



**Executive Board Meeting – Special Meeting
December 17, 2019
CVSWMD Office – 137 Barre Street, Montpelier VT**

Minutes

1. Chair Fred Thumm called the meeting to order at 6:06 PM; members Bill Powell and Peter Carbee were present. General Manager Cathleen Gent was present.
2. Approval of November 25, 2019 Meeting Minutes - *Motion by Bill Powell, seconded by Peter Carbee, to approve the November 25 meeting minutes. Voting: all in favor – unanimous.*
3. Contract for General Manager – *Motion by Bill Powell, seconded by Peter Carbee, to convene as the Personnel Committee.* The Executive Board discussed with Cathleen Gent details within the contract for general manager. *Bill Powell made a motion, seconded by Peter Carbee, to approve the contract for General Manager with Cathleen Gent. Voting: all in favor – unanimous. Bill Powell made a motion, seconded by Peter Carbee, to reconvene as the Executive Board.* Fred Thumm and Cathleen Gent signed the contract, with Bill Powell and Peter Carbee serving as witnesses.
4. HHW Facility Grant Update – Cathleen Gent reported that ANR has asked additional questions related to the budget for the facility. The Executive Board discussed the grant proposal. Cathleen Gent will follow up with ANR.
5. Review of Grant Submissions – The Executive Board discussed two grants that staff are working to submit in the coming weeks. *Bill Powell made a motion, seconded by Peter Carbee, to endorse the submission of the EPA Environmental Education Local Grants Program. Voting: all in favor – Unanimous. Bill Powell made a motion, seconded by Peter Carbee, to approve the submission of the application for the USDA Rural Utilities Services Grant Program. Voting: all in favor – Unanimous.*
6. Proposed Updates RE: Personnel Policy – The Executive Board briefly discussed the track-changes document and decided to defer their review until the January EB meeting. Cathleen Gent will send a request to EB members to review and provide questions or comments in advance of the January 21st meeting. The goal of that step is to help facilitate the discussion.
7. Board Retreat – The Executive Board reviewed the most recent results of the survey to Board members regarding regular meetings. Cathleen Gent provided updates about the Board retreat agenda items. Cathleen Gent will send the retreat agenda out at least two weeks ahead of the January 25th retreat date.
6. Report from General Manager – The Executive Board and Cathleen Gent discussed the Accounts Receivable Aging Summary. There has been progress with payment on a number of accounts. Cathleen Gent provided an update about the new network server and cloud email system. She also reported that Ormsby's has prepared a quote for an on site and off-site backup solution for the new server and reviewed details of the quote. This

new backup in the Barre facility will replace the manual drive daily backup. The cost is \$3,501 (Quote #12240). *Bill Powell made a motion, seconded by Peter Carbee, to approve the purchase of that system. Voting: all in favor – unanimous.*

7. Other Business – None.

8. Adjourn – *At 7:17 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