



**Executive Board Meeting  
April 21, 2020**

**Minutes**

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

Others present by Zoom: General Manager Cathleen Gent

1. Chair Fred Thumm called the meeting to order at 6:27 PM.
2. Agenda Revisions – No revisions were made to the agenda.
3. Approval of March 17, 2020 EB Meeting Minutes - *Motion by Lee Cattaneo, seconded by Bill Powell, to approve the March meeting minutes. Voting: all in favor – unanimous.*
4. COVID-19 Topics
  - a. Hauler Request to Reduce Surcharge - The EB briefly discussed the request and took no action. The General Manager will follow up with that hauler.
  - b. Vermont Legislature Update – Cathleen Gent and Matt Levin updated the EB about current legislative activity. Both the Senate and House Natural Resources committees recently took testimony about proposed changes to Act 148, but no further activity has occurred at this time. Peter Carbee discussed the financial challenges of doing food scrap hauling on a commercial level when businesses are closed amid COVID-19.
  - c. Federal and State Tools and Applicability to Municipalities – Cathleen Gent reported that she has researched current federal assistance programs and that very little is applicable to municipalities. Only the CARES act, Section 2103, allows municipalities to receive a credit of 50% for our Unemployment Insurance claims through December 2020. Additional federal support – with some for municipalities – is expected.
  - d. Financial Considerations – Cathleen Gent reviewed the FY20 income and expenses through March. Income and expenses are both lower this year when compared with the budget and with FY19 activities. Income is outpacing expenses by about \$14,000 for the year to date. Cathleen Gent will bring more detailed budget information to the Financial Oversight Committee next week. She also said that two part-time staff members have been laid off or furloughed due to a lack of work brought about by COVID-19 circumstances. She indicated that most staff are working their regular schedules. The EB briefly discussed FY21 budget considerations, which will be discussed by the full Board in May and June.
  - e. Planning for Returning to Operations – Immediately ahead of the EB meeting, the Executive Board and Program Oversight Committee discussed the return to operations at the ARCC, so that was not discussed again. Cathleen Gent said that staff are doing a limited amount of work at the office in Montpelier, with schedules to ensure compliance with the Governor’s most recent executive order.

5. Household Hazardous Waste Facility Project Update – Cathleen Gent reported that a Request for Proposal was issued for owner project management services for the project. This is in addition to the services that will be provided by SWA for HHW-related consulting services. Staff are preparing a grant proposal for the Northern Border Regional Commission focused on providing funding to eliminate the project budget gap – to supplement CVSWMD contributions and the Agency of Natural Resources grant. Cathleen Gent is scheduling time with towns to discuss the HHW project and other CVSWMD matters. She will let Board members know those dates in advance. In addition, she will reach out to find additional members for the ad hoc Facility Committee with the goal of bringing candidate names to the May Board meeting.
6. Adjourn – *At 7:20 PM, Bill Powell made a motion to adjourn the meeting, seconded by Matt Levin. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent, General Manager