

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF SUPERVISORS**  
**RUTLAND COUNTY SOLID WASTE DISTRICT**  
OCTOBER 7, 2020 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>	Mount Tabor	
Castleton	<b>Tim Gilbert</b>	Pittsford	<b>Nancy Gaudreau</b>
Castleton (Alt.)		Pittsford (Alt.)	<b>Bill Drummond</b>
Clarendon		Poultney	<b>Paul Donaldson</b>
Danby		Proctor	<b>Carrie Covey</b>
Hubbardton		Rutland City	<b>Bill Gillam</b>
Ira	<b>Larry Taggart (c)</b>	Rutland City	<b>Rebecca Mattis</b>
Killington		Wallingford	<b>Sandi Switzer</b>
Mendon	<b>Susannah Loffredo</b>	Wells	
Mount Holly	<b>Clint Woolley</b>	West Rutland	<b>Chet Brown</b>

**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 6:30pm.
2. Approval of Board Minutes of September 2, 2020
  - Mr. Taggart asked for motion to approve September 2, 2020 board minutes. Mr. Gilbert moved the motion. Ms. Covey provided the 2<sup>nd</sup>, and a roll call vote was held to determine all those in favor. The motion passed unanimously.
  - Mr. Taggart asked for a motion to go to the SWIP public hearing. Mr. Gilbert motion to enter into the SWIP public hearing. Ms. Covey provided the 2<sup>nd</sup>, and a roll call vote was held to determine all those in favor.

**SWIP PUBLIC HEARING:**

Rutland County Solid Waste Districts' 2021-2025, Solid Waste Implementation Plan (SWIP)

1. Call meeting to order
  - Mr. Taggart called the public meeting to order.
2. Presentation
  - Mr. Sales presented a PowerPoint presentation of the SWIP plan of action for Disposal and Diversion, SWIP Posting and Publicity, A-Z Waste and Recycling Guide, Variable Rate Pricing, Solid Waste Hauling Services, School Outreach, Business Outreach, Waste

Reduction at Events, HHW Collection Events and Facilities, Collection of Landfill-Banned and Dangerous Materials, Food Rescue, Textile Reuse and Recycling, Leaf/Yard/Clean Wood Debris Recycling, Asphalt Shingles and Drywall Recycling and Residuals Recycling Meetings.

- Mr. Shea asked if there were anyone from the public attending the public meeting. No one from the public was present for any comments.
- Ms. Gaudreau asked if there was a back up for textiles if American Clothing Co. continues to not collect. Mr. Shea said it is challenging with Covid to get a consistent pick up schedule from American Clothing Co. but with the SWIP plan, we will continue to figure out ways partner with other textile recycling entities for proper recycling.

Adjourn public hearing

- Mr. Taggart asked for a motion to adjourn from the SWIP public hearing. Ms. Gaudreau moved the motion. Ms. Covey provided the 2<sup>nd</sup>, and a roll call vote was held to determine all those in favor.

OLD BUSINESS:

3. STORMWATER REMEDIATION AT THE TRANSFER STATION.

- Mr. Shea referred to the pictures and narratives on page 26 demonstrating progress on the Transfer Station wetlands remediation project is complete. We have some nice tree vegetation and shrubs. On page 30 you can see they installed large stones to help with erosion. The Poultney Mettowee Natural Resources Conservation District planted all the trees and shrubs. They are under a service contract to ensure all the plants and trees are maintained and last for several years. Mr. Shea also said Casella's MSW pad construction is underway and making progress.

4. WETLANDS REMEDIATION AT THE MRF.

- Mr. Shea referred to the Stormwater remediation not much change. He mentioned that there is not enough space to treat the stormwater before it goes into to the river. We are exploring cost effective ways to treat this. Having a meeting with Tim Patit, our engineer next week to come up with an economic solution to treat the stormwater at MRF.

5. ADMINISTRATIVE BUILDING UPDATES COMPLETE

- Administrative office updates are complete, and it is beautiful. The floors, moldings and painting are all done. We purchase office floor mats from home depot to protect the floor from foot traffic and office furniture. Mr. Shea encourage the Board to come visit and see the office.

6. VLCT/PASIF RISK ASSESMENT RECOMMENDATIONS ARE COMPLETED

- VLTC/PASIF risk assessment recommendations are all done. We are waiting for the electrician to give us the invoice and once paid we should be good with insurance. Mr. Shea said he will follow up with the grant application and should get a little money from the grant the cover some of the cost.

## NEW BUSINESS

7. FOLLOW UP ON WIFI AT SCALEHOUSE; WIFI/PHONE AT RECYLING & ACCEPENTING CREDIT CARDS AT THE SCALEHOUSE AND MRF UPDATES
  - 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 cable/phone services at Recycling Center in order to accommodate a phone and wi-fi. This will also assist with having the necessary communications equipment such as the card reader from Square.com. This will initially start at the scale house.
8. STATUS ON AN AOUTOMIZE WEB-BASED PERMIT 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, abuse, and waste of human resource hours.
  - Mr. Shea said we are building the final touches on having this process automated. Customers can go online and get their permit and in turn it can be emailed to them or pick up at the Transfer Station.
  - Mr. Shea informed the board that we solicited a survey on this topic to the public on the “2021 Permit Process” and 91.6% would like to do the permit process online. 2/3 of the people who took the survey would like to have their permit emailed, and 1/3 wants to pick it up at the TS. 90% also wants to receive a discount if they renew their permit before Jan 1.
  - Ms. Shea also created a survey for “Digital Payment Options” and 82.8% said they would use credit cards and 36.1% they use it all the time. 80% also uses Gleason frequently.
  - Mr. Shea said the online process is simple. All they have to do is choose permit type, name, physical address, mailing address, vehicle info, email and credit card payment, hit submit and all that data will be captured, and transferred over to PC-Scale. Mr. Shea says the processing fee for online permitting will be \$1.50 per transaction to the customer. If they don’t have computer access, they can come to the recycling station or at the administrative office and do it there. It is good way for us to engage and get to know our customers.
9. 2021 BUDGET SCHEDULE AND BUDGET GOALS
  - Mr. Shea said we need a plan for next year’s budget schedule. He asked the BOS if they got a chance think about what the budget goals are. Mr. Shea asked for overarching guidance of what the priorities that you don’t want to see in the budget and what you want to see. He mentioned several programs are running in deficit and is being subsidized from other revenue sources.
  - Mr. Shea said his goal would be not to increase the surcharge but if this to be the case, we will need to tweak some fees for the users next year, but that’s just a projection as of now. Mr. Shea said just by looking at the audit we need to have enough cash on hand for 6 months just to pay the bills if a bad trend were to occur.
  - Mr. Shea said we have been looking into the permit fee. Permit fee has not been changed in a very long time, and inflation and several other costs have happened during the years. He suggests the thought of raising the permit fee and other disposal service charges MSW, Shingles, Freon, and C & D. He asked the board for their input and viewpoints moving forward.
  - Mr. Gilliam suggest that our revenue is up and people staying at home are bringing more trash and we need to set the budget to cover cost then set the fees from there. Mr. Shea asked about raising the Surcharge and mentioned we are the lowest in the state and it has

only been raised twice since the beginning. Mr. Gilliam said the people and businesses are struggling and a lot are unemployed. Do not increase surcharge but ensure that we cover cost.

- Mr. Gilbert wants to see the surcharge where it is and keep surcharge at current rate.
- Ms. Covey said if we have to touch surcharge to cover cost, but it would be the last option. Covid still plays a lot of unknowns and people are struggling. She also said she does not want to cut out any employee raises for next year.
- Ms. Loffredo said we really do not know what we are looking at on how far off our budget will come in and she prefers to cut things internally if we can as oppose to increasing fees.
- Mr. Taggart said raising the surcharge should be the last thing we should do. He said we might lose customers and reminded that we have a competitor.
- Ms. Gaudreu suggest we do not raise the surcharge and leave where things are.
- Mr. McGuigan said he is proponent on keeping cost where we can. The more we can keep to the public the same. He suggests cutting cost from outreach or other services instead of increasing cost. He said stay the course.
- Mr. Donaldson said we should consider permit fee increase due to the fact that we have not raise the fee in years and \$15 or \$20 increase in fee to use the facility for the year may not be bad. So, if you need a little more money, he suggest looking into permit fee increase.
- Mr. Shea indicated that our fees our very low and our cost from Casella is going up each year. More talks and discussions about the budget between now and end of the year.
- Mr. Wholly thinks the \$10 fee is in the low side.
- Mr. Brown said pay attention to cost that we have no control over like insurance, and etc.
- Mr. Drummond suggest we can increase membership by doing a campaign and make revenue from there.

#### 10. ACCOUNTS RECIEVABLE UPDATE

- Mr. Gilles said good news to report. We have narrowed our A/R customers into one between Eastcoast and Hubbard. Hubbard has turned things around and is up to date. We are still having issues with payments and reporting from Eastcoast so we need to reach out to them.
- Carl Mitchell is back doing compliance audits for haulers. So far, he has audited R&R, Wyman Frasier and Ace Carding. All came back positive and their books look good and well maintained. He also audited Martell and the audit came back with a positive report and a payment for what they owed so they are all caught up. Similar situation with Seguin Waste, the audit did happen after reaching out to him. The results went well and we received a check on what was owed.
- Receivables in term for haulers are looking good with one exception, Eastcoast. In general, the A/R for TS has been sending out notices to customers who are 30 to 60 days behind. Overall receivables are looking good.

#### 11. MONTHLY FINANCIALS

- Mr. Shea provides the most recently completed financial results as of Aug 31, 2020. For the Boards consideration a Budget to Actual comparison Income Statement and Balance Sheet were provided.
- Mr. Shea said some of the expenses still has not come in like the flooring, excavator and wetland for the TS. Things need to be considered for next years budget.
- Mr. Shea said there some money put in a capital replacement for \$159,000 for the excavator and wetlands.

- Performance across all programs is within budgeted expectations with very few notable outliers. Overall budget utilization is in line with expectations for 7 months into the operating year.
- The fines from the State won't come out until next year and needs to be included in the current budget.
- Mr. Shea wants to develop a 5-10 year Capital Budget Plan (CPI), and start a capital expenditure savings plan for forecastable expenses to be able to have cash to buy equipment or vehicles in the years to come, instead of taking out loans or leasing. This will save money.

#### 12. MANAGERS REPORT

- Mr. Shea provided updates on the TS vandalism. We got the perpetrator on camera and have provided that still captions and the video footage to Rutland City detective. There was blood found in the F250 and so far, no one has been able to identify who the person is.
- We will make some security improvements at the TS to prevent and hopefully deter further vandalism.
- Bennington County Solid Waste signed another 5-year MOU with RSCWD to allow their residents to drop off HHW items at the TS. Residents from Bennington County needs to purchase out of district permit to drop off.
- Social media outreach is looking good and our followers are growing.

#### 13. 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.

#### 14. PUBLIC COMMENT IN CONSIDERATION FOR ALL, PLEASE LIMIT COMMENTS TO TWO (2) MINUTES

- Mr. Taggart asked if there is anyone in the public from the public for comments. And no one in present.

#### 15. EXECUTIVE SESSION

Mr. Taggart ask for motion to move to Executive session for legal. Ms. Switzer motion to move to executive session. Mr. Gilliam second the motion. It was a unanimous vote to enter executive session under 1 VSA Sec 313(1)(e) Legal.

#### 16. EXECUTIVE SESSION

In Regular Session, Mr. Taggart ask for motion to move to Executive session for legal. Ms. Switzer motion to move to executive session. Mr. Gilliam second the motion. It was a unanimous vote to enter executive session under 1 VSA Sec 313(3) Personnel.

17. ADJOURN

In Regular Session, Mr. Taggart ask for motion to move to adjourn. Mr. Gilbert motion to move to executive session. Mr. Gilliam second the motion. It was a unanimous vote to adjourn

Respectfully Submitted,  
Brian J. Sales  
Brian J. Sales – Outreach Coordinator