

MINUTES  
THE BOARD OF SUPERVISORS  
RUTLAND COUNTY SOLID WASTE DISTRICT

BUSINESS MEETING

APPROVED

December 5, 2018

MEMBERS PRESENT:

Rutland City	Robert Tanner, Gary Donahue, Paul Clifford	Proctor	John Jozwiak	
West Rutland	Sean Barrows	Mount Holly	Carrie Dougherty	
Ira	Larry Taggart	Wallingford	Mendon	
Castleton	Tim Gilbert	Danby	Pittsford	
Clarendon	Alf Strom-Olsen	Killington	Brandon	Gabe McGuigan
Hubbardton		Poultney	Wells	

OTHERS PRESENT:

James O’Gorman, District Manager	Joyce Segale, RCSWD	Deane Wilson, RCSWD
Arthur Maroun, RCSWD	David Petty, RCSWD	Dominic Lavoice, RCSWD
Robert Spaulding, Town of Castleton alternate		Sara Gilbert, Casella Waste

Chairman Mr. Taggart called meeting to order at 6:30 P.M. with quorum present.

1. SET AGENDA – Mr. Taggart stated the letter from Vermont Agency of Natural Resources (ANR) needs to be added under new business.

2. APPROVAL OF MINUTES FROM NOVEMBER 14, 2018

Mr. Strom-Olsen stated there needed to be a correction to minutes. It states Mr. Tanner moved to accept financials without recognizing the last two page of consolidated statements. Mr. Strom-Olsen stated it was the salary variances of budget to actual, and not the consolidated statements, that he wanted Mr. O’Gorman to look into and minutes should state that Mr. Tanner moved to accept financials without accepting the salary portion. Motion by Mr. Jozwiak to approve November 14, 2018 minutes with this change with a second by Mr. Tanner. Motion passed unanimously.

Mr. Jozwiak asked if the sheetrock box could be emptied. He stated previous minutes discussed getting the box emptied.

3. FINANCIAL STATEMENTS OF OCTOBER 2018

Mr. Strom-Olsen stated on page 7 of board packet on the consolidated income statement it shows actual salaries year-to-date almost \$55,000 over budget. Mr. O’Gorman stated overage was due to Carl Diethelm’s salary, paid accrued vacation time and overtime hours. Mr. Tanner stated this should be discussed in the budget discussion. Mr. Strom-Olsen asked if a 5 week month would make it go over budget and asked Mr. O’Gorman to check on this. Mr. Gilbert asked if Mr. Diethelm’s salary was in 2018 budget and Mr. O’Gorman stated no.

Mr. Strom-Olsen asked who approves new hires. Mr. O’Gorman stated the manager had authority and Mr. Taggart agreed this is specified in the personnel policy.

Motion by Mr. Jozwiak with second by Mr. Tanner to accept October 2018 financial statements. Motion passed unanimously.

4. OPEN TO THE PUBLIC –

Mr. Gilbert introduced his daughter, Sara Gilbert, who works in the Casella Waste Wheels for Warmth program. The program is a fifteen year old statewide effort to raise funds for emergency fuel assistance. Old tires are collected at Casella Construction in October and a department of motor vehicle inspector determines if tires are safe and can be re-sold. Tires are kept out of the landfill and the public can purchase these tires usually for \$25 or less. Ms. Gilbert passed out an informational flyer and stated they are looking to expand the program and are looking for partners to accept donations or volunteer. Discussion followed about how the district currently handles tires. The company that takes our tires gives us the trailer to collect them. Ms. Dougherty asked if tires could be collected on our rural HHW runs. Mr. Jozwiak asked if Casella had an extra trailer - Ms. Gilbert will ask John Casella. Mr. Taggart suggested district towns could include information on this program in their annual reports.

Mr. David Petty, district employee, asked what is going on with employee reviews. Mr. O’Gorman stated it is a work in progress. Mr. Petty stated the annual budget was once again done without reviews. Mr. Taggart asked Mr. O’Gorman when reviews can be done and he stated by the end of next week. Mr. Jozwiak stated that would be by December 14, 2018. Mr. Petty stated he needed to have his done before the fourteenth as he is scheduled to be out of work at that date and he asked Mr. O’Gorman how he is doing the budget without reviews. Mr. Taggart stated he would be in touch with Mr. O’Gorman to make sure reviews are completed.

Mr. Dominic Lavoice, district employee, stated there was an issue with the scale at Gleason Road. Mr. O’Gorman stated he had meeting with Belden Construction tomorrow about the scale deck. Mr. Lavoice stated the scale is rubbing against the deck and Mr. Petty stated the scale was actually embedded in the deck. Mr. Strom-Olsen stated the deck was

supposed to have been notched out in September. Mr. Taggart told Mr. O’Gorman the deck needs to be fixed by the fourteenth. Mr. Tanner stated deck needs power washing twice a year. Mr. O’Gorman stated A-1 had done this in past years. Mr. McGuigan stated the district should hire someone and Mr. O’Gorman should ask Belden to provide and schedule a power wash. Ms. Dougherty agreed and stated just do it.

Mr. Spaulding, alternate board representative from Town of Castleton, asked how much does his town contribute to the \$746,000 annual surcharges the district collects. He stated he has been unable to get an answer. Mr. O’Gorman stated Town of Castleton had looked at the state reports but not all Castleton tonnage comes through RCSWD. Mr. Gilbert stated not everything is broken down by town. Mr. Spaulding asked why can’t compliance investigator, Cark Mitchell, audit Casella Waste and find out Castleton tons. He stated the compliance investigator routinely conducted audits of his previous trash business. Mr. Gilbert had contacted the state at ANR and the compliance investigator as well. Mr. Donahue asked about Castleton transfer station payments but Mr. Spaulding stated this does not cover all Castleton trash such as town residents who have private hauler pick-ups. Ms. Dougherty asked why we should need to know what households pay to haulers. Mr. Strom-Olsen stated that we don’t get a town breakdown and Mr. O’Gorman stated that is correct. Mr. Gilbert stated haulers are not required to report by town and ANR has a formula for pounds per person. Mr. Clifford stated since we don’t have an answer for Mr. Spaulding, where can town of Castleton go for an answer? Mr. Jozwiak stated best bet would be to contact Casella Waste for ballpark answer. Mr. Barrows stated our board should schedule Mr. Mitchell to speak at a board meeting. Motion by Mr. Jozwiak with second by Mr. Donahue to ask Mr. Mitchell to speak at January 2, 2019 board meeting. Motion passed unanimously.

Mr. Spaulding asked to be added to the email notification list for board meetings.

Mr. Jozwiak asked what the story was with the cardboard box at Gleason. Mr. Maroun stated the box is broken on the ends. Mr. O’Gorman stated cost of a used box is about \$3,500 each. Motion by Mr. Jozwiak to purchase two used boxes for Gleason Road with second by Ms. Dougherty. Motion passed unanimously. Mr. Spaulding suggested also looking at new box prices as Castleton Transfer Station had just purchased some.

Mr. Maroun stated the trash box cover needs to be permanent – now has a plywood cover that is disintegrating. Mr. Maroun stated a slide-on cover is preferable. State of Vermont requires trash be covered. Mr. Jozwiak stated the sheetrock box is full and wet and will have to be dumped on pad.

Mr. Jozwiak handed out a list of what he has done for RCSWD at no charge. Mr. Taggart stated the district appreciates all Mr. Jozwiak has done.

## 5. OLD BUSINESS

### A. Charter

Mr. O’Gorman stated Attorney Facey talked with Peter Fagan about getting our charter into Title 24 as our charter was approved by the legislature but was never installed in book. Mr. McGuigan suggested having Peter Fagan come to board meeting. Mr. Strom-Olsen suggested have Mr. O’Gorman speak with Mr. Fagan. Motion by Mr. McGuigan to ask Mr. Facey to prepare answers regarding questions about the charter status and present this information at next board meeting with second by Mr. Clifford. Mr. Gilbert voted no. Motion passed.

### Metal Contract

Mr. O’Gorman stated he was sending letter to Earth Waste this week.

### Social Media Policy

The board approved a draft version at last meeting. Attorney Facey sent Mr. O’Gorman a response which Mr. O’Gorman has not had a chance to look at. Mr. Strom-Olsen asked if this was an important issue and Mr. Taggart stated the district should have a simple policy.

Mr. Strom-Olsen asked Mr. O’Gorman if he had compiled the list of all contracts and agreements as he was supposed to have done this three months ago. Motion by Mr. Jozwiak for Mr. O’Gorman to have list done for the next board meeting with second by Mr. Tanner. Motion passed unanimously.

Mr. Jozwiak stated the tailgate to new pick-up truck was not delivered – Lucky’s should deliver it. Mr. O’Gorman stated Wayne is doing the plowing and in warm months truck will be used out of main office as necessary for district duties. Mr. Gilbert stated the new truck should be well-cared for with no trash or eating allowed in cab. Mr. O’Gorman needs to work on an equipment maintenance policy.

## NEW BUSINESS

### A. 2019 Budget

Mr. Strom-Olsen stated the board just got the budget tonight. Mr. O’Gorman reviewed the pie charts showing sources of revenues and expenditures. Mr. Strom-Olsen stated the board needs a list of assumptions from Mr. O’Gorman – i.e. tons, number of employees, etc. Mr. O’Gorman reviewed the page 1 summary page where budgeted revenues match budgeted expenses. Page 2 Administration includes part-time position for Carl Diethelm and a new part-time 15-20 hours office person budgeted at \$15 per hours (\$15,600 annual). Mr. Strom-Olsen questioned why another office position was necessary. Mr. O’Gorman stated that absences make coverage for the MRF scale and phones difficult. Mr. Strom-Olsen asked what can be done to decrease overtime. Mr. O’Gorman stated there are Saturday HHW rural runs with 2 employees for safety.

Mr. Tanner asked why page 2 administration budget line #50 – Vehicle replacement fund – was zero. Mr. O’Gorman stated the new truck was paid in November. Mr. McGuigan asked what the balance remaining on line #50 was. Mr. O’Gorman pointed out on page 10 board packet balance sheet that Capital Replacement account balance at Berkshire was \$126,404.67 before the November transfer of \$82,000 to that account. Mr. Strom-Olsen stated he would like overall budget picture instead of breakdown by departments. Mr. Gilbert asked what tipping surcharges referred to. Mr. O’Gorman stated this was the \$19.97 per ton haulers paid on district trash. Under administration budget page 2 Mr. Strom-Olsen questioned line a49 and 51 both at \$21,236.60 and asked if this was coincidence. Mr. Tanner asked if this format was the same as previous years. Mr. O’Gorman stated the board approves the budget at January 2019 meeting but draft copies need to go district towns in December. Mr. Jozwiak stated the budget should have been mailed with the board packet. Mr. O’Gorman needs to into budget lines for overtime, MRF utilities & Insurance, vehicle replacement and Capital Reserve funds. Mr. McGuigan asked Mr. O’Gorman for highlights of budget page 3 for Recycling. Mr. Strom-Olsen asked about assumptions for commodity markets in 2019. Mr. O’Gorman stated it was assumed there will be no major changes in those markets. Mr. Gilbert questioned missing lines on budget page 4 (#7, 9 and 13). Mr. Strom-Olsen stated the lines are hidden and are zeros and he asked why C&D revenue was decreased in budget and asked why pension costs weren’t allocated across departments. Mr. O’Gorman stated the proposed C&D revenue budget was based on the current year-to-date number.

Mr. Strom-Olsen asked why HHW budget stated \$80,000 when actual year-to-date was \$48,043 and who is HHW salary. Mr. O’Gorman stated there are forthcoming HHW grants. Ms. Segale stated grants are booked when grant requirements are met, not when the grant contract is awarded. Mr. O’Gorman stated Barry and a part-timer are allocated to HHW salaries.

On Food Waste budget page 6 Mr. Gilbert asked about revenue. Mr. O’Gorman stated customers pay \$0.40 gallon. Mr. McGuigan asked who is food waste salaries and Mr. O’Gorman stated Carl Diethelm. On budget page 7 Transfer Station Mr. McGuigan asked if fees had been increased and Mr. O’Gorman stated yes. Mr. Strom-Olsen asked about proposed transfer station salaries and Mr. O’Gorman stated there were changes in allocation of time to transfer station duties.

Ms. Dougherty stated that no employee evaluations/raises had been completed yet so budget decision cannot be made. She wants employees to be taken care of because employees were left out of salary increases in 2018. Mr. Taggart stated Mr. O’Gorman needs to make certain budget changes before it can be sent out to towns. Mr. McGuigan stated the budget format created confusion and the following items need to be checked/changed before town mailing: overtime and salary break-out, balance of capital reserve fund and vehicle replacement fund (administration budget) and budget amount for MRF Utilities, Insurance, Repairs. Mr. Taggart stated Mr. O’Gorman should review these categories again and also retrieve the missing lines before mailing to towns. Mr. Barrows asked if actual November numbers will be available at next meeting and Ms. Segale stated yes. Mr. Strom-Olsen stated he was willing to have a separate budget meeting if necessary.

Mr. Taggart stated the main focus of the January 2, 2019 meeting will be (1) all reviews will have been completed and (2) just do the budget.

#### NEW BUSINESS

Mr. O’Gorman passed out a letter he received from Vermont ANR regarding the new Gleason Road gate and violations of the Vermont Wetland Rules. Mr. Strom –Olsen stated the City of Rutland should be contacted due to possible liability issues. Mr. Tanner stated he had already talked to the mayor of City of Rutland and gate removal is responsibility of RCSWD. Mr. Clifford stated he wants more answers about how this situation happened and why the Department of Environmental Conservation was not contacted prior to this project – these violations will be costly to address. Motion by Mr. Tanner to contact Otter Creek Engineering for them to determine if there are any credits left at the State and investigate if gate can be left where it is and to ask for more time from the state of Vermont to comply. Motion was seconded by Mr. Donahue. Mr. Jozwiak and Mr. Strom-Olsen voted no on the motion to use Otter Creek. A voice vote was taken on the motion and it passed with a quorum.

Motion by Mr. Gilbert with second by Mr. Donahue to adjourn at 8:35 p.m.

Motion passed unanimously.

The next scheduled meeting is January 2, 2019.

# APPROVED

Respectfully submitted

Joyce Segale

