



CVSWMD Executive Board (EB) and Financial Oversight Committee
Tuesday, September 19, 2023 at 5:30 p.m.
Meeting Minutes

1. Call to order Financial Oversight Committee

Chair Peter Carbee called the meeting to order at 5:34 p.m. with a quorum of the Financial Oversight Committee present.

Members present by Zoom: Peter Carbee, Bill Powell, Leesa Stewart

Staff Present: Dan Casey, Theron Lay-Sleeper

Members absent: Fred Thumm

2. Agenda Revisions: None

3. Public Comment Period and Announcements: None

4. Approval of May 23, 2023 Meeting Minutes – ACTION ITEM

Bill Powell made a motion to accept the minutes of the May 23, 2023 joint meeting of the FOC and EB, seconded by Jon Jewett. Voting in favor: unanimous

5. Updated FY24 Budget

Chair Peter Carbee met with staff 9/15 and discussed FY24 updated numbers based on changes in estimates on per ton surcharge due to flood generated debris. Bill Powell noted that expenses for professional services for the facility may be capitalized and added to the capital budget as an asset. The capital budget has been increased to account for flood losses. The FOC suggested looking into higher insurance coverages in the future.

6. Preliminary Draft FY25 Budget

Staff presented updates to the FY25 preliminary draft budget and the committee discussed. Bill Powell noted that the fees the district assesses may need to be raised to meet expenses soon. The committee discussed increased cost estimate for the new box truck and recommend legal review of the contract.

Bill Powell moved that the FOC accepts the updated FY24 budget and preliminary draft FY25 budget as proposed. Seconded by Leesa Stewart. Voting in favor: unanimous.

At 6:10 pm, Bill Powell moved to adjourn the FOC and Leesa Stewart seconded. Adjourned by consensus.

7. Call to order Executive Board

Vice Chair Lee Cattaneo called the meeting to order at 6:11 p.m. with a quorum of the Executive Board present.

Members present by Zoom: Peter Carbee, Jon Jewett, Lee Cattaneo, Bill Powell, Leesa Stewart

Staff Present: Dan Casey, Theron Lay-Sleeper

Members absent: Fred Thumm



**Central Vermont Solid Waste Management District
Montpelier, VT 05602**

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8. Approval of May 23, 2023 Meeting Minutes – ACTION ITEM

Bill Powell made a motion to accept the minutes of the May 23, 2023 joint meeting of the FOC and EB, seconded by Jon Jewett. Voting in favor: unanimous

9. Town of Hardwick request to waive surcharge

Dan Casey communicated the Town of Hardwick's request for a waiver of District surcharge fees on contaminated soil removed from the Yellow Barn project by the Town of Hardwick. Dan was contacted by the head contractor, who said they have about 10,000 tons of soil to dispose of. Surcharge fees are paid to the District by waste haulers who dispose of material generated in the District. It is responsibility of the State to determine whether the material is to be classified as beneficial reuse, which the District bills as an "Administrative Fee" at 25% of the normal surcharge (\$30). Casey's inquiry to the State Department of Environmental Conservation confirmed that soils with low contamination levels can be used as daily cover at the landfill which is the intent, according to Hardwick District rep Shari Cornish. The EB determined that a contract with the District signed by the Town of Hardwick, Casella (the landfill operator), and the contracted waste hauler specifying that all contaminated soil removed from the Yellow Barn site will be used as daily cover at the Coventry landfill will trigger implementation of the administrative fee for this project.

10. RFP for HHW Contractor

Bill Powell moved and Peter Carbee seconded that the RFP for HHW services for 2024 as presented be issued. Voting: Unanimous

11. SWIP Inclusion Proposal

The proposal to include CVSWMD's Eco-Depot in the 2020 SWIP will be brought to the Board and subsequently distributed for public comment in early 2024, once permit applications are ready to include in the proposal.

12. Contract for Engineering: Facility Project

The Civil Engineering firm is preparing a proposal for the rest of the facility project. Staff will meet with them to refine scope of work, which may include construction administration.

13. ARCC Reopening

The contractor for the offices and repairs has been scheduled and will be ready to start in the next couple of weeks. The landlord estimates a one-month timeline for construction. Operations may be able to resume by the end of October or early November. In the interest of expediting moving back into the facility, staff have been taking on cleaning the facility. Staff have been getting lots of calls about the ARCC. Outreach staff has been updating the website about alternate disposal sites for ARCC recyclables.

The committee expressed their disappointment in the return time from the insurance company and recommended shopping around before the next renewal. VLCT offers risk mitigation and training, PACIF, workers comp, and unemployment insurances in one package.



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14. Personnel Committee Executive Session

At 7:21 PM, Jon Jewett made a motion to enter executive session, seconded by Bill Powell. Staff and Leesa Stewart attended the executive session.

At 7:29 PM, Bill Powell made a motion to exit executive session, seconded by Jon Jewett.

Peter Carbee made a motion allow the General Manager to award time from the sick bank up to the amount of hours available in the bank if an employee has run out of hours.

15. Other old or new business

Peter Carbee discussed the financial reporting procedures and noted that they should be reported based on accruals. The District's new bookkeeper Shannon Blaise is scheduled for a meeting next week.

16. Adjourned by consensus at 7:35 pm.