personnel – New Program Manager Hired**
  - b. **Health & Safety** –
  - c. **General Updates** –
6. **FINANCIAL REPORTS** –
  - a. **December 2024 Financial Report** – DP presented the December 2024 financials showing a net gain of \$18,973 with a YTD2024 net gain of \$131,247 in the General Fund. The Dec. 2024 MSW & C&D tonnage of 1,826 was 136 tons less than Dec. 2023, while the YTD2024 25,712 tons were 1,234 tons more than YTD2023. The 4,378 transactions in Dec. 2024 were 97 more than Dec. 2023, and YTD2024 transactions of 66,655 were 898 more than YTD2023. The Dec. 2024 single stream recyclables total of 358 tons received was 12 tons less than Dec. 2023, while the YTD2024 4,130 tons were 267 tons less than YTD2023. In Dec. 2024, 58 tons of tires were hauled, and the YTD2024 398 tons were 11 tons more than YTD2023. In Dec. 2024, 0 tons of food waste were hauled to VNAP, and the 41.26 tons hauled YTD2024 were 9.89 tons less than the YTD2023 51.15 tons.
  - b. **December 2024 Single Stream Recycling Report** – In December, the Transfer Station delivered 333.06 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$37,760, with revenues of \$44,740, for a pre-OH net gain of \$8,187 and a YTD2024 pre-OH net gain of \$70,441.
  - c. **Update – 2024 Annual Audit Report Schedule** – Audit field work took place on February 4-6, with no issues noted. The schedule Draft Financial Statement date is currently April 7, 2025.
  - d. **Municipal Diversion Grant Applications** – None received.
  - e. **School Diversion Grant Applications** – None received.
7. **NEW BUSINESS** -
  - a. **Presentation by Shane Mullen, P.E., Weston & Sampson Engineers, Inc. and David Roy, Weimann Lamphere Architects re: Phase 2 and Phase 3 Design & Permitting, New Haven Regional Residential Transfer Station** –

56 Shane presented plans for Phase 2 (Lot 6) and Phase 3 (HazWaste Building on Church lot). The site  
57 work on the Church lot will include: demo of church building; expansion of existing curb cut for  
58 customer drive-thru and truck access with room to collect hazwaste at loading dock; a pump station,  
59 and water line tying into Lot 6 system. The Stormwater Regs will pull Lot 6 into the Act 250 process.  
60 (Adjoining lots that we own, with similar activities, have to tie in with HazWaste Building.)  
61

62 David Roy presented the HazWaste Building design details and answered E.Bd questions re: energy  
63 efficiency, exhaust systems, loading docks/slope, fire suppression using dry chem, battery  
64 flammability issue. Don added that we would use a similar process we use now in fire-proof or fire-  
65 resistant areas. When Li-Ion batteries are damaged, we use special containers from Call2Recycle to  
66 hold them until picked up by vendor.  
67

68 David reported that the attendant shed on Lot 6 has been designed. It includes a bathroom, breakroom  
69 and service window. DO asked about “General Conditions.” Shane explained that it includes general  
70 contractor O/H, performance bond, insurance, and mobilization. Shane assumed Phase 2 and 3 will be  
71 at the same time for general conditions. Dave and Shane pointed out the cost savings in mobilizing and  
72 building both sites at the same time.  
73

74 Shane gave the estimated timeframe for the remainder of the Design/Permit contract with the  
75 engineers and architects.

- 76 1. Early March is the goal for submitting the local zoning permit application – HazWaste Building  
77 only, as we already have local permits for Phase 2.
  - 78 2. Dave will get us the final plans for the HazWaste Building by the end of next week.
  - 79 3. In May, the minor amendment to Act 250 for Phase 2 will be for scalehouse design and  
80 stormwater tie-in with the Church lot. Phase 3 - the Church lot and HazWaste Building - will  
81 proceed to Act 250 once we receive a local zoning permit. During that time, we will also have to  
82 submit a Full Certification Application to the ANR for the HazWaste Building.
  - 83 4. Estimated deadline for all permits in hand for both Phase 2 and Phase 3: late Fall.
  - 84 5. The existing design & permitting contract with Weston & Sampson and Weimann Lamphere is in  
85 good shape with respect to funds remaining. The balance should take us through final permitting.
- 86 RW asked about the potential impact of tariffs on the engineer’s estimate of probable cost summary.  
87 Shane responded that tariffs are unknown at this point. He is comfortable with civil cost estimates. The  
88 building materials cost is unknown. They have included a 15% contingency.  
89

90 DO asked about the timing of a bond vote. TK responded that after receiving the final permits, the  
91 BOS can begin putting together a financial plan, public outreach plan and timeline for a bond vote and  
92 application to the Bond Bank, in planning for CY2026. TW expressed support for prioritizing the  
93 HazWaste Building.  
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95 **b. Appoint Acting Clerk and Treasurer for March 1-April 10, 2025** — TK explained that she has  
96 been the Treasurer and Clerk since her appointment by the BOS at the April 2024 Annual  
97 Organization Meeting. As TK’s last day is Feb. 28, an interim Treasurer and Clerk should be  
98 appointed to fill in on March 1 until the BOS votes to appoint a new Treasurer and a new Clerk at the  
99 April 2025 Annual Organization Meeting.

100 **Motion #3: BM moved to appoint Don Maglienti as Acting Treasurer and Shelly Edson as**  
101 **Acting Clerk until the April Annual Organization Meeting. TW seconded the motion.**

102 **VOTE: Yes – 5 (BM, DO, DG, TW, CB). No – 0. Abstain – 0.**  
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104 **8. EXECUTIVE SESSION** – For the purpose of appointment or employment or evaluation of a public  
105 officer or employee.

106 **Motion #4: DG moved that there was cause to enter into Executive Session for the purpose**  
107 **stated. TW seconded the motion.**

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

109 **Motion #5: DG moved to enter into Executive Session at 5:48 p.m. TW seconded the**  
110 **motion.**

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**VOTE: Yes – 5 (BM, DO, DG, TW, CB). No – 0. Abstain – 0.**  
The E.Bd exited Executive Session at 6:03 p.m.

**9. AGENDA ITEMS FOR FEBRUARY 20<sup>TH</sup> BOARD OF SUPERVISORS MEETING –**  
**Motion #6: BM moved to cancel the BOS meeting on Feb. 20<sup>th</sup> due to lack of business. DO**  
**seconded the motion.**

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

**10. OTHER BUSINESS –** The Chair reminded the E.Bd that the BOS will have an opportunity to attend a farewell event for TK on Feb. 27<sup>th</sup> at Middlebury Inn at 4 PM (5 PM for Zoom sign-on).

**11. APPROVAL OF PAYMENTS – Summary of Paid December 2024 Invoices –**  
**Motion #7: TW moved to accept the Chair’s approval of the December invoices. DO**  
**seconded the motion.**

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

**12. ADJOURN –**  
**Motion #8: BM moved to adjourn the meeting at 6:08 p.m. TW seconded the motion.**

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

*I agree that this is an original of the February 12, 2025 minutes that were considered and approved by the E.Bd at its meeting of \_\_\_\_\_.*

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*Teresa A. Kuczynski, District Clerk*