

MINUTES  
SPECIAL MEETING OF  
THE BOARD OF SUPERVISORS  
May 6, 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	Gabe McGuigan	Mt. Holly	Clint Woolley
Castleton	Tim Gilbert	Pittsford	Nancy Gaudreau
	Zack Holzworth		Bill Drummond
Clarendon	Robert Bixby	Poultney	-
Danby	-	Proctor	Carrie Dougherty
Hubbardton	-	Rutland City	Bill Gillam
			Rebecca Mattis
Ira	Larry Taggart	Wallingford	Sandi Switzer
Killington	-	West Rutland	Chet Brown
Mendon	Susannah Loffredo		

**OTHERS PRESENT:**

Mark Shea, RCSWD Manager	Jenna Robles, RCSWD Program Coordinator
Gregory Giles, RCSWD Treasurer	

1. **CALL BOARD MEETING TO ORDER**  
Mr. Taggart called the video/phone conference call meeting to order at 6:33pm.
2. **APPROVAL OF E-BOARD MINUTES OF APRIL 8, 2020 AND APRIL 21, 2020**  
A motion was made by Ms. Mattis to approve the minutes from the meeting on April 8<sup>th</sup> and April 21<sup>st</sup> as presented. Ms. Dougherty provided a second. A roll call vote was held to determine all those in favor and the motion passed unanimously.
3. **APPROVAL OF CONFLICT OF INTEREST POLICY**  
A motion was made by Ms. Gaudreau to approve the Conflict of Interest Policy as presented. Ms. Mattis provided a second. A roll call vote was held to determine all those in favor. Mr. Holzworth abstained from the vote because he joined the meeting late during the vote. Otherwise, the motion passed unanimously.
4. **WETLAND REMEDIATION AT TRANSFER STATION**  
Mr. Shea gave an overview of the finances involved with the wetland remediation and stated that he intended to put out a bid for the work.
5. **STORMWATER MEDIATION AT MRF**  
Mr. Shea explained that after a visit from the State, they said the district was missing plans for the storm water mediation at the MRF. Mr. Shea stated that we needed additional direction from the state to clarify the next steps that need to be taken. General discussion among the Board members about this topic occurred.
6. **COVID-19 AND OPERATIONS UPDATES**

Mr. Shea gave another overview of the Districts response to the Covid-19 pandemic. Currently, the District's is following protocols according to the Governor's State order and a memo has been distributed to employees detailing the protocols. Mr. Shea explained that he conducted a meeting about the pandemic with employees, while following social distancing guidelines, on April 7th. Mr. Shea had transfer station employees create 6 foot striping on the ground of the recycling center to help residents and employees implement social distancing. Transfer station employees have asked Mr. Shea about the possibility of getting hazard pay, to which Mr. Shea explained is currently a topic in legislation.

7. MONTHLY FINANCIALS

Mr. Shea gave an overview of the District's finances and how the pandemic has affected our volumes and expenditures.

8. HAULER'S A/R PAYMENT PLAN STATUS

Mr. Giles gave an overview of the haulers' payment plan statuses. Currently, both haulers that have been in arrears are either up to date or actively catching up on their payments.

9. MANAGER'S REPORT

Mr. Shea discussed the potential options for returning to normal once restrictions by the state have been lifted. Mr. Shea suggested that programs should be reopened gradually one by one. Ms. Mattis emphasized that the safety of employees should be the most important consideration during the pandemic and we should choose to exceed safety guidelines as restrictions are loosened. Mr. Shea discussed how we would distribute dates the HHW mobile events once HHW is reinstated and asked the Board members for input or if they had any conflicting dates from June until the fall. Ms. Dougherty suggested that Proctor's HHW event take place in the fall near their rescheduled Dump Day event. Mr. Drummond suggested that possibility of a joint Pittsford/Proctor HHW event if the District is short on available days for events. Mr. Gillam suggested that Mr. Shea make sure that we are in sync with the State as we move forward with the HHW events.

Ms. Robles provided an update in our social media numbers since the last meeting. She also reviewed the outgoing tonnages for each town as submitted quarterly to the State.

Ms. Robles gave a quick overview of the trends for each material for each town and suggested that overall the District seems to be doing very well in the mist of the pandemic according to the tonnage numbers.

Mr. Shea informed the Board members that the District could provide compost bins at cost for the Towns to sell. Emails have been sent to each member town seeking input on this available service. Thus far only one town is using this service. General discussion about how this would work occurred.

Mr. Gilbert asked Mr. Shea about the current status of purchasing a new loader. Mr. Shea responded that plans had been put on hold with the pandemic. Mr. Gilbert suggested that now would be a good time to consider purchasing because of discounted rates in lieu of the pandemic. Mr. Gilbert emphasized the need for a detailed maintenance log and designating an individual to be in charge of ensuring timely maintenance occurs. There was wide spread agreement about both of Mr. Gilbert's suggestions among the Board members. General discussion of this topic occurred including suggestions of different companies to get quotes from.

10. PUBLIC COMMENT  
A moment was given to allow for public comment; however, no members of the public had joined the meeting.
11. EXECUTIVE SESSION: 1 VSA SEC. 313(1)(E) LEGAL (*IF NEEDED*)  
Executive session was not needed.
12. ADJOURN  
Mr. Shea establishes that the next meeting would occur on June 3rd. Mr. Gillam moved to adjourn. Ms. Dougherty provided the second. A roll call was conducted to determine all those in favor and the motion passed unanimously. The meeting adjourned at 7:39pm.

Respectfully submitted,  
Jenna Robles