

**Meeting of the**  
Financial Oversight Committee  
Of the Central Vermont Solid Waste Management District  
AT 137 Barre Street, Montpelier VT  
**Monday, August 24, 2015**  
**5:30-7 PM**

**Minutes**

- 1) **Convene meeting:** Bill Powell convened the meeting at 5:32 PM with Fred Thumm, Kathie Felch, and Leesa Stewart attending. Leesa Stewart taking notes.
- 2) **Agenda Revisions:** There were no agenda revisions
- 3) **Approval of the minutes:** Fred Thumm made a motion to approve the minutes of the previous meeting. The motion was seconded and the minutes approved.
- 4) **Elect a Chair and Vice Chair:** Fred Thumm made a motion to re-appoint Bill Powell Chair and Steve Micheli Vice-Chair of the Financial Oversight Committee. The motion was seconded and approved.
- 5) **New Treasurer Kathie Felch:** FOC members welcomed new Treasurer Kathie Felch.
- 6) **Review The Materials and Markets Analysis:** The FOC acknowledged the Materials and Markets Analysis. Bill Powell asked for an update on the Facility Committee's work. Leesa Stewart stated the Facilities Committee has been considering potential properties. In addition, the Facilities Committee has directed that the Planning Analyst complete the facility business plan with in sixty days of August 13 and submit the plan to the Executive Board. The committee further directed that the plan be revised upon request of the Executive Board and provided to the Board of Supervisors within 120 days of the August 13 Facility Committee meeting. Bill Powell suggested that Mike Durfor and Norm Stauton be asked to consult on the business plan on an as needed basis. Further discussion of community focus/discussion groups taking place in the fall occurred. The FOC suggested using Front Porch Forum as a method of recruiting participants. The FOC further discussed outreach to the two towns, Woodbury and Tunbridge. These two towns currently do not have representatives to the Board.
- 7) **Audit and Financial Statement Update:** Leesa Stewart discussed a delay in preparing for the audit due to the sudden need for the bookkeeper to take a month of sick leave, the CDL-Driver being out with a broken ankle, and the challenges in finding temporary help in Vermont in August. The audit will take place the week of October 5. The Board may not receive the audit documents until December. Bill Powell asked if there were any direction provided by District Charter as to when the audit should be complete. Leesa Stewart stated that while it was the preference of the former Treasurer that the audit be complete by October of each year, there is no direction provided by policy or charter as to when the audit needs to be complete.
- 8) **FY16 Budget Revision:** Fred Thumm made a motion to recommend the FY16 budget revision to the Board of Supervisors. The motion was seconded and approved.
- 9) **FY17 Budget and Per Capita:** Chair Powell directed the General Manager develop a worst-case scenario budget projection for implementing the facility plan. The General Manager agreed to follow this direction but voiced concerns around developing a multi-year budget plan in the absence of a facility plan.
- 10) **Recommend FY17 per Capita:** Fred Thumm made a motion to accept the General Manager's recommendation that the per capita be increased to \$2 per capita (the per capita is currently \$1 per capita) for Fiscal Year 2016 (July 1, 2015-June 30, 2016). The motion was seconded and approved. The Board of Supervisors must, according to Charter, set the Per Capita on or before December 15.
- 11) **Set Date and Time for Public Hearing:** Leesa Stewart reminded the FOC that the charter requires a public hearing on the FY17 preliminary budget and per capita be held on or before November 1 (a Sunday). Leesa Stewart recommended that the hearing be held on October 26, in lieu of the FOC meeting. Fred Thumm made a motion to hold the public hearing on October 26 in lieu of the FOC meeting. The motion was seconded and approved.
- 12) **Adjourn:** The meeting adjourned at 6:52 PM.