

MINUTES  
MEETING OF BOARD OF SUPERVISORS  
April 3, 2024 at 6:30 pm  
1 Smith Rd, Rutland, VT  
RCSWD Administration Office

Web Conference Link posted on the District website, [www.rcswd.com](http://www.rcswd.com),  
and the District Facebook page for public attendance.

MEMBERS PRESENT:

Ira		Mendon	
West Rutland	<b>Chet Brown</b>	Rutland City	<b>Bill Gillam*</b>
Brandon	<b>Gabe McGuigan</b>	Rutland City	<b>Ethan Pepin</b>
Clarendon	<b>Dave Potter</b>	Pittsford	<b>Bill Drummond</b>
Castleton	<b>Robert Spaulding</b>	Mt. Holly	
Pittsfield		Proctor	<b>Carrie Covey</b>
Hubbardton	<b>Rick Grabowski</b>	Wallingford	
		Killington	<b>Jay Hickory</b>

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Chris Donahue, PEG TV Field Producer
Gregory Giles, RCSWD Treasurer	Eric Palmer

1. CALL BOARD MEETING TO ORDER

Mr. Shea called the video conference / in person meeting to order at 6:40 PM. All members who are present and online introduce themselves and the municipalities they represent.

2. BOARD RE-ORGANIZATION (Chair, Vice Chair, E-Board)

- Chairman – **Mr. Brown nominated Mr. Gillam for Chairman of the Board and Mr. Drummond provided the second. Mr. Shea took a vote by roll call and Mr. Gillam was approved unanimously.**
- Vice Chair – **Mr. Spaulding nominated Ms. Covey for Vice Chair of the Board, and Mr. Drummond provided the second. Mr. Shea took a roll call vote and Ms. Covey was approved unanimously.**

- Executive Board – **Mr. Spaulding nominated Mr. Brown for Executive Board and Mr. Drummond provided the second. Mr. Brown nominated Mr. Spaulding for the Executive Board and Mr. Drummond provided the second. Ms. Covey nominated Mr. McGuigan to the Executive Board and Mr. Spaulding provided the second. Mr. Shea took a roll call vote on all three nominations, and all were approved unanimously.**

### 3. APPROVAL OF MEETING PRIOR MEETING MINUTES

- January 3, 2024 Meeting Minutes - **Mr. Brown moved to approve the minutes of the January 3, 2024 meeting and Mr. Drummond provided the second. Mr. Spaulding recused himself as he was not a member of the Board at the time. By voice vote, all voted to approve the minutes of January 3, 2024 meeting as provided in draft form within the meeting materials.**
- March 6, 2024 Meeting Minutes - **Mr. Brown moved to approve the minutes of the March 6, 2024 meeting and Mr. Drummond provided the second. Mr. Spaulding recused himself as he was not a member of the Board at the time. By voice vote, all voted to approve the minutes of March 6, 2024 meeting as provided in draft form within the meeting materials.**

### 4. 2024 RCSWD TOWN REPRESENTATIVE FORMS

Mr. Gillam stated that he and Mr. Pepin will fill out their forms for Rutland City and provide those as soon as possible. Mr. Shea noted that he had not yet received Representative Forms from Ira and Mendon, as those spots are currently vacant. Forms are also still needed from Pittsfield, Mt. Holley, and Poultney.

### 5. OUTREACH / TRANSFER STATION UPDATES

Mr. Shea noted Ms. Franzoni, the Program Manager, is on vacation so no Transfer Station update would be provided for this meeting. He also noted that Ms. Jenkins, the Outreach Coordinator, is new to the position and quickly getting up to speed with several outreach initiatives. He noted that Ms. Jenkins is a former teacher and looking to hold events at local schools. Also plans for upcoming parades, HHW rover events, and other public events are slated for the near future.

### 6. MONTHLY FINNANCIALS

Mr. Giles provided the board with a breakout of the Comparative Statement of Revenue and Expenses for the General Fund as of February 29, 2024. Current revenues for the General Fund are \$382,533, current expenses are \$339,913, for a total of \$42,620 in revenues over expenses. Mr. Giles provided details of the Balance Sheet for the General Fund as of February 29, 2024,

noting the new presentation of line-item breakouts of Capital Improvement Plan projects in the Liabilities section. This gives users of the financial statements a clearer understanding of reserved portions of the Fund Balance as they relate to each Capital project. Total revenues for the MRF are \$10,950, total expenses are \$10,396, for revenues over expenses of \$534. Mr. Giles provided an update to the board in regard to progress on CD and money market options for cash in excess of FDIC protection limits. Mr. Shea and Mr. Giles have meetings scheduled with representatives from local banks and continue to research options for the excess cash and overall banking opportunities available to the District. They will continue to update the Board as more progress is made. Mr. Giles discussed the status of Hauler Accounts Receivable and noted that we are still in a position of not knowing what total Surcharges are owed to the district as there are several haulers who are non-compliant with reporting requirements. Mr. Gillam further explained the Capital Improvement Plan line items, noting that the District has intentionally set aside funds for each of these projects in an effort to avoid bonding or loans in order to pay for the projects and equipment needed.

## 7. MANAGER'S REPORT

Mr. Shea continued the discussion of hauler accounts receivable. He explained that he has still not heard back from the General Counsel, Jack Facey, about possible action against non-compliant haulers. This has been an ongoing issue for some time and Mr. Shea noted he will continue to try and seek guidance from Mr. Facey. If nothing comes of this, Ms. Covey suggested that Mr. Shea should seek outside Counsel, as Facey seems unresponsive. The updated Ordinance codification is likewise still with the General Counsel for input, and this too should be included in a search for outside Counsel should Mr. Facey continue to prove unresponsive.

Mr. Shea stated the 2022 audit is still being processed and has been with the auditor since May 2023. He informed the Board that the audit firm is no longer performing audits, so he has prepared a Request for Proposals to send out to other audit firms in order to prepare for the 2023 audit. **Mr. Spaulding moved to allow Mr. Shea to send out the RFP's to audit firms and Ms. Covey provided the second. By voice vote the Board approved this unanimously.**

Mr. Shea provided the history and details of the MRF stormwater project for the benefit of new Board members and provided an update on the current bids that have been received. Davenport Excavating submitted a bid of \$349,080.00, Giancola Construction bid \$401,770.00, and Markowski Excavating bid \$427,246.95. Mr. Shea noted that work is expected to begin as soon as the ground thaws and should be completed by September of 2024. Mr. Spaulding asked if the District Manager's suggestion was to accept the bid from Davenport Excavating, and Mr. Shea confirmed that was his recommendation. Mr. Gillam expressed concerns about widely varied estimates for certain line items in the bid forms. Discussion ensued around the various line item expenses between the three companies. **Mr. Spaulding moved to approve the bid of \$349,080 from Davenport Excavating, LLC, and Mr. Pepin provided the second. By voice vote the motion passed unanimously.** Ms. Covey inquired about whether the Board had previously approved a motion that maintenance and upkeep of the stormwater drainage infrastructure be included in the bids. She noted that these items were not included in the bid proposals. Mr.

Gillam and Mr. Shea responded that the maintenance and upkeep was going to be contracted out to a third party landscaping company and is budgeted.

Mr. Shea presented the current and updated Organizational Charts for the District. He noted that the most significant change to the updated chart would involve the staffing structure at the transfer station. A new full time lead role at the transfer station is necessary to help reinforce management at the transfer station. When Ms. Franzoni is unable to be at the transfer station, this position will handle immediate supervisory needs and help direct labor duties across the transfer station staff. Ms. Covey inquired regarding the status of these new hires that have been approved in prior meetings. Mr. Shea noted that the new organizational chart allows for one approved position, Ms. Covey asked what the expected time frame is to have these positions filled, as they had been approved for some time. Ms. Covey also inquired regarding the expected time frame to have the HHW depot open full-time whenever the transfer station is in operation, instead of customers needing to make an appointment. Mr. Shea replied that hiring and training may be completed within 2 months. Discussion commenced around the current staffing issues that will hopefully be addressed by the new hire. Training for the HHW operations was discussed, as any employee handling hazardous waste must have the proper training and certifications. **Mr. Brown moved to approve the new Organizational Chart as of Wednesday, April 4<sup>th</sup> 2024. Mr. Spaulding provided the second and by voice vote the motion passed unanimously.**

Mr. Shea noted that he is in the process of reviewing and renewing the lease agreement with the City of Rutland and will be presenting an initial list of improvements.

Mr. Shea provided an update on the status of the project with HR Acquired and noted that the District had completed, or nearly completed all suggestions proposed, with the only exception being a new Personnel Policy. He noted that Teresa Miele from HR Acquired will be invited to the next Board meeting to give an update on progress.

8. PUBLIC COMMENT - No public comment at this time.
9. EXECUTIVE SESSION - No Executive Session at this time.
10. ADJOURNMENT

**Mr. Brown moved to adjourn the board meeting at 7:51 PM. Mr. Spaulding provided the second. All voted in favor. The motion passed unanimously.**

Respectfully submitted,

Gregory Giles - Treasurer