



**Executive Board Meeting – Special Meeting
October 28, 2019
CVSWMD Office – 137 Barre Street, Montpelier VT**

Minutes

1. Chair Fred Thumm called the meeting to order at 5:33 PM; members Bill Powell and Peter Carbee were present. Interim General Manager Cathleen Gent was present and David Nightingale (Special Waste Associates) participated by phone.
2. Agenda Revisions – The Chair added an item related the driveway regrading.
3. Approval of September 17, 2019 Meeting Minutes - *Motion by Bill Powell, seconded by Peter Carbee, to approve the September 17 meeting minutes. Voting: all in favor – unanimous.*
4. State of Vermont HHW Facility Grant
 - a. Review Proposal – Cathleen Gent and David Nightingale reviewed elements within the October 25th draft proposal. The EB posed questions and Gent and Nightingale provided information about about the planned life cycle and expandability of the HHW facility, details about the costs, building materials, public demand, the parcel size, and other details. The total cost of the project, including land purchase, construction, equipment, professional services and permitting, and a contingency is \$1.4 million, with the state funding 60% if it is approved. The EB asked Cathleen Gent to confer with ANR about a schedule for disbursing the grant funds, should CVSWMD receive the grant. *Motion offered by Bill Powell, seconded by Peter Carbee, to authorize staff to apply for the DEC grant as presented in the proposal. Voting in favor – unanimous.*

Nightingale left the meeting at this time.
 - b. Communications with Member Municipalities - Cathleen Gent distributed a draft series of talking points about general updates and the HHW facility proposal to discuss with member municipalities in upcoming meetings. Presentations with two municipalities are scheduled for November and future presentations are expected.
5. FY21 Budget, Per Capita, Surcharge, and Hauler License Fees
 - a. Recap of Public Hearing Results – Cathleen Gent and Peter Carbee reported that one individual attended the hearing – Jack Mitchell – Barre Town’s alternate representative to the CVSWMD Board of Supervisors.
 - b. Schedule and Next Steps for Adoption by Board –The EB suggested that the FY21 preliminary budget be placed on the November meeting agenda, however, the Board may postpone the approval of the preliminary FY21 budget until December when it is known whether CVSWMD receives the grant.
6. Computer Server Replacement RFP – Cathleen Gent reported that she issued a Request for Proposals for a computer network server replacement for email and file storage. Proposals are due by November 1st.

7. Finances/Administration

a. FY19 Audit Schedule – Cathleen Gent reviewed the schedule for preparing for the FY19 audit of financials. Staff are working with internal auditor Robert Pace and CVSWMD treasurer Kathie Felch. Cathleen Gent also confirmed that the EB approved the agreement with Telling and Hillman, PC for the FY19 audit in 2017. She indicated that CVSWMD should plan on issuing a RFP for services well in advance of the FY20 audit season.

b. FY2020 Financials – Q1 – there was no discussion of the materials

c. Additional Hours for Treasurer – In May, the Executive Board approved a temporary increase in the treasurer’s contracted hours up to 250 a year during the transition period with the Interim General Manager. For the calendar year to date, Kathie Felch has worked 255 hours. Since May, it has been 213 hours. Cathleen Gent said the arrangement is working well. *Motion made by Peter Carbee, seconded by Bill Powell, to approve up to 450 hours for the treasurer for the year during the transition period. Voting in favor: unanimous.*

8. Board Retreat – The Executive Board decided the focus of the retreat will be the HHW facility and a legislative session preview. The best date appears to be January 25th. Cathleen Gent will bring the retreat topic to the full Board meeting for discussion.

9. Other Business – Fred Thumm requested that staff contact the firm that does driveway work for any pre-winter repairs.

10. Adjourn – *At 7:08 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, Interim General Manager