



Central Vermont Solid Waste Management District  
Montpelier, VT 05602

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[www.cvswmd.org](http://www.cvswmd.org)

**Minutes: Joint meeting of CVSWMD's Financial  
Oversight Committee and Executive Board  
Tuesday, January 16, 2024, 5:30 p.m.**

1. Call to Order: Peter Carbee called the Financial Oversight Committee meeting to order at 5:32 PM with a quorum present.  
Members present by Zoom: Peter Carbee, Bill Powell, Jon Jewett, Lee Cattaneo, Leesa Stewart, GM Dan Casey, Assistant GM Theron Lay-Sleeper  
Members Absent: Fred Thumm
2. Agenda Revisions: The BOS meeting minutes will go to the full Board for approval.
3. Public Comment Period and Announcements: None
4. Financials: P&L - Miscellaneous income was up from flood insurance payments, plus a refund from VLCT property and casualty insurance last year.  
Balance Sheet - Undeposited funds were up from waste surcharge and flood insurance payments received. Bill Powell moved to approve the financials and Jon Jewett seconded. Voting in favor: unanimous.
5. Investing: Peter Carbee has determined that the rates do not justify investing.
6. Adjourn Financial Oversight Committee: at 5:41, Bill Powell moved to adjourn the FOC and Jon Jewett seconded. Voting in favor: unanimous.
7. Call to Order  
Lee Cattaneo called the Executive Board meeting to order at 5:42 PM with a quorum present.  
Members present by Zoom: Peter Carbee, Bill Powell, Jon Jewett, Lee Cattaneo, Leesa Stewart, GM Dan Casey, Assistant GM Theron Lay-Sleeper  
Members Absent: Fred Thumm
8. Agenda Revisions: GM Dan Casey requested to add the contract for HHW services to the agenda.
9. Public Comment Period and Announcements: None
10. BOS Minutes December 2023: No action taken – minutes will go to the full board in February.
11. HHW Facility project phases: recommendation to combine.  
Dan Casey presented rationale for conducting the full scope of the HHW facility project in one phase. The EB discussed financials and advantages to doing so. Peter Carbee will meet with financial and management staff this week to discuss numbers and financing.  
Leesa Stewart suggested pursuing USDA grants, and noted that the District needs more space for its programs. The EB voiced unanimous support for a larger build, if it can be afforded. Staff will call the HHW Facility Committee to meet and discuss the project scope with the FOC.
12. Forklift and Box Truck: The box truck is scheduled for delivery by the end of January.  
The truck company will also assess the international roll-off truck, which may be sold in the coming months.

Forklift: Staff has negotiated with Crown Lift Trucks and they will provide a free demo until the new forklift can be delivered.

13. Renew IT services contract – Leesa Stewart suggested setting up a maintenance contract with an hourly or subscription rate. Peter Carbee moved and Jon Jewett seconded to direct staff to prepare an RFP for IT services. Voting in favor: unanimous.
14. HHW Services Contract – Bids are in for HHW services. A decision and contract award will be pushed to next meeting. Staff will send the HHW contractor bids for review beforehand.
15. The next meeting will be held as a special joint meeting on February 1<sup>st</sup>.
16. Adjourn Executive Board: At 6:35 Bill Powell moved and Peter Carbee seconded to adjourn the Executive Board.

Respectfully submitted, Theron Lay-Sleeper, Assistant General Manager