

APPROVED

MINUTES
SPECIAL MEETING OF THE BOARD OF SUPERVISORS
RUTLAND COUNTY SOLID WASTE DISTRICT
SEPTEMBER 2, 2020 at 6:30pm

Web Conference Link posted on the District website, www.rcswd.com,
and the District Facebook page for public attendance.

MEMBERS PRESENT:

Brandon	Gabe McGuigan	Mount Tabor	
Castleton	Tim Gilbert	Pittsford	Nancy Gaudreau
Castleton (Alt.)		Pittsford (Alt.)	Bill Drummond
Clarendon		Poultney	
Danby		Proctor	Carrie Covey
Hubbardton		Rutland City	Bill Gillam
Ira	Larry Taggart	Rutland City	Rebecca Mattis
Killington		Wallingford	Sandi Switzer
Mendon	Susannah Loffredo	Wells	
Mount Holly		West Rutland	Chet Brown

OTHERS PRESENT:

Mark Shea, RCSWD Manager

Gregory Giles, RCSWD Treasurer

Brian Sales, RCSWD Outreach Coordinator

1. CALL BOARD MEETING TO ORDER.
 - Mr. Taggart asked if the quorum requirements had been met. Mr. Shea confirmed as such. Mr. Taggart called the meeting to order at 6:37pm.
2. APPROVAL OF BOARD MINUTES OF JUNE 3, 2020.
 - Ms. Covey noted one correction was needed to the prior minutes. Instead of Carrie Dougherty, her name should have been listed as Carrie Covey.
 - Ms. Mattis moved to accept the prior meeting minutes of June 3, 2020 in the form presented, with the one change noted from Carrie Dougherty to Carrie Covey.
 - Ms. Covey provided the 2nd and a roll call vote was held to determine all those in favor.
 - The motion passed unanimously.

OLD BUSINESS:

3. STORMWATER REMEDIATION AT THE TRANSFER STATION.
 - Mr. Shea referred to the pictures and narratives on pages 4 and 5 of the meeting book materials, demonstrating progress on the Transfer Station wetlands remediation project.
4. WETLANDS REMEDIATION AT THE MRF.
 - Mr. Shea referred to the Stormwater Annual Inspection Report beginning on page 6 of the meeting materials for an update on the MRF wetlands project. It is anticipated the MRF lot will be compliant with implementation of new criteria.

5. MRF DE-COMMISSIONED SCALE PROJECT

- Beginning on page 14 of the meeting materials Mr. Shea provided an update and multiple pictures of the MRF scale upgrades and de-commissioning as performed by Fabian Earth Movers.

NEW BUSINESS

6. INTRODUCTION OF BRIAN SALES, OUTREACH COORDINATOR

- Mr. Sales (pronounced similar to “solace”) introduced himself to the Board with a brief biography of his prior work experience and educational history leading up to his employment here at the District. Mr. Sales expressed his enthusiasm for this line of work and looks forward to learning more and contributing to the District’s mission.
- Mr. Shea briefly discussed Ms. Robles staggered departure from RCSWD and her willingness to stay onboard and put in as many hours as she can until a permanent replacement can be found.

7. DISCUSSION & ACTION ON RETENTION AND FOIA POLICIES

- Mr. Shea discussed details of a new formalized Records Retention Policy for document and information retention. Beginning on page 18 of the meeting materials Mr. Shea provided a copy of the proposed policy, which was suggested by and adapted from the VLCT policy.
- Further discussion ensued regarding various retention time limits for different categories of information. Mr. Gillam noted personnel records are kept in perpetuity.
- Mr. Gillam moved to adopt the Records Management Policy & Retention Plan in the form and manner presented in the meeting materials. Ms. Mattis provided the 2nd, and through roll call vote it was determined that the motion passed unanimously.
- In regard to FOIA considerations, on page 21 of the meeting materials Mr. Shea provided a copy of the proposed Public Records Inspection, Copying, & Transmission Policy.
- The document outlines the purpose, applicability, and definitions found within the policy. It also notes the types of information available for public inspection, formalized request procedures, and certain costs and time limits associated with various types of information requested.
- Ms. Mattis moved to adopt the Public Record Inspection, Copying, & Transmission policy in the form and manner presented in the meeting materials. Ms. Gaudreau provided the 2nd, and through roll call vote it was determined that the motion passed unanimously.

8. MRF OFFICE PAINTING & FLOORING PROJECT ESTIMATES & UPDATES

- Mr. Shea discusses the work performed by Deane Wilson to remove wallpaper and repaint all walls throughout the MRF office building. It was noted that the work was performed with a very high level of quality and without disruption to our workflow.
- The next project up for bid was the replacement flooring. Mr. Shea noted that he had acquired competing bids from Carpet Warehouse, Abatiello Design, and Gilmore Home Center. Gilmore came in with the lowest overall bid of \$10,062.00 (including labor to move and replace furniture and fixtures), the flooring material was of a higher quality than the competitors, and it included a longer warranty period.
- Mr. Gilbert moved to accept the bid from Gilmore Home Center as presented in the meeting materials. Ms. Mattis provided the 2nd, and through roll call vote it was determined that the motion passed unanimously.

9. UPDATES: WI-FI AT SCALE HOUSE, WI-FI / PHONE AT RECYCLING CENTER, & ACCEPTING CREDIT CARDS AT SCALE HOUSE AND MRF.

- Mr. Shea provided updates to Board regarding progress with project to begin accepting credit cards incrementally at different locations across the Transfer Station and MRF office.
- Comcast will be expanding services at the Transfer Station in order to accommodate the necessary communications equipment such as the card reader from Square.com.

10. STATUS OF AN AUTOMATED WEB BASED PERMIT RENEWAL PROCESS

- Discussion ensued around the weaknesses and inadequacies of our current annual permit renewal process. It was proposed that the District switch to online-only renewals and develop systems to reduce potential fraud and abuse.
- Further questions were raised around various town-specific issues with their own transfer stations, and whether or not the annual permit should be a sticker (potentially transferrable) or linked to a specific license plate registration numbers.
- Overall consensus reached that the Transfer Station attendants must absolutely and uniformly enforce permit requirements across the board
- Ms. Mattis presents motion suggesting Mr. Shea come back to the Board with specific proposals and ideas, as well as solutions / fixes to the multiple concerns raised during the preceding discussion. Mr. Shea suggests inserting movement to approve going forward with Merchant setup with the bank due to it being a relatively lengthy process, coupled with the short time frame to get engineering setup for the website considerations. Additional discussion ensues surrounding breakout of credit card usage fees, agreement reached that these will be transferred to the customer and not borne by the District. Ms. Loffredo provides a 2nd to the motion as presented and amended above. Through a roll call vote it was determined that the motion passed unanimously.

11. VLCT INSPECTION, PASIF GRANT AWARD & COVID-19 GRANTS

- Mr. Shea provided updates on specific grants and awards
- It is noted that a licensed electrician will have all deficiencies remedied and up to code within two weeks.
- Mr. Shea discusses the FEMA grant of \$15,600 and a State of Vermont grant the District is scheduled to receive for approximately \$12,000.

12. ACCOUNTS RECEIVABLE

- Mr. Giles provides a brief update on Hubbard Brothers and notes that they are currently considered to be in full compliance with their agreed upon contract with the District. Arrearages are being paid according to schedule, current monthly hauler reports are being received by the middle of the following month, and payment of prior month surcharges are being received by the end of the month following.
- Mr. Giles noted that East Coast Rubbish is nearly done paying off their arrearages (within \$250 owed from an original \$14,000), however they are late in filing their current monthly hauler reports and delinquent in making payments on those current surcharges.
- Ms. Mattis suggests significantly more aggressive collection actions are necessary and overall consensus of the Board seems to agree.
- Brief discussion surrounding Seguin Hauling and a handful of others which Carl Mitchel has lined up for audits. Once these audits are under way, we will be better positioned to approach the Board with the findings and possible suggestions.

13. MONTHLY FINANCIALS

- Mr. Shea provides the most recently completed financial results as of July 31, 2020. For the Boards consideration a Budget to Actual comparison Income Statement and Balance Sheet were provided.
- Performance across all programs is within budgeted expectations with very few notable outliers. Overall budget utilization is in line with expectations for 7 months in to the operating year.

14. MANAGER'S REPORT

- Beginning on page 62 Mr. Shea provides his Manager's Report in memo format.
- Items of note include updates on the District's COVID Exposure control plan, thoughts on returning to normal operations, 2nd Quarter Material Quantities for member towns.
- Mr. Sales provides updates on status of Social Media campaigns and potential future endeavors.

15. PUBLIC COMMENTS

- No members of the public were present

16. EXECUTIVE SESSION – 1 VSA Sec 313(1)(e) Legal

- Ms. Mattis provides a motion to enter Executive Session at 8:13pm. Ms. Loffredo provides the 2nd, and through roll call vote it was determined that the motion to enter Executive Session passed unanimously.
- The room was locked and audio / video recording ceased.
- At 8:50pm Executive Session ended and the regular Board meeting resumed.
- Ms. Mattis moved that a letter be sent to Mr. Seguin stating that he needs to meet with Carl Mitchel within 10 days and agree to a reasonable plan to become compliant with District regulations. Mr. Brown provided a 2nd, and through roll call vote it was determined that the motion passed unanimously.

17. ADJOURN

- Mr. Gillam moved to adjourn the Board meeting. Ms. Mattis provided the 2nd, and through roll call vote it was determined that the motion to adjourn passed unanimously.

Respectfully Submitted,
Gregory A. Giles
Gregory A. Giles - Treasurer