



Financial Oversight Committee Meeting
Tuesday, October 27, 2020
Meeting Conducted Remotely
Minutes

Chair Bill Powell called the meeting to order at 5:36 PM. All meeting participants joined by teleconference: with Committee members Fred Thumm and Peter Carbee and General Manager Cathleen Gent.

- 1. Agenda Revisions** – None
- 2. Approval of the minutes of September 22** –*Fred Thumm made a motion to approve the minutes of August 25, seconded by Peter Carbee. The motion passed unanimously.*
- 3. Review FOC Monthly Reports** - The FOC reviewed Cathleen Gent’s memo and set of financial reports for FY21 for the first quarter, recent large checks, and an Accounts Receivable aging summary report. In advance of the meeting, Peter Carbee distributed an updated document showing the budgets for a five-year period – FY18 to FY22. Cathleen Gent presented information about reimbursements expected from the LGER grant program for reimbursements related to municipalities. Cathleen Gent will provide an update regarding certain expenses at next month’s meeting.
- 4. FY22 Preliminary Budget – HHW Focus** – Cathleen Gent presented preliminary budget information for two components of the HHW program – seasonal events and the HHW facility (scheduled to open in the final quarter of FY22). She noted that she is waiting estimates for hauler collection fees at the new facility. FOC members requested additional information to be presented for the review next month and discussed potential future budget deficits. The FOC will review the budget again prior to discussion by the full Board of Supervisors.
- 5. FY21 Unbudgeted Expenses and Budget Amendment Schedule** – Cathleen Gent requested that FOC endorse an unbudgeted item for the FY21 budget, namely the purchase of eight air purifier units in the Montpelier and Barre locations to manage indoor air quality for COVID-19 during the winter months. *Motion by Fred, seconded by Peter, to recommend to the full Board that CVSWMD spend up to \$2,400 (or staff’s final recommendation) to the full Board.* Peter said he has looked at similar units and will forward that information to Cathleen Gent for consideration. *Voting: all in favor – unanimous.*

The FOC also discussed timing for a FY21 budget adjustment. The FOC will review details of a budget adjustment, with the goal of bringing that to the full Board in December. FOC members suggested Gent add costs for a general manager search, new grants, etc. to the FY21 budget adjustment.

- 6. Other New Business** – None
- 7. Adjourn** – *At 6:55 PM, Fred Thumm made a motion to adjourn, seconded by Peter Carbee. The motion passed unanimously.*

Respectfully submitted,

Cathleen Gent, General Manager