



**Executive Board Meeting
October 19, 2021**

Minutes

Members present by Zoom: Fred Thumm, Lee Cattaneo, Matt Levin, Bill Powell, Peter Carbee

Others present by Zoom: Lisa Liotta (General Manager)

Chair Fred Thumm called the meeting to order at 5:30 PM.

1. Agenda Revisions: General Manager Lisa Liotta requested that the EB consider a Zoom etiquette for Board Meetings. The EB recommended that language from VLCT and the Vermont Secretary of State's office be reviewed as related to electronic meetings and that such language be included in the agendas for all Board of Supervisors and Committee Meetings.

2. Approval of Executive Board Meeting Minutes: September 21, 2021 –

a. Motion to approve by Lee Cattaneo, seconded by Bill Powell. Voting: all in favor– unanimous.

3. Treasurer Contract, Annual Hour Limit

The EB discussed language in the Treasurer job description that limits annual hours to 150, and that the Treasurer is projected to exceed this number of hours in the current fiscal year.

a. Motion by Bill Powell, seconded by Peter Carbee, for the General Manager to review and project the Treasurer's hours for FY22 that include an annual maximum and to bring the proposal to the Financial Oversight Committee with a budget adjustment request for consideration; and for the General Manager to determine when the Treasurer shall attend meetings of the Board of Supervisors, Executive Board and Financial Oversight Committees . Voting: all in favor– unanimous.

4. CVSWMD Conflict of Interest and Disclosure Policy

The General Manager discussed the current Conflict of Interest Policy with the EB and identified elements that should be incorporated to meet requirements in 24 V.S.A. § 1984. The EB requested that the General Manager work from VLCT's model Conflict of Interest Policy and incorporate language from the District's current policy, including any relevant language in the Charter related to enforcement against individuals violating provisions of the Policy.

No formal action was taken, but the EB requested that the General Manager prepare a draft policy accordingly and send it for legal review before bringing it back to the Executive Board.

5. Sick Leave Bank, Report and Request for Allowed Uses

The General Manager and the Executive Board discussed the balance currently held in the sick bank that has been made by employees upon termination of employment, and allowed uses by existing employees for Covid-19 reasons.

- a. *Motion by Matt Levin, seconded by Peter Carbee that employees experiencing times of prolonged medical conditions or family leave extenuating circumstances due to Covid-19 (including quarantine from the workplace while awaiting Covid-19 test results and an inability to work related to such) when an employee's sick accruals have been exhausted may utilize the sick bank. The General Manager shall manage all requests and donations to the bank and report to the Executive Board when requests and donations are made. Voting: all in favor– unanimous.*

6. CVSMD Charter, Dissolution Language Review

The General Manager provided a review of the memo included in the packet that discusses the meaning in the District's Charter related to two-thirds votes and dissolution. No dissolution is planned – the request for clarification follows language that was cited from the Charter in the Annual Financial Plan presented to the Board of Supervisors at their October meeting.

No formal action was taken, but the EB requested that the General Manager provide the language to legal counsel for review and clarification, then bring information back to the EB.

7. General Manager's Update

The General Manager provided an update on District accomplishments over the past month and answered questions from the Committee. The EB noted that Staff have been working very hard and expressed their thanks to all..

At 6:30pm, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.

8. Other Old or New Business: None

9. Adjourn – *At 6:30 PM, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Lisa Liotta