



**Executive Board (EB) Meeting – SPECIAL meeting
April 20, 2022**

Minutes

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

Others present by Zoom: Lisa Liotta (General Manager, GM), Brenna Toman (Operations Manager, Assistant General Manager)

Chair Fred Thumm called the meeting to order at 5:30 PM with a quorum of the Executive Board present.

1. Agenda Revisions:

2. Approval of Executive Board Meeting Minutes: March 15, 2022 –

Motion to approve by Bill Powell, seconded by Peter Carbee to approve the minutes with corrections noted above. Voting: all in favor– unanimous.

3. ANR Letter, 2021 Infrastructure Grant

District staff have worked closely with Vermont Agency of Natural Resources staff since being awarded the initial \$500,000 infrastructure grant to construct an HHW facility in 2020, and a subsequent award in 2021 of \$100,000, providing project updates every 60 days per grant agreement terms. ANR has sent a letter to the General Manager and the Board of Supervisors regarding the District's plans and progress on the project, provided to the EB and will be presented to the Board in May. The letter expressed concern with pausing the project until September 2022, relating to the District's ability to complete it by May 2023. Without significant progress, ANR is not willing to consider an extension of the grant agreement, and without substantial progress by May 31st [2022], funding could potentially be made available for other Solid Waste Management Entities.

At the March Board of Supervisors meeting, Lisa Liotta reviewed the project and obstacles to progress.

- Following the discussion at Board's March meeting, Matt Levin moved that the HHW facility project as planned be paused and reassessed in consideration of rising costs, site unavailability and staff resources to oversee the project. The motion was seconded with a friendly amendment that the Executive Board take the matter up at their September meeting. The motion passed unanimously.

The EB discussed the Board's desire for an HHW facility and acknowledged the gap in funding to complete the project as planned. Peter Carbee suggested that the District change direction and consider a scaled back project that could be accomplished with available funds. The EB noted that to discuss the facility project further, an action was in order to reopen the item for discussion.

A motion to reverse the prior decision at the Board of Supervisors meeting in April to pause discussion on the project, and to reopen the facility project for discussion by the

Executive Board was made by Peter Carbee, seconded by Matt Levin. Voting: all in favor– unanimous.

Matt Levin expressed interest in changing direction on the facility project as planned developing a scaled back, trailer-type option for the permanent collection of HHW. Levin acknowledged that the Board's action at the April meeting [to pause and reassess the original project] was based on concern for staff's capacity to move the larger project forward. Levin asked staff's current availability to make progress on the project.

The GM explained that with three open positions and difficulty in filling them, staff are stretched thin. Moving forward with a smaller project is possible, but staff would need to rely on Owner Project Manager, Jay Labare of Apex Consulting, to provide a greater degree of support and assistance than previously. A trailer-type option is not expected to require as much staff time as the original project.

The EB expressed their strong support for staff to work with and engage contractors and consultants in any way needed to move the project forward, including future approval for additional Board funding for the provision of those services.

The EB discussed possible locations that could site a smaller, stand-alone HHW facility. Staff noted that the focus has to date been on 4-acre minimum sites, and that with a smaller project there will likely be several smaller site options available.

The EB requested that staff reach out to a commercial real estate agent and engage their services to identify potential sites, and that staff communicate with ANR mid-May on progress made by the District in keeping the project moving the project forward and to restore confidence in the District's commitment to the project.

Matt Levin made a motion authorizing a change in direction for the project to a smaller, scaled back facility, and for staff to resume working immediately with consultants to develop plans and a budget for the scaled-down project using up to the amount previously authorized for consultants, to bring the scaled down project forward to the Board for their approval with the recommendation of the Executive Board, and for staff to provide an update to ANR regarding the direction change and that the District is moving forward with the project in good faith. Seconded by Peter Carbee. Voting: all in favor– unanimous.

4. ARCC Hours Change, Close One Hour

Staff propose closing the ARCC for one hour on the days that the facility is open to the public. The ARCC currently has two open positions and existing staff are stretched very thin. Planning and closing for an hour on public intake days to provide staff breaks will help prevent sudden, unexpected closures in the event that a third staff member is unavailable to cover. The POC reviewed and conditionally approved staff's recommendation effective April 18, and asked the EB review for final approval.

Lee Cattaneo made a motion approving that due to constraints in staffing the ARCC will close for one hour between 1-2pm on Mondays, Wednesdays and Fridays starting April 18, 2022 until further notice. Seconded by Peter Carbee. Voting: all in favor – unanimous.

Convene Personnel Committee

Motion by Matt Levin, seconded by Bill Powell to convene as the Personnel Committee at 6:10 pm. Voting: all in favor– unanimous.

5. Part-Time ARCC Field Assistant and Driver, Starting Compensation Rate

Staff who have accepted part-time positions (.5 FTE) at the District often do not opt-in to the District's health, vision and dental insurance plans, because benefits are pro-rated. Staff who are half-time, who would opt-in, are required to pay for half of the cost of these insurances. Recruiting for this position has been underway since early March, with few applicants. The General Manager requests that the EB approve hiring at the top of the pay grade (pay grade 2) for this position provided that the staff member agree in writing to opt-out of these insurances.

Matt Levin made a motion that the EB approve the General Manager hiring at the top of pay grade 2 for the half-time Field Assistant and Driver position provided that the new staff member agree to opt-out of health, vision and dental insurance benefits that the District normally offers to less-than-full time employees on a pro-rated basis. Seconded by Bill Powell. Voting: all in favor – unanimous.

Lee Cattaneo left the meeting at 6:29 pm.

6. General Manager's Evaluation

At 6:30pm, Matt Levin made a motion, seconded by Bill Powell to enter Executive Session 1 VSA § 313(1): Discuss personnel issue(s) that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage.

The Executive Session ended at 7:02pm.

After leaving Executive Session, the EB took the following action:

Matt Levin made a motion that the EB authorize Chair Fred Thumm to with the General Manager to develop an employment contract for the one-year period beginning July 1, 2022 through June 31, 2023. Seconded by Bill Powell. Voting: all in favor – unanimous.

8. CVSWMD Staff Compensation Schedule, Adjustment FY23

The General Manager provided an overview of the proposed Staff Compensation Schedule for FY23. The last Staff Compensation Schedule was approved by the Board of Supervisors in November 2018, and while a cost-of-living adjustment is usually provided to staff, the schedule has not been updated.

Bill Powell made a motion that Staff provide the compensation schedule for review to the Financial Oversight Committee when the FY23 final budget is reviewed in April, and that the Schedule come back to the EB in May for review along with the FY23 final budget. Seconded by Peter Carbee. Voting: all in favor – unanimous.

9. Treasurer Contract, Hourly Rate and Annual Hour Limit

The Treasurer was reappointed for one year by the Board at the April 6, 2022 meeting. At the November 2021 meeting of the EB, the Treasurer's annual hour limit was increased from 150 hours to 250 hours. The EB requested that the hours for FY23 be considered when the FY23 budget was reviewed. The General Manager requested that the EB also consider adjusting the Treasurer's hourly rate in FY23 to \$40.00 per hour, since the current \$35 has been in place since at least November 2018.

Bill Powell made a motion that the Treasurer's annual hour limit be increased to 250 for the period beginning April 6, 2022 through April 5, 2023, and that the hourly rate be increased from \$35 to \$40 per hour on July 1, 2023. Seconded by Peter Carbee. Voting: all in favor – unanimous

10. Two Updated Job Descriptions, Compensation Studies

The General Manager brought updated job descriptions for the School Zero Waste Coordinator and the Office Manager positions (currently filled) to the EB for review and approval, and requested that Gallagher and Flynn perform compensation studies for these two positions. The cost of the studies is included in the current budget. Proposed changes in compensation or pay grade as a result of the studies can then be considered with approval of the FY23 final budget.

Peter Carbee made a motion that the updated job description for the School Zero Waste Coordinator and Office Manager be approved, and that the General Manager engage with Gallagher and Flynn to conduct compensation studies for these positions with recommended changes in compensation to be considered with the FY23 final budget. Seconded by Matt Levin. Voting: all in favor – unanimous.

11. New Finance/Human Resources Position

At the April 6, 2022 Board Meeting, the Board approved the job description for a full-time Finance/Human Resources Administrator. This is a new FT position to be considered when the FY23 final budget is adopted. The General Manager provided the EB the compensation study and a detail of which staff members currently perform the work of the new position.

Bill Powell made a motion that the EB recommend that the Financial Oversight Committee recommend and that the Board of Supervisors approve the new position to be included in the FY23 final budget. Seconded by Matt Levin. Voting: all in favor – unanimous.

Convene Personnel Committee

12. General Manager's Update

The General Manager provided EB members an overview of District activity over the prior month, and short-term and long-term priorities. There are currently three open positions at the District and staff are covering all essential work to the best of their abilities.

At 7:03 pm, Chair Fred Thumm adjourned the meeting with agreement of the Committee.

A handwritten signature in black ink, appearing to read "Lisa Liotta". The signature is written in a cursive style with a large initial "L".

Respectfully submitted by Lisa Liotta