

MINUTES
SPECIAL MEETING OF
BOARD OF SUPERVISORS
October 5th, 2022 at 6:30pm
2 Greens Hill Lane, Rutland, VT 05701

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

MEMBERS PRESENT:

Ira	Larry Taggart*	Mt. Holly	Clint Woolley
West Rutland	Chet Brown	Mendon	Susannah Loffredo*
Brandon	Gabe McGuigan	Pittsford	Nancy Gaudreau
Clarendon	David Potter	Pittsford	Bill Drummond
Rutland City	Bill Gillam*	Proctor	Carrie Covey
Rutland City	Tom DePoy	Poultney	Paul Donaldson
		Wallingford	William Weiss

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Gregory Giles, RCSWD Treasurer
Tim Hubbard – Hubbard Brothers	Chris Sullivan – CPS Consulting

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video conference meeting to order at 6:40pm and inquired if there were any changes necessary to the Agenda. None were noted.

2. APPROVAL OF BOARD MINUTES OF SEPTEMBER 7, 2022 AND SEPTEMBER 14, 2022

Mr. Brown made a motion to approve the minutes of the September 7, 2022 and September 14, 2022 meetings. Mr. Weiss provided a second to the motion. All voted in favor. The motion passed unanimously.

3. HUBBARD BROTHERS

Mr. Shea noted that Tim Hubbard of Hubbard Brothers, and Chris Sullivan of CPS Consulting were present in his office for the meeting. Mr. Taggart recognized Mr. Hubbard and Mr. Sullivan for their comments to the Board. On behalf of Hubbard Brothers, Mr. Sullivan requested Board members view the memorandum he had provided previously via email, and then proceeded to read a prepared statement from the memorandum. (see Attachment #1). Mr. Sullivan concluded his comments, requesting that the Board reconsider its decision to enforce accrued interest charges on past-due surcharges, and to extend the monthly reporting period for Hubbard Brothers to the end of each following month, as opposed to the 15th of each following month. Mr. Taggart thanked Mr. Sullivan and Mr. Hubbard for their time and noted that the Board would consider their comments are respond to them soon. He also noted that, resulting from the Special Meeting of the Board of Supervisors on September 14th and (due to technical issues on the 14h) continued on September 16th, the Board had moved to “not forgive interest on overdue accounts” for all District customers. This decision was not specific to Hubbard Brothers. Mr. Gillam asked if a motion was required from the Board. Mr. Shea stated that no motion was required at this time.

4. AMENDMENT TO RCSWD’S SWIP – ADDITIONAL ENTITY ADDITIONS

Mr. Shea noted that some entities had been inadvertently dropped or excluded from the RCSWD SWIP filings starting in 2015. Two of the entities in question are OMYA and Hubbard Brothers. Mr. Shea will research further and come up with a complete list of missing entities from the SWIP filing.

Mr. Gillam made a motion to add the missing entites to the SWIP, and for Mr. Shea to make public notice regarding the SWIP amendment at least 15 days prior to the next Board meeting. Mr. Brown seconded the motion. All voted in favor and the motion passed unanimously.

5. USDA RURAL DEVELOPMENT SOLID WASTE MANAGEMENT GRANT

Mr. Shea discussed approval received on September 26th of an additional USDA grant in the amount of \$34,000 for outreach efforts to low and moderate income communities.

6. ADDITIONAL DISTRICT CREDIT CARD

Mr. Shea explained that he is looking to obtain a second credit card for the District, noting a number of reasons why this would be helpful. Board members discussed the various benefits of an additional credit card, their comfort with the controls and security measures in place and concluded it would be prudent to move ahead to apply for a credit card from a separate financial institution.

Mr. Donaldson made a motion for Mr. Shea to apply for an additional credit card on behalf of the District, from a second financial institution, with a credit limit not to exceed \$5,000.00. Mr. Brown seconded the motion. All voted in favor. The motion passed unanimously.

7. 2023 CAPITAL IMPROVEMENT PLAN (CIP)

Mr. Shea discussed his proposed draft Capital Improvement Plan (CIP) for 2023, a copy of which was provided in the meeting materials. Items of note included pending purchases of a new forklift, a new excavator, and another new box truck. Also discussed was the need for modernized facilities or buildings for the HHW depot and recycling center. Additionally, Mr. Shea discussed the continued need to plan for expenditures related to the MRF stormwater project. Ms. Gaudreau inquired about where the grant funds for the excavator are shown in the draft CIP, Mr. Shea explained that this version does not yet include revenue sources, it is focused currently on expenditures. Mr. Taggart asked if any other Board members had questions. No other questions were raised.

8. TRANSFER STATION PROJECT UPDATE

In response to concerns raised in previous Board meetings, Mr. Shea confirmed that the Transfer Station is in compliance with all relevant Act 250 requirements, and none of the currently planned projects risk triggering any Act 250 concerns. Mr. Shea discussed the paving and catch-basin installation in project with Fabian, which should commence in the upcoming weeks.

9. MONTHLY FINANCIALS

Mr. Shea said based on financial results at the end of August, the District is in line with budget expectations for revenue and expenses for approximately 66% through the year. Total revenues are \$1,484,916 and total expenses are \$1,368,100. This results in a net positive revenue position of \$116,816 as of August 31, 2022. No questions were posed by the Board members in relation to the financial statements.

10. MANAGER'S REPORT

Mr. Shea presented his Manager's Report, noting that item 1, an additional credit card for the District had already been covered. Mr. Shea went on to discuss continuing concerns with mattresses and other bulky items. He noted that end disposal of large bulky items like mattresses is inefficient, and that the District should attempt to make up for some of these costs by charging a per-item fee for these items. Mr. Taggart suggested the Board should continue to research and consider this issue and leave any decision for a meeting later in the year so any changes in fee structure would take place at the start of the new year. Mr. Gillam reinforced the need for the District to recoup costs associated with mattresses. Mr. DePoy asked for further explanation as to why these items cost the District more to dispose of. Mr. Shea noted that it is a weight to volume issue, in that certain transportation costs are fixed, so lighter loads as a result of bulky items represent a reduced opportunity cost.

11. PUBLIC COMMENT

There were no members of the public present, so no public comments were offered.

12. EXECUTIVE SESSION

No Executive session was necessary.

13. ADJOURN

Mr. Brown moved to adjourn. Mr. Woolley provided the second. All voted in favor. The motion passed. The meeting adjourned at 7:40 pm.

Respectfully submitted,
Gregory Giles