

MINUTES  
SPECIAL MEETING OF  
BOARD OF SUPERVISORS  
October 4, 2023, 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	<b>Larry Taggart*</b>	Mendon	
West Rutland	<b>Chet Brown</b>	Rutland City	<b>Bill Gillam*</b>
Brandon	<b>Gabe McGuigan</b>	Pittsford	<b>Nancy Gaudreau</b>
Clarendon		Mt. Holly	<b>Chad Farrar</b>
Castleton		Proctor	<b>Carrie Covey*</b>
Pittsfield	<b>Ann Kuendig</b>	Wallingford	<b>Bruce Dobbins</b> <b>William Weiss</b>
Hubbardton	<b>Rick Grabowski</b>	Killington	<b>Jay Hickory</b>

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Breanna Franzoni, RCSWD Program Manager
Gregory Giles, RCSWD Treasurer	Brian Sales, RCSWD Outreach Coordinator

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video conference / in person meeting to order at 6:35 PM.

2. APPROVAL OF MEETING MINUTES OF SEPTEMBER 6TH, 2023

**Mr. Gillam made a motion to approve the minutes of September 6th, 2023. Mrs. Gaudreau provided the second to the motion. All voted in favor. The motion passed unanimously.**

3. OUTREACH, TRANSFER STATION UPDATES

Mr. Sales provided an outreach report to the board in order to fill all in on the outreach events that RCSWD has been a part of. RCSWD has been involved in several events/sponsorships within the District including: Rutland City Green Up Day, Rutland County Pride Fest, Come Alive Outside Events, Vermont State Fair, 4th of July Parades (Brandon, Poultney, and Wells), Discover Books Book Program. One of the main weaknesses Mr. Sales sighted out was lack of staff. With more staff involvement with outreach activities, RCSWD could reach more individuals, organizations and businesses. Mr. Sales goals for next year includes a plan to increase outreach and education efforts to promote waste diversion, composting and recycling.

Ms. Franzoni provided an update on transfer station operations. Ms. Franzoni stated she would like to hire another employee at the discretion of the board. Having another employee would allow for flexibility and support when coverage is slim at the transfer station. In addition to hiring a new employee, Ms. Franzoni would also like to look into creating a new foreman position for the transfer station. This would allow for constant oversight and supervision of daily operations at the TS. Ms. Covey asked if MS. Franzoni believed another employee would also be necessary if the District were to offer walk-in HHW appointments. Ms. Franzoni stated that she believed in the best interest of the District to have another employee at the HHW depot to service walk-in appointments if this were to occur.

Ms. Franzoni stated she recommended the District should look into other companies to dispose of Hazardous waste in the future, she has found a cost savings with using a different HHW company to dispose of our waste. Ms. Franzoni also suggested that the District consider utilizing a comingled plastic program for plastics. Adopting a comingled plastic program would provide customers with better efficiency and would also save the District in labor costs.

**Mr Gillam made a motion for the board to review the hazardous waste program operations as well as the addition of new employee position(s). Ms. Covey provided a second to the motion. All voted in favor. The motion passed unanimously.**

4. APPROVE RCSWD WASTE REDUCTION & DIVERISION GRANT APPLICATION

The Town of Wells submitted a revised grant application. The town is seeking to come into state compliance with updated signage through the WRDP grant. Signage is critical to educate residents about recycling properly and diverting items from the landfill. The project cost is estimated to be \$2,223.62 with a 50% reimbursement from RCSWD. The total reimbursement from RCSWD would be \$1,116.81.

**Ms. Covey made a motion to approve the Town of Wells WRDP grant application and provide a reimbursement of \$1,116.81. Ms. Gaudreau provided a second to the motion. All voted in favor. The motion passed unanimously.**

5. EQUIPMENT BIDS

Mr. Shea stated that RCSWD currently has two more items that are out to bid. These items include the 1980's Komatsu Excavator and the 1997 Ford box truck. The board decided to advise against the \$5,000 minimum that had originally been set in place for each item.

**Mr. McGuigan made a motion to accept the highest bid on 10/24/23 at the E-boards discretion. Mr. Gillam provided the second to the motion. All voted in favor. The motion passed unanimously.**

6. APPROVE 2024 BUDGET MEETING SCHEDULE

Mr. Shea drafted a schedule of meeting dates and times to present the board with budget related items. The following schedule was presented for approval:

October 4, 2023- Board of Supervisors provided draft Capital Improvement Plan (CIP). Board members will provide the Manager feedback on the document.

November 1, 2023- Board of Supervisors Draft Budget Plan Proposal and CIP provided to the Board. The Board will provide goals and objectives on the Budget Plan to the Manager.

November 15, 2023- E-Board Meeting to work on Budget (flexible)

December 6, 2023- Board of Supervisors move to finalize Draft Budget Plan Proposal

December 26, 2023- Budget Hearing

January 3, 2023- Board of Supervisors Approves

**Ms. Covey made a motion to approve the 2024 Budget Schedule. Mr. Gillam provided the second to the motion. All voted in favor. The motion passed unanimously.**

7. 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. Ms. Covey suggested she would like to see a new scalehouse be added to the CIP plan.

8. MONTHLY FINANCIALS

Mr. Shea and Mr. Giles presented the financials year to date. Currently, the overall revenues year to date are \$1,430,055. The total revenue accounts for roughly 61% of the 2023 budget. Total expenses year to date are \$1,365,733. The total expenses account for roughly 59% of the 2023 budget. Total revenues over expenses as of 8/31/2023 is \$64,322.

9. MANAGER'S REPORT

Mr. Shea presented a spreadsheet that shows the haulers accounts receivables. This explains which haulers are currently up to date with payments and if they are in compliance with state. There are only a few outstanding haulers that are currently out of compliance. The District will be working with the attorney to determine if further action will need to be executed.

Mr. Shea explained that the District is still working on making changes and edits to the current ordinances held by the District. This will be an ongoing task that will include the attorney.

Mr. Shea mentioned that the District has considered to collaborate with the trex program but has found it not to be a cost infective program at the time. Not to mention, the District would have to come up an area of space in with the #4 plastic bales could be stored, which the District currently does not possess.

Mr. Shea explained that the 2023 Extended Outreach Project is under way and the District will be reaching out to the participating towns to facilitate a closing meeting soon and present the findings of this grant.

Mr. Shea filled in the baord members and let them know that there are a few staffing updates at this time. Lee Hewes started on 6-12-2023 as a generalist and will eventually transition into HHW. Tyler Whille started as the recycling operator on 8-16-2023. Aleea Dauphinais started 6-21-2023 and ended her employment with RCSWD on 8-10-2023.

Mr. Shea provided the board with a timeline of when the District can expect HHW EPR to begin. This new EPR program will put the responsibility on the producers to pay to properly dispose of the hazardous waste they produce.

Mr. Shea provided a recylcing market graph which shows the trends of how the market is trending for recycable materials. Currently, the recycling makret is in a dip, but it expected to bounce back some in the coming months.

10. PUBLIC COMMENT

No members of the public spoke.

11. EXECUTIVE SESSION

No Executive Session at this time.

12. ADJOURNMENT

**Mr. Taggart moved to adjourn the executive board meeting at 7:56 PM. Mr. McGuigan provided the second. All voted in favor. The motion passed unanimously.**

Respectfully submitted,  
Breanna Franzoni