

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

RCSWD Administrative Offices
1 Smith Road
Rutland, VT 05701

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

MEMBERS PRESENT:

| | | | |
|--------------------|-----------------------|------------------|-----------------------|
| Brandon | Gabe McGuigan | Pittsfield | Ann Kuendig |
| Castleton | | Pittsford | Nancy Gaudreau |
| Clarendon | Dave Potter | Pittsford (Alt.) | |
| Danby | | Poultney | Paul Donaldson |
| Hubbardton | | Proctor | Carrie Covey* |
| Ira | Larry Taggart* | Rutland City | Bill Gillam* |
| Killington | | Rutland City | |
| Mendon | | Wallingford | William Weiss |
| Mount Holly | Clint Woolley | Wells | |
| Mount Holly (Alt.) | | West Rutland | Chet Brown |
| Mount Tabor | | | |

*** = E-Board Members**

OTHERS PRESENT:

Mark Shea, RCSWD Manager
Brian Sales, Outreach Coordinator

Gregory Giles, RCSWD Treasurer

- CALL BOARD MEETING TO ORDER.
 - Mr. Taggart asked if the quorum requirements had been met, Mr. Giles confirmed as such. Mr. Taggart called the meeting to order at 6:50pm.
- APPROVE PRIOR MEETING MINUTES.
 - Mr. Gillam moved to approve minutes of the September 1, 2021 meeting of the Board of Supervisors, in the form presented within the provided meeting materials. Ms. Covey provided the second and the motion to accept the minutes passed unanimously.
- RCSWD 2022 BUDGET SCHEDULE.
 - Mr. Shea presents his proposed 2022 Budget schedule as provided in the meeting materials, outlining the timing and expectations set forth for the coming months. He explained the anticipated timing for the various steps in the budget process and asks for input or goals from the Board members on their priorities and goals for the coming budget year.

- Mr. Gillam moves to adopt the proposed Budget schedule as presented and Mr. Woolley provides the second. Mr. Taggart asks for all those in favor, the motion passed unanimously
- RCSWD PERSONNEL POLICY.
 - Mr. Taggart suggests the Board members review the revised Personnel Policy and bring any questions up with Mr. Shea prior to the November Board meeting. The Board will vote on the final draft of the policy at the November meeting, and if passed it will go into effect as of January 1, 2022.
 - General discussion continued regarding changes already proposed to the document.
 - Mr. Gillam moves to table the document until the next meeting. would like any suggestions to be made in time for the final draft to be included in the November meeting materials for the full Board to vote on approval. The updated policy will go into effect as of January 1st if approved by the full Board.
- HHW MARKET & PRICE ADJUSTMENTS.
 - Mr. Shea discussed historical operating deficits in the HHW program. In an effort to keep the program free to District town residents, Mr. Shea suggests fees could remain at cost plus 30% for non-District residential customers, cost plus 40% for in-District commercial customers, and increase to cost plus 60% for non-District commercial customers.
 - General discussion continued among Board members. Mr. Potter inquired regarding how much the operating deficits will be mitigated by the proposed price increases. Mr. Shea notes that those figures are uncertain at this time due to several factors, such as re-allocation of salaries, payroll taxes, and added employee benefit costs based on recent changes to the HHW schedule at the transfer station as a result of having a trained operators at the depot available for the added three Drop-In days. The aim, however, is to ultimately have the program sustain itself in the long term. This might include increased grants, but not likely, from the state, or other potential changes down the road. Mr. Shea notes that these proposed increases in fees for out of district resident, out of district commercial HHW customers would likely reduce the deficits.

PROPOSED CHANGES:

 - In district residential = no increases
 - Out of district residential = increase to 30% above the district cost.
 - In district commercial = will remain 40% above the district cost
 - Out of district commercial = will increase to 60% above the district cost.
 - Mr. Potter moved to accept the proposed fee structure as presented in the meeting materials. Ms. Covey provided the second, Mr. Taggart requests all those in favor – the motion passed unanimously.
 - Mr. Woolley additionally moved to specify that the changes are to go into effect as of January 1, 2022. Mr. Gillam provided the second, and the motion passed unanimously.
- REVISED CREDIT FORM FOR ACCOUNT CUSTOMERS.

- Mr. Shea presents the revised credit application form for account customers. He notes that it is based on the form currently in use, with other fields added for permit number as an example. He notes the District is also hoping to begin charging 18% apr interest charges on any receivable balances which go beyond the 30 day grace period.
 - Mr. Giles notes that the intention is to make this application form an annual process to run in tandem with the annual permit renewals, where the account customers acknowledge their agreement with the credit terms each time they renew. Mr. Potter inquires how this proposed form changes current policy or procedure. Mr. Giles noted that the District has been using this basic form for years as a matter of due diligence in establishing a credit account for larger volume customers. The proposed change is to include an affirmative acceptance of the 18% apr interest rate on balances greater than 30 days. Mr. Gillam adds that it will help the District with enforcement in the event a customer becomes delinquent.
 - Mr. Woolley moved to accept the proposed Credit Form for account customers, and Mr. Gillam provides the second. Mr. Taggart asked for a roll call vote of all those in favor, the motion passed unanimously.
- AUGUST MONTHLY FINANCIALS & MANAGERS REPORT.
- Mr. Shea presents the August 2021 financial report as provided in the meeting materials. Overall things are going well, surplus of revenue over expenses and greater than the same time last year. Results are still falling in line with budget expectations so far.
 - Mr. Shea proposed the possibility of a surcharge increase because it would provide additional revenues from commercial sources instead of residential to offset the economic condition we are in.
 - Discussion continued around different aspects of the food waste program. Ms. Covey asked for clarification as to whether the program was operating at a deficit. Mr. Shea explained reasons for the slight loss on the program in its early stages.
 - Mr. Shea moved on to his Manager's Report, focusing on updates to the new District website. Discussion continued around migrating services such as permitting to the online space, and better outreach to the public.
 - Mr. Woolley moves to accept Manager's Report and Ms. Kuendig provides the second. The motion massed unanimously.
 - Mr. Shea discussed the new Eco-AmeriCorps employee who will be working with the District in the last quarter of 2021.
- PUBLIC COMMENT.
- Mr. Taggart asks if any members of the public are in attendance. None were.
- ADJOURN
- Mr. Woolley moved to adjourn the meeting. Ms. Kuendig provided the second and the motion to adjourn passed unanimously at 8:05pm.

Respectfully Submitted,

Gregory Giles - Treasurer