

MINUTES  
MEETING OF BOARD OF SUPERVISORS  
January 3rd 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	<b>Paul Donaldson</b>
West Rutland	<b>Chet Brown</b>	Rutland City	<b>Bill Gillam*</b>
Brandon	<b>Gabe McGuigan</b>	Pittsford	<b>Nancy Gaudreau</b> <b>Bill Drummond</b>
Clarendon	<b>Dave Potter</b>	Mt. Holly	<b>Chad Farrar</b>
Castleton		Proctor	<b>Carrie Covey*</b>
Pittsfield	<b>Ann Kuendig</b>	Wallingford	<b>Bruce Dobbins</b>
Hubbardton		Killington	<b>Jay Hickory</b>

OTHERS PRESENT:

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

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video conference / in person meeting to order at 6:30 PM.

2. APPROVAL OF MEETING MINUTES OF NOVEMBER 1ST, 2023

**Mr. Gillam made a motion to approve the minutes of November 1st, 2023. Mrs. Gaudreau provided the 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. TRANSFER STATION UPDATES

Ms. Franzoni stated that the fence at the transfer station has been replaced and there have been no signs of trespassing since the repairs has been made. The ceiling at the recycling center and door at HHW have not been repaired yet, material list has been made and both areas will be repaired as soon as possible.

5. APPROVE 2024 HHW ROVER SCHEDULE

Mr. Shea provided the board with a proposed 2024 HHW Rover schedule. This schedule included two extra rover events for two towns with higher HHW rover volumes.

**Mr. Drummond made a motion to approve the 2024 HHW rover schedule. Ms. Covey provided a second to the motion. All voted in favor. The motion passed unanimously.**

6. MONTHLY FINNANCIALS

Mr. Giles provided the board with a balance sheet that is current until November 30, 2023. The current general fund assets are at \$1,083,422.48. Current liabilities are at \$331,805.86. Total capital amount is \$751,616.62. The general fund total revenue is \$2,150,953.77. The general fund total expenses is at \$1,968,720.49. Total excess revenues over expenditures is \$182,233.28. MRF revenues are at \$71,001.76 and total expenses are at 73,100.59 for a negative net income (-\$2,098.83). Mr. Giles updated the board that he has been looking into CDs and money markets for the excess capital funds and will update the board with more options as soon as possible.

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.

2024 Capital Improvement expenses includes: \$20,000 for a new 40 yard roll off container, \$40,000 to be set aside for the purchase of a new loader, \$30,000 to be set aside for a new recycling facility, \$50,000 for the transfer station scalehouse project, \$30,000 for transfer station asphaltting and stone, \$25,000 to be carried over from 2023 for RCSWD Diversion grant, and \$100,000 to be set aside for the MRF stormwater project. Total capital improvement expenses for 2024 total at \$270,000.

The total 2024 budget includes an 8% increase over 2023 in expenses for a total of \$2,519,505.

**Mr. Gillam made a motion to approve the 2024 budget of \$2,519,505. Mr Potter provided a second. Roll call voted included: Mr. McGuigan voted YES, Mr. Potter voted YES, Mr. Taggart voted YES, Mr. Farrar voted YES, Ms. Gaudreau voted YES, Ms. Kuendig voted YES, Mr. Drummond voted YES, Mr. Donaldson voted YES, Ms. Dougherty-Covey voted YES, Mr. Gillam voted YES, Mr. Brown voted YES. The motion passed my majority vote.**

**Mr. Gillam made a motion to approve the 2024 MRF budget for \$88,400. Mr. McGuigan provided a second. Roll call voted included: Mr. McGuigan voted YES, Mr. Potter voted YES, Mr. Taggart voted YES, Mr. Farrar voted YES, Ms. Gaudreau voted YES, Ms. Kuendig voted YES, Mr. Drummond voted YES, Mr. Donaldson voted YES, Ms. Dougherty-Covey voted YES, Mr. Gillam voted YES, Mr. Brown voted YES. The motion passed my majority vote.**

8. 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. 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 stated the 2022 audit is still being processed and has been with the auditor since May.

A new employee, Glen Moyer, started as the Recycling Program Generalist I on 12/18/23.

9. PUBLIC COMMENT

No public comment at this time.

10. EXECUTIVE SESSION

No Executive Session at this time.

11. ADJOURNMENT

**Mr. Donaldson moved to adjourn the executive board meeting at 8:39 PM. Mr. Gillam provided the second. All voted in favor. The motion passed unanimously.**

Respectfully submitted,  
Breanna Franzoni