

MINUTES  
SPECIAL MEETING OF  
THE EXECUTIVE BOARD OF SUPERVISORS  
February 17, 2021 at 6:15pm

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:

Castleton: Tim Gilbert  
Mendon: Susannah Loffredo

Ira: Larry Taggart

OTHERS PRESENT:

Mark Shea, RCSWD Manager  
Nancy Gaudreau

Daniel Hofman, RCSWD Program Manager  
Clint Woolley

1. CALL EXECUTIVE BOARD MEETING TO ORDER

Mr. Taggart called the video/phone conference call meeting to order at 6:19 pm.

2. APPROVAL OF E-BOARD MINUTES OF NOVEMBER 30, 2020 AND JANUARY 6, 2020

**Mr. Gilbert made a motion to approve the minutes of De November 30, 2020, and January 6, 2021 as presented. Ms. Loffredo provided a second to the motion. The motion passed unanimously.**

3. VEHICLE AND EQUIPMENT MANAGEMENT POLICES AND PROCEEDURES

Chairman Taggart asked the E-Board if they had any questions regarding the Vehicle Management Policy that was drafted by Manager Shea and presented. Ms. Loffredo asked if this policy was the same policy as what was presented during the Board meeting last month. Manager Shea stated that a checklist was added to the end of the policy, which is the only difference from the policy presented last month. An attendee, Ms. Gaudreau, stated that there was a minor typo in the draft Vehicle Management Policy regarding the word "gauge." Manager Shea stated that he would look into this typo and address the possible error if applicable. **Ms. Loffredo made a motion to present the Vehicle Management Policy to the full Board as presented. Mr. Gilbert provided a second to the motion. The motion passed unanimously.**

4. BOARD COMMUNICATIONS RELATED TO REGULATORY AGENCIES POLICY

Chairman Taggart stated that a Board Communications Related to Regulatory Agencies Policy was drafted by Manager Shea and was distributed to the Board. **Mr. Gilbert made a motion to send the Board Communications Related to Regulatory Agencies Policy to the full Board for approval. Ms. Loffredo provided a second to the motion. The motion passed unanimously.**

5. ADJOURNMENT

**Mr. Gilbert moved to adjourn. Ms. Loffredo provided the second. The motion passed unanimously.** The meeting adjourned at 6:35pm.

Respectfully submitted,  
Daniel Hofman