



Executive Board Meeting

Tuesday, 20-December-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, Lee Cattaneo, Ginny Callan, and Bill Powell were present, as was GM Bruce Westcott.
2. The Chair asked if there were any revisions to the Agenda. The GM requested that the Board consider the Community Services Program updated provided by Cathleen Gent. The Chair suggested that will be taken up as part of “Other Business.
3. A motion to approve the minutes of the Executive Board meeting of November 15 was made by Bill Powell and passed unanimously without discussion.
4. The GM briefed members on the District’s responsibility to provide an annual “Report to Towns” established in our Charter. Members reviewed the draft letter and report provided by the GM. A motion to approve the draft letter and report was made by Bill Powell and passed unanimously without discussion.
5. Financial Adjustments
 - a. The GM reviewed for members the materials provided by Telling & Associates, CPA, recommending financial adjustments to be made to the opening balances on the FY16 balance sheet. The GM reviewed the status of aged receivables, and actions being taken by the bookkeeper, the Treasurer and the GM to collect or write of some items. After discussion, a motion to approve the recommended adjustments on the basis of the data that has been presented by the GM was made by Bill Powell and passed unanimously.
 - b. The GM explained that our payroll software has computed certain vacation accruals incorrectly for 2016. He has been working with our bookkeeper to make certain that
6. Personnel Matters– ACTION ITEM
 - a. Changes to Personnel Policy
 - b. Proposed Changes to District Staff Pay Grades -- Discussion
7. Staff Plan for Public Meetings on Exemptions -- Discussion
8. Windham SWD Announcement – Discussion
9. There was no Other Business
10. Adjourn -- At 7:09 Bill Powell made a motion, approved unanimously, to adjourn the November Meeting of the Executive Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce Westcott". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Bruce Westcott, General Manager