

**Minutes of the CVSWMD Board and Executive Board of Supervisors meeting
– All members participated via Zoom**

**June 7, 2023
Draft until approved**

Draft until approved

A meeting of the CVSWMD Board of Supervisors – Towns represented and Board of Supervisors/Alternates present were:

Representative	Town	4/23	5/23	6/23
Ahearn, W.	Barre City		X	
Thumm, F.	Barre Town	X	X	X
Mitchell, J. (alt)	Barre Town			
Levin, M.	Berlin	X	X	X
Wright, M.	Bradford			
Powell, B.	Calais	X		
Brabant, J. (alt)	Calais			
Vacant	Chelsea			
Marotto, M	Duxbury	X	X	
Jewett, J.	E. Montpelier	X	X	X
Guest, A.	Fairlee	X	X	X
Cornish, S.	Hardwick	X	X	X
McDonough, A.	Middlesex			X
Stewart, L	Montpelier	X	X	X
Cattaneo, L.	Orange	X	X	X
Ziegler B.	Plainfield	X	X	X
Vacant	Tunbridge			
Lewis, R	Walden		X	X
Carbee, P	Washington	X	X	X
Vacant	Williamstown			
Koteas, C	Woodbury			

Others in attendance: Dan Casey, Theron Lay-Sleeper, Barb Baird

Call to order (1)

Fred Thumm called the meeting to order at 6:30

Agenda Revision (2)

None

Public Comment Period and Announcements (3)

None

Consent Agenda (4)

- Adopt minutes of Board of Supervisors meeting May 3, 2023
- Accept minutes of Grants Committee meeting May 22, 2023 (to be amended)
- Accept minutes of Ad Hoc Facility Committee meeting May 30, 2023
- Accept minutes of Executive Board meeting May 23, 2023

Jon Jewett moved to accept the Consent Agenda. The motion was seconded and passed unanimously.

Q4 Financial Statement Review (5)

Theron Lay-Sleeper went over the statement presented in the packet, sharing that the organization is doing well. Income was down from what was projected but a large surcharge check just came in today.

Leesa Stewart moved to accept the Q4 financial statements. The motion was seconded and passed unanimously.

FY24 Annual Financial Plan – Approve Reserve Fund Balances (6)

Lay-Sleeper gave an overview of the financial plan. He explained that the offices at 137 Barre Street would be sold and staff moved to the ARCC until the facility is purchased and staff can move to the facility. Board members expressed concerns about what would happen if the facility project didn't go through and preferred to discuss selling 137 when there is a deed in hand.

Lay Sleeper also discussed operating expenses, banking and capital reserve funds presented in the packet.

Peter Carbee moved that the Board of Supervisors approves the reservation of the following fund amounts, and directs staff to set these funds aside in QuickBooks:

Reserve Funds Total:

Operating Account	\$275,000
Sweep Account	\$325,000
Sinking Reserve Fund	\$0
Capital Reserve Fund	\$691,163
Dissolution Reserve Fund	\$0
<u>Total General Fund Reserves</u>	<u>\$1,291,163</u>

The motion was seconded and passed unanimously.

Lee Cattaneo moved that the Board of Supervisors directs staff to develop a plan, budget, and timeline for selling the administrative offices in Montpelier in anticipation of moving administrative functions to an interim property and eventually to the new property. The motion was seconded and passed unanimously.

HHW Facility Design Team Proposal (7)

Lay-Sleeper discussed the background, timeline and budget for the proposal. The Ad Hoc committee recommends the proposal in the packet.

Lee Cattaneo moved that the Board of Supervisors direct staff to negotiate a contract for Civil Engineering and Architectural Services relating to the HHW Facility Project with *Weston & Sampson and Weimann Architects*. The motion was seconded and passed unanimously.

Staffing Update – Executive Session (8)

Enter into Executive Session per 1 V.S.A. 313(b): Personnel, the premature general knowledge would place the person involved at a substantial disadvantage.

At 7:40, Lee Cattaneo moved to enter into executive session for personnel reasons. The motion was seconded and passed unanimously.

At 8:05, the board exited executive session.

Peter Carbee moved for staff to investigate hiring a firm to assist Financial Administrator in her training. The motion was seconded and passed unanimously.

Peter Carbee moved that the Chair discuss current and future duties with appointed Treasurer. The motion was seconded and passed unanimously.

Dan Casey Contract (9)

Lee Cattaneo moved to approve the FY24 contract. The motion was seconded and passed unanimously.

Treasurer Contract (10)

No discussion

Hardwick MSP grant (11)

Lee Cattaneo moved that the Board of Supervisors awards \$5,000 in MSP Grant Funds to support the Town of Hardwick in purchasing trash and recycling bins for trailheads on the Lamoille Valley Rail Trail in town.

The motion was seconded and passed unanimously.

Annual SWIP Report (12)

Lay-Sleeper went over the report in the packet.

Board Approval for Executive Board summer items (13)

Peter Carbee moved that the Board of Supervisors authorizes the Executive Board to review and take action on decisions related to the HHW Facility project, to authorize expenditure of funds on behalf of the Board in accordance with CVSWMD's Financial Policies and Procedures, and to review and authorize hiring above the midpoint of the pay grade. The motion was seconded and passed unanimously.

Other Old or New Business (14)

Dan Casey wished Theron Lay-Sleeper well on his upcoming trip to get married. Congrats from all.

Adjourn (15)

Motion to adjourn at 8:20 – unanimous

Prepared by – Barb Baird

