



## Special Executive Board Meeting

Thursday, 18-May-2017 – 5:30 PM  
CVSWMD Offices: 137 Barre Street, Montpelier VT

### Minutes

1. The Chairman called the meeting to order at 5:51 PM; members Lee Cattaneo and Peter Carbee were in attendance, as well as Board member Steve Micheli. Members Matt Levin and Bill Powell were unavailable. General Manager Bruce Westcott recorded minutes, and CVSWMD staff Cathleen Gent was present for a portion of the meeting.
2. **Agenda Revisions** – Cathleen Gent asked for a brief discussion of a topic which had been raised by the Program Oversight Committee, and the Chairman agreed to attend to it before considering contractual matters.
3. **Approval of the minutes of May 3, 2017** – Peter Carbee put forward a motion to approve the minutes, seconded by Lee Cattaneo, with a minor change; passed unanimously.

**Policies and Procedures** – The Chair asked Cathleen to cover the item she wished to add to the agenda. Cathleen reviewed for the Executive Board some recent events: that staff had brought forward for approval a proposed policy relating to “picking” at the ARCC, that the Executive Board had approved the policy. After that, staff raised the question with the Program Oversight Committee about whether implementation procedures associated with policies need to be reviewed and approved by the Board or board committees. At their last meeting, the POC passed a motion -- the POC recommends that procedures be reviewed by the POC with adoption by the Executive Board or full Board as appropriate. Lee Cattaneo observed that policies and procedures adopted by the District do not have force of ordinance, but nonetheless can impact the public and can be challenged. Therefore, he suggested that it will assure transparency and accountability if Policies be approved by the Board, and made a motion that any pertinent procedures also be sent by the staff to the Executive Board or the Board for review and approval. The motion passed unanimously.

4. **Business Organics Hauling Services Proposal** – Members had been briefed on discussions for transitioning the District hauling services to a commercial vendor. There was no discussion.
5. **Executive Session – Contractual and Personnel Matters** – Lee Cattaneo made a motion to move into Executive Session for discussion of contractual matters and personnel matters presented by the staff. The motion passed unanimously.

The Executive Board returned to public session at 6:50 PM, following a motion made by Lee Cattaneo and passed unanimously.

- a. Peter Carbee made a motion (passed unanimously) to accept a bid of \$24,000 for Exterior Painting of 137 Barre Street, made by Precision Coatings of East Montpelier.
  - b. Lee Cattaneo made a motion (passed unanimously) to approve a request for Leave of Absence (without pay) for Outreach Coordinator Charlotte Low, as recommended by the GM.
- 6. Other Business** – The GM offered a brief overview of the Risk Prevention grant which the District has just received from VLCT. He informed them of the District’s having been advanced to a relatively small number of organizations invited to submit a grant application to EPA (due June 1) relating to outreach and education about use of hazardous cleaning and other products in schools and other non-residential settings.
- Further, the GM recalled for the Executive Board a motion adopted at the March 1 meeting of the Board commending the current draft Compensation Plan back to the Executive Board for further action. The GM summarized his discussion with VLCT staff about obtaining additional professional review of the Draft Plan, and his intention to do so. The Executive Board thanked the GM for bringing them up to date, and that they look forward to seeing the results of the review, and a Plan ready to submit for Board approval.
- 7. Adjourn** – At 7:10 PM Lee Cattaneo made a motion to adjourn; passed unanimously.

Respectfully submitted,



Bruce Westcott, General Manager