



Executive Board Meeting

Tuesday, May 21, 2019 - Continued on Wednesday, May 22, 2019
137 Barre Street, Montpelier

Minutes

1. Chair Fred Thumm called the meeting to order at 5:30 PM; members Lee Cattaneo and Matt Levin were present and Peter Carbee participated by phone. Staff member Cathleen Gent was also present.
2. **Agenda Revisions** – Cathleen Gent requested one additional item for the agenda, regarding additional Treasurer hours.
3. **Approval of April 16, 2019 Meeting Minutes** – *Peter Carbee made a motion to accept the minutes, seconded by Lee Cattaneo. No changes were made and the minutes were approved via roll call vote.*
4. **Staff Evaluation Process**- Cathleen Gent reviewed her memo regarding the status of staff evaluations. Evaluations are completed for all the staff members who report to managers other than the General Manager. However, none of the staff members who report to the General Manager have completed the annual evaluations, although most are close to completion. Without those completed evaluations, considerations of merit raises and performance awards cannot be done. *Lee Cattaneo made a motion to authorize Cathleen Gent to complete staff evaluations, seconded by Peter Carbee. The motion was approved unanimously via roll call vote.*
5. **FY20 COLA and Compensation** – Cathleen Gent reminded that Executive Board that a 3.0% pool is included in the FY20 budget for both COLA and merit/performance. She indicated that the COLA will be 1.7%, based on the Northeast Consumer Price Index. Because the budget includes a pool for merit and performance, the Executive Board decided it is not necessary to offer any recommendation about funding for merit or performance and, instead, to take up specific action about merit or performance awards for staff at a future meeting.
6. **Non-Budgeted Expenses** - Cathleen Gent distributed a new memo from Barb Baird in addition to the memo in the meeting packet regarding the retaining wall project and the related tree removal. The new memo explains that the retaining wall does not appear to be deteriorating and any water runoff problems may be resolved by a new gutter system which is being installed. She asked that the retaining wall project be postponed and that a more limited project be done to clean up scrub trees and tree limbs. *Lee Cattaneo made a motion, seconded by Matt Levin, to approve up to \$600 for maintenance tree-related activities on the southern side of the building above the retaining wall. The motion was approved unanimously via roll call vote.*
7. **Request for Additional Treasurer Hours** – Cathleen Gent reviewed her memo explaining that the CVSWMD Treasurer's job description limits the number of hours to an average of 10 hours per month, not exceeding 150 hours per year unless extended by

the Executive Board. Since March, the Treasurer has worked more than 10 hours per month, approximately 7-8 per pay period. It is expected that level to continue until personnel matters for the organization are finalized. *Lee Cattaneo made a motion, seconded by Peter Carbee, to approve temporary increase in contracted hours up to 250 hours a year during this period. The motion was approved unanimously via roll call vote.*

8. **Recess** – *At 5:55 PM, Matt Levin made a motion, seconded by Lee Cattaneo, to recess the meeting until 1:00 PM on Wednesday, May 22, 2019 at 44 East State Street in Montpelier. The Chair recessed the meeting until that time.*
9. **Resumption of meeting** - The meeting was re-convened at 1:00 PM on May 22, 2019 at the offices of Tarrant, Gillies, and Richardson. 44 East State Street. Present were Fred Thumm, Lee Cattaneo, Bill Powell, Matt Leven, and Peter Carbee (participating via phone). Also present was Dan Richardson, District Counsel.
10. *At 1:02 PM, Bill Powell moved and Peter Carbee seconded that the Executive Board go into Executive Session for the purpose of considering advice from legal counsel, having found that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage.*
11. *At 2:15 PM, the Executive Board exited Executive Session. The Executive Board then adjourned by consensus, without taking further action.*