



**Executive Board Meeting**  
**Tuesday, 18-September-2018 – 5:30 PM**  
**CVSWMD Offices: 137 Barre Street, Montpelier VT**

**Minutes**

1. Vice-Chair Lee Cattaneo and member Bill Powell met at 5:34 PM, joined by the General Manager and Cathleen Gent. Member Peter Carbee joined by telephone. Chair Fred Thumm and member Matt Levin were unable to attend. The Vice-Chair called the meeting to order at 5:34.
2. **Agenda Revisions** – The members agreed that they would not like to consider or act on the Compensation Review item in the absence of the Chair, but agreed to an overview briefing by the GM as Item #6, avoiding any confidential discussion of individuals or personal compensation.
3. **Approval of the Executive Board minutes** – Members reviewed Executive Board minutes of August 21, 2018. Bill Powell made a motion to accept the minutes; passed unanimously at 5:36 PM.
4. **Consider additional revisions to District Financial Policy** – The GM reviewed the changes recently approved by the Board, and brief amendments proposed by the Vice-Chair to specify responsibilities of the Board and the Executive Board with respect to changes in budget line items. The GM proposed addition of several sections to the document to provide a complete view of the budget adoption and modification process. There was general discussion; members agree that they want separate ledger line items defined for each expenditure type (including each grant program); the GM assured them this can be implemented with no problem.

Bill Powell made a motion that the GM proceed to a new draft as he suggested, giving flexibility to move budgeted funds from one line item account to another, so long as the total of all adopted budget lines is not increased, with FOC review of all changes, and Board approval required for any overall budget increase. The GM will bring a new draft back for consideration by the FOC at its next meeting. The motion passed unanimously.

5. **Planning for Board Retreat** – There was discussion of the timing of an annual “retreat” meeting, held in January the past two years. Members agreed that discussion could include a Legislative briefing, strategic planning, and discussion of future facilities (both regional – for HHW, and possibly the concept of CV participation in a new MRF in Chittenden County.) Staff will poll members on desirability of Saturday dates in January.
6. **Consider consultant's Compensation Review** – The GM provided a brief overview of the discussions he has had with the consultant, and some changes to the draft report which the EB members had seen. After short discussion, members agreed that recommendations should be discussed by the FOC at its October 3 meeting, for further

discussion by the Executive Board at its October meeting, and by the full Board at its November meeting.

7. **Other Business** – No other business was discussed
8. **Adjourn** -- At 6:50 PM motion to adjourn was made by Bill Powell, seconded, and passed unanimously. The next meeting of the Executive Board is scheduled for **October 16**.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Bruce Westcott".

Bruce Westcott, General Manager