



Executive Board Meeting

Monday, July 8, 2019
137 Barre Street, Montpelier

Minutes

1. Chair Fred Thumm called the meeting to order at 5:32 PM; members Lee Cattaneo, Bill Powell, and Peter Carbee were present. Staff members Cassandra Hemenway, John Jose, and Cathleen Gent were also present.
2. **Agenda Revisions** – One item – Barre Street Roof Repairs – was moved up on the agenda after Agenda Item 4.
3. **Approval of June 18, 2019 Meeting Minutes** – *Bill Powell made a motion to accept the minutes, seconded by Peter Carbee. No changes were made and the minutes were approved.*
4. **SZWG Award** – Cathleen Gent and John Jose explained that, in 2018, Twinfield Union School was awarded a grant for a sorting station that was not built. Since that time, costs have increased and Twinfield Union School recently requested \$554 to build a sorting station and the Grants Committee voted in June to award the school that amount. However, staff have checked prices within the past day and learned that prices have increased again, with the total project cost at \$713. ECO AmeriCorps member Theron Lay-Sleeper is building the sorting station as a community project for AmeriCorps. *Motion by Bill Powell, seconded by Lee Cattaneo, to award the amount of \$713 as a revision to the \$350 amount approved by the Board of Supervisors in 2018. The motion was approved unanimously.*
5. **Barre Street Roof Repair**- Cathleen Gent explained that a side roof on the building is leaking. Barb Baird contacted numerous roofing companies and Montpelier Construction to get estimates for the problem. One firm, Vermont House Works, submitted an estimate. John Jose, who lives in the upstairs apartment and has worked with Barb on the project, added details about the nature of the problem. The Executive Board discussed the matter and asked that staff continue to get quotes since Vermont House Works' estimate does not have a warranty. The EB indicated they would like to see a permanent fix (a new roof if needed) for the problem, which may require new technology to assess. Cassandra Hemenway will provide staff with the name of the roofing company that repaired a roof at her home. Bill Powell will reach out to Montpelier Construction. Staff were asked to return at a future meeting to discuss the repair. John Jose left the meeting at this time.
6. **USDA RUS Grant Acceptance** – Outreach Manager Cassandra Hemenway announced that CVSWMD has received a USDA RUS grant and briefly reviewed scope of work. Cathleen Gent reviewed the revised budget, based on a lower award amount, including CVSWMD's match. *Bill Powell made a motion to accept the USDA RUS Grant, seconded by Lee Cattaneo, as staff have presented the information, for \$116,614 in grant*

funds and \$29,700 in matching funds, for a total of \$146,314. The motion was approved unanimously.

7. **Position Descriptions** – Cassandra Hemenway announced that Jan Lloyd in the Outreach Program has tendered her resignation. Because the USDA grant provides funding for that position, Cassandra would like to fill that position as well as an Outreach Assistant position, also funded through the grant. *Lee Cattaneo made a motion, seconded by Bill Powell, to advertise for those two positions immediately in keeping with CVSWMD's personnel policy. The motion was approved unanimously.* Cassandra Hemenway left the meeting at this time.

Cathleen Gent reviewed revised position descriptions for the General Manager and the ARCC Operations Manager. She also presented a position description for a new position, Part-Time Staff Assistant. Bill Powell discussed the most recent organizational chart and Cathleen Gent distributed a draft version, based on current staffing configurations. The Executive Board asked for staff to bring the organizational chart discussion to a future meeting. *Bill Powell moved, seconded by Lee Cattaneo, to approve the three job descriptions as drafted and to begin recruitment as appropriate. The motion passed unanimously.*

8. **Laptop Purchase** – Cathleen Gent presented information about options for new laptops that were provided by Ormsby's Computer, our contractor for computer purchases and services. The laptop will replace one at the ARCC, which has on-going issues. The EB discussed the options. *Bill Powell made a motion, seconded by Lee Cattaneo, for staff to work with Ormsby's Computer and purchase a suitably equipped laptop for the challenging environment at the ARCC, up to \$1,000. The motion passed unanimously.*
9. **540 N. Main Street Lease Addendum** – Cathleen Gent reviewed the lease addendum that staff and the landlord have drafted, which dovetails with the current lease. *Bill Powell made a motion, seconded by Peter Carbee, to approve the lease addendum. The motion passed unanimously.*
10. **Enforcement for Accounts Receivable – Past Due** – Cathleen Gent reviewed the memo on this topic. Treasurer Kathie Felch has agreed to work with Cathleen and our bookkeeper to take on an additional role of researching and dealing with past due accounts, with the exception of enforcement, which is left with the General Manager. *Bill Powell made a motion, seconded by Peter Carbee, that the Treasurer take on additional responsibilities following up with customers with past due accounts which fit within her job responsibilities. The motion was passed unanimously.*
11. **Status of IRS Payments** – Cathleen Gent reviewed the memo on this topic. The Executive Board members charged Cathleen, staff, and our auditor to do a forensics analysis to assess the lessons learned and to make such changes so that the problem does not happen in the future.
12. **Adjournment** – *At 7:04 PM, Bill Powell offered a motion to adjourn, seconded by Lee Cattaneo. The motion was approved unanimously.*

Cathleen Gent

Respectfully submitted by Cathleen Gent, Interim General Manager