



**Executive Board Meeting
August 18, 2020**

Minutes

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

Others present by Zoom: General Manager Cathleen Gent, Planning Analyst Brenna Toman, Outreach Manager Cassandra Hemenway, Jay Labare (APEX Consulting)

1. Chair Fred Thumm called the meeting to order at 5:33 PM.
2. Agenda Revisions – None
3. Approval of July 16, 2020 EB Meeting Minutes - *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the July meeting minutes. Voting: all in favor – unanimous.*
4. Household Hazardous Waste Facility
 - a. Owner Project Management Services – Cathleen Gent and Brenna Toman described the Request for Proposals process for finding a firm to provide owner project management services, including making a recommendation to retain Apex Consulting (principal Jay Labare) from Underhill, Vermont. Jay Labare was introduced to the EB and provided information about his background and the work plan for this project. Members of the EB engaged in discussion with Jay Labare. *Motion by Bill Powell, seconded by Peter Carbee, to hire Apex Consulting for services as provided in the Apex proposal, for an amount not to exceed \$62,790. Voting: all in favor – unanimous.*
 - b. Project Budget Adjustment – Brenna Toman reviewed the budget adjusted to accommodate the client project management services. *Motion by Bill Powell, seconded by Peter Carbee, to approve the budget for the HHW facility to \$1,334,190. Voting: all in favor – unanimous.*
- Jay Labare left the meeting at this time.
5. USDA Grant: FY20 Grant Extension Request - Cathleen Gent and Cassandra Hemenway discussed the fact that, due to COVID-19, the activities and timeline for the current USDA grant have to be adjusted. Staff requested approval for an extension of the grant completion date from September 30, 2020 to March 31, 2021. This grant extension also moves additional grant funds into FY21, therefore the budget amount will be adjusted. *Motion by Lee Cattaneo, seconded by Bill Powell, to approve: 1) extension of FY20 USDA grant to March 31, 2021; 2) Revision to the FY21 budget of \$62,656 for USDA portion and \$21,446 for CVSWMD portion. Voting: all in favor – unanimous.*

Cassandra Hemenway left the meeting at this time.
6. Toyota Sienna – The three-year lease on the Toyota Sienna will expire in September. Staff presented options for a new lease, a purchase/buy-out of the lease, a new purchase, or not replacing the van at all. There was consensus among the EB that CVSWMD does need a passenger van for program purposes. However, the EB did not wish to pursue any

purchase or new lease until program activities increase after COVID-19 is less of a problem. Staff will add a new passenger van to the capital budget. *Motion by Peter Carbee, seconded by Bill Powell, to end the lease and turn in the Sienna and pursue a lease or purchase at such time that programming in the field begins up again. Voting: all in favor – unanimous.*

Brenna Toman left the meeting at this time.

7. Updates: A number of topics were discussed, including the schedule for reviewing adjustments to the FY21 budget, payroll tax suspension, doing web conferencing for Board meetings this fall, the FY20 financial audit, and potential repairs on the Montpelier facility.
8. Adjourn – *At 7:27 PM, Bill Powell made a motion to adjourn the meeting, seconded by Lee Cattaneo. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent, General Manager