



Central Vermont Solid Waste Management District
Montpelier, VT 05602
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**Minutes: Joint meeting of CVSWMD's Financial Oversight
Committee and Executive Board
Tuesday, March 19, 2024, 5:30 p.m.**

1. Call to Order: Peter Carbee called the Financial Oversight Committee meeting to order at 5:31 PM with a quorum present.
Members present by Zoom: Peter Carbee, Bill Powell, Fred Thumm, Leesa Stewart.
Nonmembers present: Lee Cattaneo, Treasurer Tim Shea, GM Theron Lay-Sleeper
At 5:33 PM Jon Jewett joined the meeting.
2. Agenda Revisions: None
3. Public Comment Period and Announcements: None
4. Approval of FOC meeting minutes from 2/1/24: Fred Thumm moved and Bill Powell seconded.
Voting in favor: unanimous.
5. Financials: Tim Shea presented the financials for the previous month. Staff will look into the "allowance for doubtful accounts" line item. Leesa Stewart moved to approve the prior month's financials and Bill Powell seconded. Voting in favor: unanimous.
6. Other old or new business: none
7. Adjourn Financial Oversight Committee: at 5:42, Bill Powell moved to adjourn the FOC. Voting in favor: unanimous.
8. Call to Order: Executive Board: Fred Thumm called the Executive Board meeting to order at 5:42 PM with a quorum present.
Members present by Zoom: Fred Thumm, Peter Carbee, Bill Powell, Lee Cattaneo, Jon Jewett.
Nonmembers present: Leesa Stewart, Tim Shea, GM Theron Lay-Sleeper
9. Agenda Revisions: None.
10. Public Comment Period and Announcements: None
11. Approval of EB Minutes 2/20/2024, 3/14/2024: Bill Powell moved to approve the minutes of the EB and Jon Jewett seconded. Voting in favor: unanimous.
12. Staffing and Recruitment update: GM Lay-Sleeper updated the EB on plans to fill open positions.
At 5:52 Jon Jewett moved and Bill Powell seconded to enter Executive Session per 1 V.S.A. §313: Personnel, the premature general knowledge would place the person involved at a substantial disadvantage. Leesa Stewart and Tim Shea were invited to attend.
At 6:03 PM Peter Carbee moved and Bill Powell seconded to exit Executive Session.
Peter Carbee moved to authorize hiring for the Finance/HR admin position up to 50% of the pay grade. Jon Jewett seconded. Voting in favor: unanimous.
Bill Powell moved to authorize the GM to reorganize the outreach program staffing to include an outreach manager and two outreach coordinator positions, and Peter Carbee seconded. Voting in favor: unanimous.

13. IT services contract: Staff has received proposals for IT services and a network assessment. Peter Carbee moved and Jon Jewett seconded recommending award of the contract to RBTech to the full Board. Voting in favor: unanimous.
At 6:15 PM Peter Carbee left the meeting.
14. Retirement Account Services Contract: Staff has received a proposal for retirement account services. Bill Powell moved and Lee Cattaneo seconded authorizing the General Manager to sign a contract for services with Hickock & Boardman. Voting in favor: unanimous.
At 6:45 PM Tim Shea left the meeting.
15. Personnel Policy Revisions: Staff has compiled the edits and changes discussed over the past five years and incorporated them into an updated draft of the CVSWMD Personnel Policy. The committee discussed benefits to employees and requested comparison points, which will be sent to committee members before the next meeting for consideration. No action was taken.
16. Other old or new business: None
17. Adjourn Executive Board: At 7:32 Bill Powell moved and Lee Cattaneo seconded to adjourn the Executive Board.

Respectfully submitted, Theron Lay-Sleeper, General Manager