



Special Executive Board Meeting

Tuesday, January 22, 2019 – 5:30 PM
137 Barre Street, Montpelier

Minutes

1. Chairman Fred Thumm called the meeting to order at 5:30 PM; member Peter Carbee was present; member Lee Cattaneo participated by phone. Members Bill Powell and Matt Levin were unable to attend. Supervisor Tad Nunez also attended via telephone. GM Bruce Westcott and Planner Cathleen Gent were present.
2. **Agenda Revisions** – There were no agenda revisions.
3. **Proposed Contract for HHW Services** – The GM reviewed for members the District Financial Policy that requires approval of expenditures above \$5,000 to be approved by the Executive Board, and said that a contract for HHW Disposal Services could total \$40,000 or more for the year. Cathleen Gent reviewed the process initiated by staff to seek bids for Hazardous Waste disposal services for District-sponsored events to be contracted by the District over the coming three-year period. She reviewed the requirements of the “Request for Proposals” issued to about a dozen prospective bidders by the District, the process for solicitation, and the review process. Two proposals were received and, after review by staff, the GM recommended that the Executive Board authorize staff to proceed to contract with NRC East Environmental Services. After discussion by Board members, a motion was made/seconded (Carbee, Cattaneo) to authorize staff to proceed to contract with the recommended vendor.

Following discussion, the GM reviewed a statement of revenues and expenses for HHW activities for FY18, pointing out the contractual expenditures during that period.
4. **Other Business** – There was no other business, as Lee Cattaneo had to leave his phone connection, and a quorum was lost.
5. **Adjourn** – At 5:50 PM the Chair adjourned the meeting for lack of a quorum.

Respectfully submitted,

Bruce Westcott, General Manager