

**RUTLAND COUNTY SOLID WASTE DISTRICT**  
**MINUTES**  
**REGULAR MEETING OF THE BOARD OF SUPERVISORS**  
November 3, 2021 at 6:30pm

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:**

Brandon	<b>Gabe McGuigan</b>	Pittsfield	<b>Ann Kuendig</b>
Castleton	<b>Tim Gilbert*</b>	Pittsford	<b>Nancy Gaudreau</b>
Clarendon	<b>Dave Potter</b>	Pittsford (Alt.)	<b>Bill Drummond</b>
Danby		Poultney	<b>Paul Donaldson</b>
Hubbardton		Proctor	<b>Carrie Covey*</b>
Ira	<b>Larry Taggart*</b>	Rutland City	<b>Bill Gillam*</b>
Killington		Rutland City	<b>Mike Doenges</b>
Mendon	<b>Susannah Loffredo*</b>	Wallingford	<b>William Weiss</b>
Mount Holly	<b>Clint Woolley</b>	Wells	
Mount Holly (Alt.)		West Rutland	<b>Chet Brown</b>
Mount Tabor			

**\* = E-Board Members**

**OTHERS PRESENT:**

**Caroline LaCoille, EA**, O'Brien Shortle Reynolds & Sabotka, PC.

**Mark Shea**, RCSWD Manager

**Gregory Giles**, RCSWD Treasurer

**Brian Sales**, Outreach Coordinator

**Paige Kehoe**, ECO-AmeriCorps

- **CALL BOARD MEETING TO ORDER.**
  - Mr. Taggart asked if the quorum requirements had been met, Mr. Giles confirmed as such. Mr. Taggart called the meeting to order at 6:30pm.
- **APPROVE PRIOR MEETING MINUTES.**
  - Mr Brown moved to approve minutes of the October 6, 2021 meeting of the Board of Supervisors, in the form presented within the provided meeting materials. Ms. Covey provided the second and the motion to accept the minutes passed unanimously.
- **APPROVE PERSONNEL POLICY.**
  - Mr. Taggart noted that the final draft of the new Personnel Policy had been through another final legal review, in which a few typos were noted and corrected.
  - Ms. Covey moved to accept the proposed final Personnel Policy as of January 1, 2022. Mr. Gilbert provides the second. Mr. Taggart asks for all those in favor, the motion passed unanimously
- **2020 AUDIT PRESENTATION.**

- Ms. LaCoille from O'Brien Shortle Reynolds & Sabotka, PC. discussed the 2020 audit of the District's financial books and records. The draft audit report was provided starting on page 9 of the meeting materials. Ms. LaCoille noted that the audit report is currently in technical review and should be wrapped up soon.
  - Ms. LaCoille noted that the audit produced a clean and unmodified opinion on the financial statements. She noted that cashflow is strong and revenues are up over the prior year, in particular with the Transfer Station fees. Ms. LaCoille noted that expenses are also up over the prior year, but mostly due to recognition of the VT ANR violation and Stormwater Mitigation project costs in 2020.
  - General discussion ensued around financial results for the year. Specifically, Mr. Gilbert inquired about the comparison of 2019 and 2020 net surplus from operations and reasons for increased cash. Ms. LaCoille addressed these questions and concluded with thanks to Mr. Shea and Mr. Giles for their cooperation with the audit.
- REVISED HAULERS PERMIT APPLICATION FORM.
    - Mr. Shea presented the new revised Hauler Permit Application form. He explained the main goals to reign in Accounts Receivable and have affirmative agreement by haulers to the District's policies and ordinances on file each year.
    - General discussion continued among Board members with technical questions from Mr. Doenges and Mr. Drummond. Mr. Shea responded to their questions and asked if any other clarification was needed. Noting no other questions, Mr. Gilbert moved to accept the revised Haulers Permit Application as of January 1, 2022. Ms. Loffredo provided and second and the motion passed unanimously.
- SEPTEMBER MONTHLY FINANCIALS.
    - Mr. Shea presents the September 2021 financial report as provided in the meeting materials. Overall things are going well, with revenues and expenses were up compared to the budget, but by less than the prior year.
    - Mr. Shea asked if any Board members had questions on the financial results. No questions were posed, so he moved on to the 2022 Draft Budget.
- 2022 DRAFT BUDGET PRESENTATION.
    - Mr. Shea presents the first draft 2022 Budget, including an updated Capital Improvement Plan. Discussion continued around equipment and infrastructure spending needs in the upcoming years and reserving funds to plan for these expenses. The possibility of leasing heavy equipment instead of purchasing was proposed in an effort to save money long term, and potentially reduce being locked into unnecessary expenses. Mr. Shea noted we did receive a ~ \$50k grant toward a new 26' box truck, and that we hope it will be in before the end of this year. In this CIP he proposed a more versatile piece of heavy equipment instead of a new excavator. We need to start saving now for future needs.
    - Mr. Shea moved on to suggest a \$1 per ton increase to the District Surcharge to \$20.97 per ton. No questions or objections were noted.
- MANAGERS REPORT.

- Mr. Shea discussed some Outreach opportunities, especially regarding HHW, from USDA Rural Development grants, with only a 25% local share, which can be in-kind / labor hours. He asked the Board for their blessings to pursue such grants as they become available.
  - Mr. Gillam moves to approve pursuit of such grants, Mr. Brown provided the second and the motion passed unanimously.
  - Due to end-of-year timing concerns, Mr. Taggart asks for a motion to allow the Executive Board, similar to prior years, be granted the authority to make amendments to the proposed budget should a quorum of the full Board be unavailable at the time. Mr. Woolley moved to grant the Executive Board authority as described by Mr. Taggart, Mr. Brown provided the second and the motion passed unanimously.
- PUBLIC COMMENT.
    - Mr. Taggart asks if any members of the public are in attendance. None were.
  - EXECUTIVE SESSION.
    - Mr. Gilbert suggests moving to Executive Session for personnel issues. All non-Board members left the meeting and the Board entered Executive Session.
  - The Board exited Executive Session
    - No action was taken during Executive Session.
  - ADJOURN
    - Mr. Woolley moved to adjourn the meeting. Ms. Covey provided the second and the motion to adjourn passed unanimously at 7:30pm.

Respectfully Submitted,

Gregory Giles - Treasurer