



Executive Board Meeting

Tuesday, 15-November-2016 – 5:30 PM
CVSWMD AARC Facility, 540 N. Main Street, Barre, VT 05641

Minutes

1. The Chairman called the meeting to order at 5:30 PM. Members Fred Thumm, Matt Levin, Lee Cattaneo, and Bill Powell were present, as were Supervisor Peter Carbee (Town of Washington), and GM Bruce Westcott.
2. The Chair asked if there were any revisions to the Agenda. The GM requested that the agenda be amended to include consideration of an extension to Leesa Stewart's contract, and consideration of comments offered at public meetings regarding proposed Charter changes. As these are both items for potential action, the Chair determined they would be considered after Item #4 on the Agenda.
3. A motion to approve the minutes of the Executive Board meeting of October 18 was made by Bill Powell and passed unanimously without discussion.
4. Other Decision items:
 - a. Seasonal Repairs – Members reviewed the one proposal received (out of more than six potential contractors contacted) for performing work on the Barre Street facility. Members reviewed the facts that the Board has already approved up to \$10,000 for property improvements in the Capital Budget for FY17, and that District policy provides the Executive Board with authority to approve budgeted capital items in excess from \$5001-\$10,000. Matt Levin made a motion to authorize the GM to expend up to \$5,000 at his discretion for these improvements, noting the existing authorization for expenditure of \$10,000. The motion was seconded, and passed unanimously.
 - b. Leesa Stewart Contract – The GM noted that ongoing consultation with Ms. Stewart has been very helpful, that the timeframe originally specified will conclude at the end of November, and that she has requested a higher hourly rate if the agreement is to continue. The Chair asked that she be requested to specify one rate for routine consultation and another rate for any assigned task of research or writing. Matt Levin made a motion to defer to the General Manager in offering Ms. Stewart a contract extension at a modified rate, so long as the total work does not exceed the maximum amount already authorized, and so long as the GM reports to the Executive Board in January. The motion was seconded, and passed unanimously.
 - c. Charter Revision – At its October meeting the Board of Supervisors approved a resolution sending proposed revisions to our Charter to two public meetings. Staff advertised and hosted two such meetings (November 9 & 15), and summarized all comments and recommended changes into a document. This

document was considered by the members. Lee Cattaneo made a motion to amend the proposed Charter changes to include changes noted by staff, with the assumption that District Counsel can review the final revised text in time for consideration and a vote by the full District Board of Supervisors at its December 7 meeting. In addition, members discussed ideas for Legislative outreach to assure timely consideration of the proposed changes in the new Session. The motion was seconded, and passed unanimously.

5. General Manager's Report – Items for Discussion

- a. Members thanked the GM for keeping them updated.
- b. Members appreciated the update from Cathleen Gent, with no comments.
- c. Employee Health Care – The GM informed members that health insurance rates commencing in January will include an increase of approximately 5.2% for the same coverage currently offered to staff. There was some discussion of other alternatives available to staff from BC/BS of Vermont, and members stated their willingness to consider an FY18 budget with coverage equivalent to that in place, so long as no long term commitment to any higher cost needs to be made. The GM will present the details of costs in the FY18 budget review with the BoS in December.
- d. Aged Receivables – The GM updated the EB on our work at collecting aged receivables, and the proposal from our auditors to write down some of these amounts from our FY16 Opening Balance to reduce the risk of materially misstating our assets. Bill Powell made a motion to the effect that the District:
 - i. For audit purposes, auditors will reduce our Opening Balance for Receivables for FY16 by \$20,000;
 - ii. Staff will continue routine collection operations, seeking the full amount from all customers: regular invoicing, monthly statements, and a letter from the GM; and
 - iii. Staff will report to the Executive Board at its January meeting, reporting on progress made by means of those procedures. EB may at that time consider increasing the amount budgeted for “Bad Debt” in FY17, and giving additional direction to the staff for either collecting or writing off.

The motion was seconded, and passed unanimously.

- e. High Meadows Fund -- The GM described for the members the one-time grant opportunity which the District has to obtain funding from the High Meadows Fund to support drop-off-composting locations (depots) with equipment in preparation for the Act 148 deadline of July 1. Staff will submit an application this Friday; members discussed the match required, and cautioned the GM about taking on work that will impact other duties of staff. The GM thanked them for their concern, and said he feels this will help improve our outreach and relationships with depots.

- f. Commercial/School Organics Program – The GM briefed members on the recent safety audit (on-board organics trucks) performed for us by the VLCT Risk Management staff, and the various upgrades to policies, procedure and equipment which we should consider to minimize our risk. He briefed members on recent discussions held with staff and commercial organic haulers and consumers, and on his review of the RFP issued by the District 18 months ago. Members agreed that market conditions might be in flux, and that issuing a “Request for Information” (RFI) might be a good step to making the District’s program requirements well-known, and soliciting private sector contributions on the viability of contracting with a commercial entity(ies) to perform these services within the District. Members are cautious, but agreed that issuance of an RFI, prior to considering the composition of a revised RFP, would be a useful step for staff to take.

Further, the GM updated the members on discussions with Black Dirt Farm, concerning the potential mutual benefit in transitioning this organic pickup site to Black Dirt. The GM reported that staff have been in discussions with Black Dirt, and believe that we can arrive at an agreement which affords all of the liability protection for the District which our Counsel as advised. The GM assured members that any draft agreement will be reviewed by Counsel prior to taking action.

- g. Board Retreat – There was discussion among the members of the possible agenda for the Board Retreat scheduled for January 28. This led to a discussion of the State’s process for considering exemptions from the Act 148 requirements on organics generators and haulers. All agreed that this, and the political perspective on solid waste, should be a focus of discussion for the meeting.

6. There was no Other Business

7. Adjourn -- At 7:09 Bill Powell made a motion, approved unanimously, to adjourn the November Meeting of the Executive Board.

Respectfully submitted,



Bruce Westcott, General Manager