



**Executive Board Meeting
September 17, 2019
Central Vermont Chamber of Commerce – 33 Stewart Road, Berlin**

Minutes

1. Chair Fred Thumm called the meeting to order at 5:32 PM; members Lee Cattaneo, Bill Powell, Matt Levin, and Peter Carbee were present. Interim General Manager Cathleen Gent, Board member Shari Cornish, attorney Daniel Richardson, and alternate Board member (for Calais) John Brabant were also present for portions of the meeting.
2. Agenda Revisions – none were offered.
3. Approval of August 20, 2019 and September 4, 2019 Meeting Minutes
Matt Levin noted a correction in the minutes for August 20, with item #10. He asked that the vote recorded for going into executive session be added. Cathleen said staff will take care of that. *Motion by Matt Levin, seconded by Bill Powell to approve both the August 20 and the September 4 meeting minutes, with the change as noted. Voting: all in favor – unanimous.*
[The Chair changed the order of the agenda.]
4. State of Vermont HHW Facility Grant – The Executive Board reviewed Cathleen Gent’s memo about this topic and offered suggestions about proceeding with the project. No action was taken.
5. Sale of Roll Offs – The Executive Board reviewed Cathleen Gent’s communications on this topic. *Matt Levin made a motion, seconded by Bill Powell, to waive the financial policy to allow for the sale of two roll offs at a price to be determined, and to seek recommendations from the FOC and the POC. Voting in favor of the motion: unanimous.*
6. Office Hours – Proposed Change – The Executive Board reviewed Cathleen Gent’s memo on this topic. *Motion by Matt Levin, seconded by Peter Carbee, to recommend a change to the full Board of Supervisors, for office hours to be changed to 8 AM to 4 PM. Voting in favor of motion: unanimous.*
7. Status of Recruiting for General Manager – Cathleen Gent briefly discussed the status of the search, including working with an outside firm. Shari Cornish suggested the VLCT and Cathleen will contact them. *Matt Levin made a motion, seconded by Peter Carbee, to amend the Staff Compensation Schedule for the General Manager position, for a minimum and maximum salary, as recommended by the consultant last year. Voting in favor of motion: unanimous.*
8. Chair Fred Thumm convened the Personnel Committee.
 - a. Employee Contract - *At 5:45PM, Bill Powell moved and Peter Carbee seconded that the Executive Board go into Executive Session for the purpose of discussing an employee contract matter with legal counsel, having found that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage.*

Voting in favor of the motion: unanimous. Chair Fred Thumm invited Daniel Richardson, Cathleen Gent and Shari Cornish to join.

At 6:30 PM, John Brabant arrived and was invited by the Chair to join the executive session. At 6:35 PM, Lee Cattaneo made a motion to exit the executive session, seconded by Peter Carbee. Voting: all in favor of ending the executive session – unanimous.

Daniel Richardson and Shari Cornish left the meeting at this time.

c. Staffing – Special Collections – Cathleen Gent noted that a staff member has available time to take on additional duties for special collections. No action was taken.

d. Treasurer hours – the Executive Board briefly discussed Cathleen Gent’s communications on this topic. No action was taken.

b. Personnel Matter – *At 6:45PM, Bill Powell made and Matt Levin seconded a motion to go into executive session for the purpose of discussing a personnel matter, having found that premature general public knowledge would clearly place the public body or a person involved at substantial disadvantage. Voting in favor of the motion: unanimous. Chair Fred Thumm invited Cathleen Gent and John Brabant to join.*

At 7:10 PM, Peter Carbee made a motion to exit executive session, seconded by Matt Levin. Voting: in favor of ending the executive session – Unanimous.

- 9. Adjourn** – *At 7:11 PM, Peter Carbee made a motion to adjourn the meeting, seconded by Bill Powell. Voting: unanimous in favor of adjournment.*

Cathleen Gent

Respectfully submitted by Cathleen Gent, Interim General Manager