



**Executive Board Meeting – Special Meeting
November 25, 2019
CVSWMD Office – 137 Barre Street, Montpelier VT**

Minutes

1. Chair Fred Thumm called the meeting to order at 5:30 PM; members Bill Powell, Lee Cattaneo, and Peter Carbee were present. Interim General Manager Cathleen Gent and Brad Ormsby (Ormsby's Computer Systems) were present.
2. Approval of October 28, 2019 Meeting Minutes - *Motion by Bill Powell, seconded by Peter Carbee, to approve the October 28 meeting minutes. Voting: all in favor – unanimous.*
3. Computer Server Replacement Project
Cathleen Gent recapped the process of issuing a Request for Proposal for a server upgrade and email migration and noted that Ormsby's Computer Services provided the sole proposal. Brad Ormsby described the reason for the project at this time, namely that Microsoft will no longer support CVSWMD's existing Windows Small Business Server 2011 server after mid-January 2020. He then discussed details of the Ormsby's proposal. The firm is recommending that CVSWMD obtain a new Windows server and migrate to Office 365 Essentials for email. Executive Board members posed questions about a plan to address cyber security and a disaster recovery plan. Brad Ormsby discussed best practices and Cathleen Gent provided information about the current arrangements. Brad Ormsby left after the discussion. *Motion by Lee Cattaneo, seconded by Bill Powell, to recommend the recommended proposal by Ormsby's Computer Systems to the full Board of Supervisors. Voting: all in favor – unanimous.* The Executive Board also asked staff to develop a policy and procedures for a disaster recovery plan and a cyber security plan and other IT policies.
4. HHW Facility Grant Update – Cathleen Gent reported that CVSWMD has not been informed about whether the grant will be awarded and that announcement is expected shortly after Thanksgiving.
5. Planning for Board Meetings and Board Retreat – The Executive Board reviewed the results of the survey to Board members regarding regular meetings and asked Cathleen Gent to send the survey again with an additional question about meeting start times. Cathleen Gent provided updates about the Board retreat agenda items.
6. Report from Interim General Manager – The Executive Board and Cathleen Gent discussed recent recruitment efforts for the General Manager position and changing Cathleen's status from interim General Manager to General Manager. This will allow CVSWMD to move forward without interruption with a number of projects and recruit again and prepare a succession plan in the coming months. *Motion by Peter Carbee, seconded by Bill Powell, to appoint Cathleen Gent as the General Manager through calendar year 2020, effective immediately. Voting: all in favor – unanimous.* This news

will be conveyed to the Board during the December meeting. Cathleen Gent will bring a final contract to the next Executive Board meeting.

7. Other Business – None.

8. Adjourn – *At 7:03 PM, Peter Carbee made a motion to adjourn the meeting, seconded by Bill Powell. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent, General Manager