

MINUTES
SPECIAL MEETING OF E-BOARD OF SUPERVISORS
January 3rd at 6:15 pm
1 Smith Rd, Rutland, VT
RCSWD Administration Office

Web Conference Link posted on the District website, www.rcswd.com,
and the District Facebook page for public attendance.

MEMBERS PRESENT:

Ira	Larry Taggart*	Poultney	Paul Donaldson
West Rutland	Chet Brown	Rutland City	Bill Gillam*
Brandon	Gabe McGuigan	Pittsford	Nancy Gaudreau Bill Drummond
Clarendon	Dave Potter	Proctor	Carrie Covey*
Castleton		Mt. Holly	Chad Farrar
Pittsfield	Ann Kuendig	Wallingford	Bruce Dobbins
Hubbardton		Killington	Jay Hickory

OTHERS PRESENT:

Mark Shea, RCSWD District Manager	Breanna Franzoni, RCSWD Program Manager
Gregory Giles, RCSWD Treasurer	Dan Rice, RCSWD Scale Master
Tyler Whille, RCSWD Recycling Operator	Chris Donahue, PEG TV Field Producer

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video conference / in person meeting to order at 6:15 PM.

2. APPROVAL OF MEETING MINUTES OF DECEMBER 6TH, 2023, DECEMBER 12TH, 2023, DECEMBER 21ST, 2023, AND DECEMBER 27TH, 2023

Ms. Covey made a motion to approve the minutes of December 6th, 2023, December 12th, 2023, December 21st, 2023 and December 27th, 2023. Mr. Gillam provided a second to the motion. All voted in favor. The motion passed unanimously.

3. TERESA MIELE, HR ACQUIRED

Teresa provided RCSWD with a comprehensive review of all HR related practices that are used at the District. High priority recommendations include: I-9 forms, new hire process, update personnel files & medical files, update the personnel policy, and amend trainings provided to employees. Medium priority recommendations includes updating workers compensation with written process. Low priority recommendations include: updating end of employment process, edit job descriptions, develop a leave process, develop a new hire orientation, update performance evaluations, and change recruitment process. District Manager, Mark Shea and Treasurer, Greg Giles are planning on meeting with Teresa in the coming weeks in order to address some of these recommendations.

4. DRAFT 2024 CAPITAL IMPROVEMENT PLAN (CIP)

Mr. Shea provided the board members with a draft CIP for 2024. Funds are to be set aside for a Caterpillar 938G Wheel Loader, RCSWD Diversion grant, and for a HHW/Recycling Facility. Mr. Shea proposed that the funds that were originally set aside for a new box truck in 2023, to be utilized for the MRF stormwater project. This would allow the district to send the whole project out to bid and reduce any costs associated with the start and delay of the overall project.

5. PUBLIC COMMENT

No public comment at this time.

6. EXECUTIVE SESSION

No executive session at this time.

7. ADJOURNMENT

Ms. Covey moved to adjourn the E BOS meeting at 6:25 PM. Mr. Gillam provided the second. All voted in favor. The motion passed unanimously.

Respectfully submitted,
Breanna Franzoni