

**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 8, 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 4:34 PM. Other E.Bd members present in person: Diane Mott (DM). E.Bd members on Zoom: Bill Munoff (BM), David Olson (DO), Richard McKerr (RM), and Rhonda Williams (RW). Staff present: Teri Kuczynski (TK), District Mgr.; Don Maglienti (Don), Program Mgr.; Drew Pettis (DP), Business Mgr.; Shelly Edson (SE), Administrative Assistant.

**2. APPROVE THE AGENDA –**

**Motion #1: DM moved to approve the agenda. DO seconded the motion.**

**VOTE: Yes – 4 (BM, DO, DM, CB). No – 0. Abstain – 0.**

**3. APPROVE MINUTES OF DECEMBER 11, 2024 MEETING –**

**Motion #2: BM moved to approve the minutes of Dec 11, 2024. DO seconded the motion.**

**VOTE: Yes – 4 (BM, DO, DM, CB). No – 0. Abstain – 0.**

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

**5. MANAGER REPORTS –**

**a. Personnel** – Interviews for the Program Manager position are lined up for next week.

**b. Health & Safety** – The District’s food scrap roll-off box was slightly damaged at the VNAP compost facility due to a frozen load breaking a part on the door. No injuries resulted, and the damage has been repaired. Staff is working on addressing safety items that were noted in VLCT PACIF’s inspection report as needing improvement. January 15<sup>th</sup> is the deadline for responses on most items.

**c. General Updates** – TK noted some changes to the list of Town and private drop-offs: The hours of Acker’s Middlebury drop-off at 1442 Rt. 7 South are now Tues. & Thurs., 2 PM – 6PM, and closed on Sats. The Leicester Town Drop-off has temporarily moved to the Leicester Town Hall for the winter. The 2025 Commercial Hauler’s License applications are now arriving. TK sent the Town Clerks the District’s 2024 Condensed Annual Report..

**6. FINANCIAL REPORTS –**

**a. November 2024 Financial Report** – DP presented the November 2024 financials showing a net gain of \$25,967 with a YTD2024 net gain of \$94,399 in the General Fund. The Nov. 2024 MSW & C&D tonnage of 2,066 was 95 tons lower than Nov. 2023, while the YTD2024 23,886 tons were 1,370 tons higher than YTD2023. The 6,076 transactions in Nov. 2024 were 262 more than Nov. 2023, and YTD2024 transactions of 62,277 were 801 more than YTD2023. The Nov. 2024 single stream recyclables total of 324 tons received was 19 tons less than Nov. 2023, while the YTD2024 3,772 tons were 255 tons less than YTD2023. In Nov. 2024, 39 tons of tires were hauled, while the YTD2024 340 tons were 4 tons less than YTD2023. In Nov. 2024, 0 tons of food waste were hauled to VNAP, and the 41.26 tons hauled YTD2024 were 1.01 tons less than the YTD2023 42.27 tons.

**b. November 2024 Single Stream Recycling Report** – In November, the Transfer Station delivered 308.57 tons of single stream recyclables to the Chittenden Solid Waste District (CSWD) Materials Recycling Facility (MRF) in Williston. Costs for hauling and recycling were \$34,778, with revenues of \$41,547, for a pre-OH net gain of \$6,769 and a YTD2024 pre-OH net gain of \$62,248.

**c. Municipal Diversion Grant Applications** – None received.

**d. School Diversion Grant Applications** – None received.

**7. NEW BUSINESS**

January 8, 2025 – Exec. Bd. Mins

56 **a. Update on New Haven Regional Residential Transfer Station** – The facility continues to offer  
57 hours on Fris. at 7 a.m. – 2 p.m. and Sats. at 7 a.m. – noon for residential bagged waste, recyclables,  
58 food scraps and leaf & yard waste. The District purchased a warming shed for the JR and Sons staff.  
59 We also arranged a standing contract for snow plowing up to Lot 6 at 100 Kings Way and within the  
60 facility property. The District does not have to plow the road up to Lot 7, per Pete Norris.

61 **b. National Center for Electronics Recycling, Inc (NCER) one-year extension to Collector**  
62 **Subcontract Agreement for VT E-Cycles State Standard Program** – Don explained that this is a  
63 one-year extension of the VT E-Cycles State Standard Program for electronics collection. The terms of  
64 the original Collector Subcontract Agreement will remain the same during the extension period.

65 **Motion #3: BM moved to approve extending the NCER contract for one year. DM seconded**  
66 **the motion.**

67 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**

68 **c. 2024 Ethics & Conflicts of Interest Changes: Statewide Municipal Code of Ethics** – TK  
69 reviewed the Act 171-mandated municipal Codes of Ethics and Conflicts of Interest changes that took  
70 effect on 1/1/2025. Act 171 replaces municipal authority to enact conflict of interest prohibitions with  
71 a new, top-down, one-size-fits-all statewide Municipal Code of Ethics. The opinion from the Ethics  
72 Commission was that it includes Towns and Cities only. Other entities such as school districts were  
73 not included in the legislative process, nor were SWD’s nor Fire Districts. They did mention that it  
74 might be a good idea to include the language in our policies when we can. The District’s Conflict of  
75 Interest & Ethical Conduct Policy was updated in 2022. The Personnel Policies include a COI section.  
76 TK asked if the BOS should consider incorporating any of these changes in the BOS’s COI Policy  
77 and/or Personnel Policies. The Chair recommended that the District adopt one Code of Ethics and COI  
78 that would cover both the BOS and personnel. This process can begin later in the year when the E.Bd  
79 reviews other updates to the Personnel Policies and possible changes to the BOS’s COI Policy.  
80

81 **8. EXECUTIVE SESSION** – The Chair suggested that the E.Bd enter into executive session for the  
82 purpose of appointment or employment or evaluation of a public officer or employee.

83 **Motion #4: DM moved to discuss the appointment or employment or evaluation of a public**  
84 **officer or employee in Executive Session. RW seconded the motion.**

85 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**

86 **Motion #5: RW moved to enter into Executive Session for the said purpose at 5:16 p.m. DM**  
87 **seconded the motion.**

88 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**

89 The E.Bd exited Executive Session at 5:41 p.m.  
90

91 **9. Agenda Items for January 16<sup>th</sup> Board of Supervisors Meeting** –

92 **Motion #6: BM moved to cancel the January 16, 2025 BOS meeting due to lack of business.**  
93 **DO seconded the motion.**

94 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**  
95

96 **10. OTHER BUSINESS** – None.  
97

98 **11. APPROVAL OF PAYMENTS** – Summary of Paid November 2024 Invoices –

99 **Motion #7: DM moved to accept the Chair’s approval of the November invoices. BM**  
100 **seconded the motion.**

101 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**  
102

103 **12. ADJOURN** –

104 **Motion #8: BM moved to adjourn the meeting at 5:45 p.m. DO seconded the motion.**

105 **VOTE: Yes – 5 (BM, DO, DM, CB, RW). No – 0. Abstain – 0.**  
106

107 *I agree that this is an original of the January 8, 2025 minutes that were considered and approved by the*  
108 *E.Bd at its meeting of \_\_\_\_\_.*

109 \_\_\_\_\_  
110 *Teresa A. Kuczynski, District Clerk*