

MINUTES  
SPECIAL MEETING OF  
THE BOARD OF SUPERVISORS  
December 1, 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:

Ira	Larry Taggart	Mt. Holly	Clint Woolley
Rutland City	Bill Gillam	Proctor	Carrie Covey
West Rutland	Chet Brown	Mendon	Susannah Loffredo
Brandon	Gabe McGuigan	Wallingford	William Weiss
Pittsfield	Ann Kuendig	Pittsford	Nancy Gaudreau
		Poultney	Paul Donaldson

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Daniel Hofman, RCSWD Program Manager
Gregory Giles, RCSWD Treasurer	Brian Sales, RCSWD Outreach Coordinator

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video/phone conference call meeting to order at 6:52pm.

2. APPROVAL OF BOARD MINUTES OF NOVEMBER 3, 2021

Mr. Taggart stated that on November 3, 2021, once the Board came out of executive session, the meeting was adjourned. He continued that the adjournment was missing from the minutes.

**Mr. Brown made a motion to approve the November 3, 2021 with an amendment adding that no action was taken after exiting executive session, and approval of an adjournment. Ms. Kuendig provided a second to the amendment motion. All voted in favor. The motion passed unanimously.**

NEW BUSINESS

3. SANBORN | HEAD & ASSOCIATES, INC. WORK ADJUSTMENT PAYMENT

Mr. Shea presented the agenda packet on the screen. Mr. Shea explained that Sanborn & head conducted billable work that was not discussed at the last meeting. Mr. Shea stated that he is seeking approval to pay these billable hours. He continued by showing the invoice on the screen. Ms. Kuendig asked what options the Board has. Mr. Shea explained the work that the firm has done and their reputation. He concluded that if the invoice is not paid, he does not know what will happen. Mr. Taggart stated that the firm has done the work and has worked with the State of Vermont in the past.

**Mr. Gillam made a motion to pay the invoice. A second was provided by Ms. Loffredo. All voted in favor. The motion passed unanimously.**

4. MUS DEPT OF AG RURAL UTILITY SERV. SOLID WASTE MGT GRANT PROGRAM

Mr. Shea explained that RCSWD has been working on a USDA grant application for approximately \$30,000 to \$40,000. He continued by stating that the grant would pay for training and outreach to 12 towns in the district. Mr. Shea stated that this grant would assist in waste diversion and community engagement. Mr. Shea stated that he is seeking approval to move forward with the grant. Mr. Taggart stated that approval was granted by the Board at the last Board Meeting.

5. 2022 HHW RURAL COLLECTION SCHEDULE

Mr. Shea presented the 2022 Household Hazardous Waste Rural Rover schedule. Mr. Gillam asked if Killington and Pittsford were one event location. Mr. Shea stated that Killington and Pittsford would indeed be conducted at one location in Killington.

**Ms. Covey made a motion to approve the HHW Rural Collection schedule as presented. Ms. Kuendig seconded the motion. All voted in favor. The motion passed unanimously.**

6. MONTHLY FINANCIALS

Mr. Shea presented the financial documents at the end of the packet. He stated that the District has \$215,000 more in revenue than expenses and 5% over budget on the revenues. Mr. Shea stated that the District is in good financial condition.

7. 2022 DRAFT CIP & BUDGET PLAN PRESENTATION

Mr. Shea explained that after this approval, the next step would be to approve the budget in the January meeting. Mr. Shea explained the Manager's discussion section of the budget. He demonstrated the items he is looking to purchase as part of the capital plan, including stormwater infrastructure, asphalt infrastructure, and truck purchases.

Mr. Shea then introduced Mr. Hofman. Mr. Hofman went through a presentation that demonstrated the deficiencies of the current RCSWD excavator and the opportunities that new excavator would provide. Mr. Hofman concluded by recommending saving \$50,000 per year until funds are sufficient to purchase a new excavator. He stated that in lieu of an excavator, public drop off would risk closure. There was brief discussion. The Board was in general agreement that a new excavator has to be eventually purchased or leased.

Ms. Loffredo asked why the personnel tax rate is not consistent on the line items. Mr. Shea explained that employees retired, and that other employees worked in other departments. He continued those salaries and taxes are allocated based on the true value of the program or department.

Mr. Shea asked for approval for the budget and CIP plan. Mr. Taggart stated that if needed, the Board can amend the budget at the January meeting. Mr. Gillam asked what the other financing source revenue line item for the MRF is for \$30,000. Mr. Giles stated that the line item is an offset from the general fund for insurance allocations.

Mr. Taggart asked how much do trucks pay at the MRF. Mr. Shea stated that it depends on the commodity.

**Mr. Brown made a motion to approve the budget for \$2,103,340, as presented. Mr. McGuigan seconded the motion. A roll call vote was held to determine all those in favor. All voted in favor. The motion passed.**

**Mr. Donaldson made a motion that the E Board will hold a public hearing for the budget. Mr. Gillam seconded the motion. All voted in favor. The motion passed.**

8. MANAGER'S REPORT

Mr. Shea explained the efficiency of the online permit system. However, he continued, that customers were obtaining permits in the office to avoid the online service fee. Mr. Shea stated that he would like to make the fee the same for in-person and online. Ms. Loffredo and Mr. McGuigan agreed that the fees should be the same across the board.

**Ms. Loffredo made a motion that the fee for permits online will be the same in the office. Ms. Covey seconded the motion. A roll call vote was held to determine all those in favor. Larry abstained. Paul abstained. All others voted in favor. The motion passed.**

9. PUBLIC COMMENT

No members of the public were present.

10. EXECUTIVE SESSION

No executive session

11. ADJOURN

**Mr. Gillam moved to adjourn. Ms. Covey provided the second. All voted in favor. The motion passed.** The meeting adjourned at 8:15 pm.

Respectfully submitted,  
Daniel Hofman