



Special Executive Board Meeting

Tuesday, February 19, 2019 – 5:30 PM
137 Barre Street, Montpelier

Minutes

1. **Call to Order** -- Vice-Chair Lee Cattaneo called the meeting to order at 5:30 PM; members Peter Carbee and Matt Levin were present; member Bill Powell participated by phone. Chair Fred Thumm was unable to attend. GM Bruce Westcott and Planner Cathleen Gent were present.

2. **Agenda Revisions** – There were no agenda revisions. Upon request the Vice Chair agreed to reverse the sequence of items #4 and 5 on the Agenda.

3. **HHW Program and Facility Planning** – The Vice Chair asked Cathleen to review the briefing memo she had provided. She briefly covered a review of facility planning efforts of the Board three years ago, current District HHW operations, the State's

An Act Relating To Household Products Containing Hazardous Substances

This program would require that manufacturers of household products containing a hazardous substance to participate in a stewardship organization and implement a plan to collect household products containing a hazardous substance free of charge to the public.

openness in pursuing “regional” solutions (i.e. solutions addressing needs of multiple SWMEs), and the likely progress of H.75 in the Legislature.

She also pointed out that the lease on our current Barre facility ends in late 2019, and that the landlord seems eager to retain our tenancy. Members discussed various aspects of what Cathleen had presented and possible ways in which the District could move forward to offer improved or expanded HHW services. Members agreed that the current facility will not provide a “home” for expanded HHW activities, and encouraged staff to pursue lease renewal on the most favorable possible terms (along with any feasible alternatives.) The GM and Planner agreed that they will review the District's 2015-16 research and feasibility assessment for a facility, and will report back to the Executive Committee. No action was taken.

4. **Role of CVSWMD in Intermunicipal Agreements** – The GM reviewed the briefing memo he had provided, laying out his current understanding of the authority of the GM, and actions which would require prior legal review

and/or Board approval. Members discussed the memo, and no action was taken.

5. **General Manager's Employment Contract** – The GM reviewed the briefing memo he had provided, and members discussed how the Executive Board (acting as the Personnel Committee) might evaluate the GM's performance prior to renewal of a contract. The GM reviewed current District policy on staff evaluations, and described the matrix/template which uses in the staff evaluation process. He highlighted that it starts with a self-evaluation, and suggested that he fill out and provide this same form to the Executive Board for their discussion at an upcoming meeting. There was informal discussion of the GM's plans during and beyond the proposed contract period; no contractual matters were discussed, and no action was taken.
6. **Other Business** – There was no other business.
7. **Adjourn** – At 6:24 PM the Vice Chair adjourned the meeting.

Respectfully submitted,



Bruce Westcott, General Manager