

RUTLAND COUNTY SOLID WASTE DISTRICT
MINUTES
REGULAR MEETING OF THE BOARD OF SUPERVISORS
June 2, 2021 at 6:30pm

At 14 Gleason Road Transfer Station Recycling Center
Rutland, VT

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

MEMBERS PRESENT:

Brandon		Pittsfield	Ann Kuendig
Castleton	Tim Gilbert*	Pittsford	Nancy Gaudreau
Clarendon	Dave Potter	Pittsford (Alt.)	
Danby		Poultney	Paul Donaldson
Hubbardton		Proctor	
Ira	Larry Taggart*	Rutland City	Bill Gillam*
Killington		Rutland City	Mike Daenses
Mendon	Susannah Loffredo*	Wallingford	William Weiss
Mount Holly		Wells	
Mount Tabor		West Rutland	Chet Brown

*** = E-Board Members**

OTHERS PRESENT:

Mark Shea, RCSWD Manager

Gregory Giles, RCSWD Treasurer

Daniel Hofman, RCSWD Waste Reduction Program Coordinator

- **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 6:31pm. (Due to technical issues the meeting did not have conference capabilities)
- **APPROVE PRIOR MEETING MINUTES.**
 - Mr. Brown moved to approve minutes of the May 5, 2021 meeting of the Board of Supervisors, in the form presented within the provided meeting materials. Ms. Gaudreau noted some minor typos in the draft minutes which need to be corrected, and not in the earlier E-Board minutes as noted then. Ms. Loffredo provided the second and the motion to accept the May 5, 2021 minutes with the noted revisions passed unanimously.
- **DRAFT REVISED PERSONNEL POLICY V.2.**
 - Mr. Taggart discussed some changes made from the previous version, noting Mr. Shea's email regarding the same.

- Discussion continued regarding details of certain changes, with particular interest around the proposed Pension contribution increase from 5% of eligible employee gross wages, to 10%. Mr. Shea described the results of his review of similar pension arrangements, as well as a cost analysis comparing contributions at 5% and 10% over three years. Mr. Donaldson inquired whether employees are required to contribute a portion of their pay, Mr. Shea confirmed they are not. Additional questions and discussion continued around possible changes to the pension plan structure for future consideration.
 - Mr. Gilbert moved to keep the contribution amount set at 5% of eligible employee gross wages, and research the issue for consideration at a later date. He noted that the research he has done shows an average of less than the current plan contribution percentage.
 - Mr. Taggart requests a stand-alone policy, separate from the Personnel Policy, to address employee benefits such as Pension, Deferred Compensation, and Health Insurance Buy-Out rate.
 - Mr. Shea requested a point of clarity on the Board's proposed change to the Probationary Period. Mr. Taggart confirms the Board would like the Probationary Period to be changed from 6 months down to 3 months.
 - Ms. Gaudreau provided a second to Mr. Gilbert's motion, which passed unanimously. Mr. Taggart suggested Mr. Shea distribute hard copies of the revised Personnel Policy to all Board members for their review. Members should send back any suggested revisions and a review process can ensue. Mr. Taggart suggests the final draft then be sent to counsel for appropriate legal review. Mr. Donaldson asks if the draft policy is based off the VLCT templates. Mr. Shea confirms it is approximately 80% based on the VLCT template, with items specific to this District from the previous version carried forward. Mr. Donaldson suggests it may be more cost effective to submit the final draft to VLCT for legal review instead of Facey. Mr. Shea indicated that VLCT is working with us during our review also.
- REVIEW / AWARD BOX TRUCK BIDS.
 - Mr. Taggart notes that the Executive Board voted to move Mr. Shea's recommendation of the G. Stone Motors bid to the full Board for approval.
 - Mr. Donaldson moves to accept the G. Stone Motors bid.
 - Mr. Gilbert asks about rust proofing for whichever truck bid is chosen and notes that it was offered on past vehicle purchases along with free "touch ups" in following years.
 - Mr. Donaldson amended the motion to allow management to negotiate with G. Stone Motors to include rust proofing. Ms. Loffredo provided the second and the motion passed unanimously.
- DRAFT 2021 RCSWD MANAGEMENT PLAN.
 - Mr. Shea discussed the draft 2021 RCSWD Management Plan, explaining to the Board that this is a 10 year outline of the District's proposed operations. He also notes that a portion of the plan is dependent upon Casella's input, as they operate the tipping floor at the transfer station. Discussion continued with some general questions from Board members. Mr. Shea indicated that when these documents develop, he will

be sending them out to the Board. Further, it the Board will need to act to approve the Management Plan at their September meeting, then send to the State for review and public notice period. After this it will have a final approval status.

- Mr. Gillam moved to have the Executive Board review, edit, and adopt as necessary. Mr. Potter provided the second and the motion passed unanimously.

- **HHW SCHEDULE.**
 - Mr. Shea explained that household hazardous waste is not trash or recyclables and cannot be treated or process simply. Safety and protocols require significantly more time and knowledge of Federal and State regulations and record keeping requirement of each transaction. If this is not correctly done the risk of State violation will be higher. This is a reason the District received hefty fines from the State. This usually include thousands of dollars to defend the State against the States claims. the current operating service schedule of 6 days per week by appointment for the transfer station HHW depot, as well as the 32 roving HHW collection events in district towns. Further he discussed the requirements by state law only requires two rover events per year, and notes that RCSWD provides vastly more HHW disposal solutions and opportunities for its residents than any other District in Vermont, with Chittenden County running a distant 2nd place. Mr. Shea provided a memo to the Board indicating the service level of the solid waste district and alliances in Vermont. This included those who require appointments to comply with State regulations, safer environment to include proper planning and administration. I was also noted that none of the district that are requiring appointments will be eliminating this process and that it is working very well. Mr. Shea also included those districts that charge extra at events and the hours they are open. Also noted is that the District's costs for end disposal of HHW material has increased significantly in recent months.
 - Concerns are raised by some Board members regarding the need to make an appointment for HHW disposal at the transfer station. Mr. Shea noted that, while a few complaints have been voiced from the public, nobody who has contacted the District to make an appointment expressed any issues or undue burden with the appointment or disposal process in its present form. He further noted that the appointment process has provided great benefit in managing staff resources according to predictable needs. Mr. Shea notes that the HHW program operated at over \$100k deficit in 2018 and 2019. In 2020 the program operated at only a \$13k deficit, and so far in 2021 is at a \$19k deficit. Better allocation of staff resources has been a big driver in limiting losses in the HHW program. If no appointments are required, two staff member will need to present, just at it done during the HHW rover events.
 - Further discussion continued amongst Board members with specific concerns around HHW materials ending up in the trash due to increased burden of proper disposal.
 - Mr. Taggart suggests leaving the program alone for the time being, with no change to the appointment process or roving collection events.
 - Mr. Gilbert noted citizen complaints about having to make an appointment. Mr. Taggart agrees, he hears those complaints as well. Discussion continued around possibly returning to "pre-Covid" operations.
 - Mr. Shea explained that there is significant risk in returning to HHW drop-off without appointments. He outlines the regulatory environment, compliance and safety issues,

- and administrative burden of properly receiving, batching, storing, record keeping and disposing of various HHW materials. Mr. Shea expressed concerns that proper care and attention to these issues may diminish if HHW drop-off is opened up without appointment. He noted that part of the June 2019 fine from the VT ANR was due to improper handling and storage of HHW materials.
- Mr. Gilbert countered that the fine was mostly due to the District's unresponsiveness to regulatory warnings and failure of previous management to notify the Board. Mr. Gilbert moved to open the HHW depot at the transfer station 3 days per week without appointment. Discussion continued regarding the details, such as which days, proper staffing, etc. Ms. Loffredo provided the second, and Mr. Taggart asked for all those in favor. The motion passed by a majority vote without the support of Mr. Donaldson and Ms. Kuendig.
 - MONTHLY FINANCIALS.
 - Mr. Shea presented an overview summary of the District's preliminary financial statements as of April 30, 2021. He noted that the results are within the 2021 Budget expectations, and revenues are up over the same period in the prior year.
 - Mr. Taggart asks if there are any areas of concern. Mr. Shea confirms there are not.
 - MANAGER'S REPORT.
 - Mr. Shea referred Board members to the meeting materials and the results of the VT Legislative process as it relates to solid waste concerns and suggested they could call him anytime with any questions.
 - PUBLIC COMMENT.
 - Mr. Taggart asked if any members of the public were present, Mr. Shea confirmed that none had joined the meeting.
 - ADJOURN
 - Ms. Gaudreau moved to adjourn the meeting. Mr. Gillam provided the second and the motion to adjourn passed unanimously at 7:18pm.

Respectfully Submitted,

Gregory Giles - Treasurer