



**Executive Board Meeting  
Wednesday, August 20, 2019  
137 Barre Street, Montpelier**

**Minutes**

1. Chair Fred Thumm called the meeting to order at 5:30 PM; members Lee Cattaneo, Bill Powell, Matt Levin, and Peter Carbee (arrived at 5:35 PM) were present. Interim General Manager Cathleen Gent and Treasurer Kathie Felch were also present.
2. **Agenda Revisions** – None.
3. **Approval of July 8, 2019 Meeting Minutes** – *Bill Powell made a motion to accept the minutes, seconded by Lee Cattaneo. No changes were made and the minutes were approved.* Cathleen Gent gave an update about the roof leak at the office building. She said that Rodd Roofing repaired the roof and the leak issue appears to be resolved.
4. **Changes to Municipal Services Program Grant Program Guidelines and Application** – Cathleen Gent provided an overview of the proposed changes. Matt Levin and Lee Cattaneo discussed the outcome of a meeting to revise language based on proposed changes from the Grants Committee and the Program Oversight Committee. Matt Levin also commented that there may be future changes (next year) to clarify further the grant program mission, etc. *Motion made by Lee Cattaneo, seconded by Bill Powell, to accept the proposed changes to the Municipal Services Program Grant Program Guidelines and Application form. The motion was approved unanimously.*
5. **Review Organizational Waste Reduction & Reuse Application for Tunbridge Worlds Fair** – Matt Levin described the project, which is recommended by the Grants Committee for approval by the Executive Board. The request is for \$4,830.62 to purchase 35 recycling bins for the Tunbridge Worlds Fair. The Executive Board asked staff to add signage or stickers to the units, noting CVSWMD's contribution. *Motion by Bill Powell, seconded by Peter Carbee, to award the amount of \$4,830.62 to the Union Agricultural Society. The motion was approved unanimously.*
6. **State of Vermont HHW Infrastructure Grant** - Cathleen Gent reviewed a memo about a pending RFP from the State of Vermont for HHW infrastructure investments. Central Vermont is a prime region for a permanent HHW facility. Cathleen will discuss this with the FOC, POC and the full Board of Supervisors in the coming weeks, as applications may be due by mid-fall. No action was taken.
7. **Status of Federal and State Tax Payments** – Kathie Felch and Cathleen Gent recapped their memo to the EB. Kathie Felch explained that most of the past problems pertained to special payroll runs without the taxes being paid immediately. This resulted in taxes being reported for a different time period than the payroll time period. No action was taken.
8. **Status of Enforcement for Accounts Receivable – Past Due** – Kathie Felch and Cathleen Gent discussed Cathleen's memo on the topic. The Executive Board requested

that Cathleen follow up with firms with the largest past due amounts. There was no formal action taken. Kathie Felch left at this time.

9. **Report from the Interim General Manager** – Cathleen Gent provided a report on the status of recruitment for the general manager position and a general update about operations and future activities underway.
10. **Personnel Committee Matters** – The Executive Board had a brief discussion about exit interviews from outgoing staff and board members. A motion was made by Lee Cattaneo, seconded by Bill Powell, to enter executive session to discuss a contractual matter and a personnel matter, both of which pertain to matters in which premature general public knowledge would clearly place the public body or a persons involved at a substantial disadvantage.

*At 7:04 PM, Bill Powell offered a motion to exit executive session, seconded by Peter Carbee. The motion was approved unanimously. No action was taken.*

11. **Adjourn** - *the meeting was adjourned by the Chair at 7:05 PM.*



Respectfully submitted by Cathleen Gent, Interim General Manager