

MINUTES  
SPECIAL MEETING OF  
BOARD OF SUPERVISORS  
November 1, 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	<b>Dave Potter</b>	Mt. Holly	<b>Chad Farrar</b>
Castleton		Proctor	<b>Carrie Covey*</b>
Pittsfield	<b>Ann Kuendig</b>	Wallingford	
Hubbardton		Killington	<b>Jay Hickory</b>

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Breanna Franzoni, RCSWD Program Manager
Gregory Giles, RCSWD Treasurer	Tyler Whille
Dan Rice	Eric Palmer

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video conference / in person meeting to order at 6:42 PM.

2. APPROVAL OF MEETING MINUTES OF OCTOBER 4<sup>th</sup>, 2023

**Ms. Covey made a motion to approve the minutes of October 4<sup>th</sup>, 2023. Ms. Kuendig provided a second to the motion. All voted in favor. The motion passed unanimously.**

3. OUTREACH, TRANSFER STATION UPDATES

Mr. Sales presented the board with a review of social media interactions on RCSWD's facebook account. In total, approximately 42,000 facebook users saw content from the RCSWD facebook page. There is approximately 1,200 clicks on photos that were posted by RCSWD's facebook. RCSWD posted a total of 476 facebook posts in the last year. RCSWD also gained 33 new fans on facebook.

Ms. Franzoni presented the board with a few suggested operational changes at the transfer station. One of these changes included adjusting the manner in which the metal program is handled. Currently, the metal pile contains several non-metal related debris (insulation, plastic, etc). In order to address this issue, Ms. Franzoni suggested the district develop a long term solution in order to clean up the metal area. This solution would involve utilizing a level area to place 40 yd containers to store the metal. This would reduce any debris being mixed into the ground and also increase the quality of metal that is marketed.

Ms. Franzoni also updated the board with an instance of a security breach at the transfer station. Surveillance of the camera system showed an individual entering the transfer station at approximately 12:00 am and exiting the area at approximately 12:26 am on October 24th. In order to address this issue, Ms. Franzoni suggested the area of fence should be replaced. Mr. Taggart stated that the perimeter of the transfer station should be assessed for further fence damage and improvements in the fence can proceed after the fact. Mr. McGuigan suggested putting up signs to try to deter the individual from entering, Ms. Franzoni agreed.

Ms. Franzoni also updated board members about the USDA Outreach final report. Ms. Franzoni expects to complete the final report by the end of November, making the report available to all towns who participated.

#### 4. HUMAN RESOURCES CONSULTANT

Ms. Covey explained a human resources consultant, Theresa Miele will be coming to the District to do an internal audit of human resources related issues within the District. She will be able to determine any deficiencies related to HR topics within the district by the end of the audit.

**Mr. Gillam made a motion to approve the hiring of Theresa Miele as the Human Resources Consultant for RCSWD. Ms. Gaudreau provided a second to this motion. All voted in favor. The motion passed unanimously.**

#### 5. MONTHLY FINANCIALS

Total Revenue for the District as of 9/30/2023 total at about \$1,727,254. Revenues are about at 74% of the total 2023 budget. Total Expenses for the District as of 9/30/2023 total at about \$1,557,812. Expenses are at about 67% of the total 2023 budget. Total Revenue over expenses as of 9/30/2023 is \$169,442.

Mr. Giles updated the board with several options for the excess funds, over the FDIC insured, in the checking account. This included the idea of reducing risk by utilizing a CD account to capture interest over these excess funds.

**Mr. McGuigan made a motion to move the excess funds to \$200,000 into staggered CD accounts to keep under the \$250,000 FDIC threshold; all transfers need to be relayed to the board during monthly financial report. Mr. Gillam provided a second. All voted in favor through a roll call vote. The motion passed unanimously.**

6. DRAFT 2024 CAPITAL IMPROVEMENT PLAN (CIP) & BUDGET PLAN

Mr. Shea presented the E-board with the draft 2024 Capital Improvement Plan. This plan includes allocating \$100,000 for the MRF Stormwater Project, allotting a total of \$487,285 for this project. Another \$30,000 would be allocated for road maintenance at the transfer station. Another \$50,000 would be allocated for the purchase/construction of a new scale house building and relocating the building. Another \$30,000 would be allocated to the construction of a new recycling/HHW facility. Another \$20,000 would be set aside for a new box truck purchase. Another \$40,000 would be set aside toward a replacement for the current loader.

The Board asked that we remove the new box truck for recycling. In its place the district will not separate plastics, whereby creating a mixed plastics stream. This will reduce labor cost and be more convenient for customers. The district will procure trucking services to bring this to the MRF as needed.

The Board also asked that we look into other collection options for the metal program.

The 2024 budget plan includes the addition of a transfer station Foreman position (\$89,304) and a transfer station HHW Rover position (\$78,402). The proposed 2024 budget includes the addition of dental insurance for employees from July to December, costing approximately \$2,991.00. The 2024 budget currently comes in at \$2,549,789, for a 9.3% increase over the 2023 budget.

7. MANAGER'S REPORT

Mr. Shea presented a spreadsheet that shows the haulers accounts reievables. 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. Mr. Shea stated the attorney is looking for direction on this issue.

**Mr. Potter made a motion to allow the District Manager to send letter to haulers out of compliance and/or with unknown or delinquent payments. Mr. Farrar provided a second. All voted in favor. The motion passed unanimously.**

Mr. Shea informed the board that both the 1980's Komatsu Excavator was awarded to Hubbard Brothers for \$4,000 and the 1997 Ford Box truck was awarded to Hubbard Brothers for \$1,000.

8. PUBLIC COMMENT

Members of the public were present; no comments were made at this time.

9. EXECUTIVE SESSION

No executive session at this time.

10. ADJOURNMENT

**Ms. Covey moved to adjourn the executive board meeting at 8:21 PM. Mr. Brown provided the second. All voted in favor. The motion passed unanimously.**

Respectfully submitted,  
Breanna Franzoni

DR