



**Executive Board Meeting
December 15, 2020**

Minutes

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

Others present by Zoom: General Manager Cathleen Gent, Board member Donna Barlow Casey, Planning Analyst Brenna Toman, ARCC Outreach Manager Lisa Liotta.

1. Chair Fred Thumm called the meeting to order at 5:35 PM.
2. Agenda Revisions – The chair requested changes to the order of agenda items.
3. Approval of November 17, 2020 EB Meeting Minutes - *Motion by Peter Carbee, seconded by Bill Powell, to approve the November meeting minutes. Voting: all in favor – unanimous.*
4. ANR Draft Certification Amendments for Chittenden Solid Waste District – ANR ID Numbers: CH920-2020-21 & CH940-2020-3 - Donna Barlow Casey joined the EB for this discussion. She discussed an email communications with a contact at Vermont ANR regarding information about the CSWD glass matter. Executive Board members noted that ANR is not taking any actions on the certification amendment applications until the Vermont Attorney General concludes the legal aspects of activities related to the glass.
5. USDA Rural Utilities Services Grant Program – Cathleen Gent and Cassandra Hemenway reviewed information about a draft grant application to be submitted to USDA this month. The focus of the application is to provide outreach and education around Household Hazardous Waste to business owners, residents, and municipalities. The expected grant funding is \$100,000, with a 25% match from CVSWMD. *Motion by Lee Cattaneo, seconded by Bill Powell, to approve the USDA grant application, at \$100,000 or less. Voting: all in favor – unanimous.*
6. HHW Facility – Brenna Toman provided an update regarding the HHW facility, including an RFP for design-build services, the property search, and the budget. The EB and staff discussed advantages and disadvantages of specific parcels in terms of HHW and other facility services (e.g., ARCC). There was a general preference by EB members that all operations be co-located. Staff discussed hiring CVRPC or a private firm to do a GIS analysis to identify additional potential parcels. No formal action was needed.
7. January Board Meeting – Cathleen Gent reviewed several matters that should be brought to the Board of Supervisors before the regular February meeting. Matt Levin suggested that the January 19 Executive Board meeting be warned as a full Board meeting if those items are ready for action by the full Board in January. Cathleen Gent will send a “save the date” email to Board members for the January 19 meeting. Brenna Toman and Lisa Liotta left at this time.
8. Personnel Matters – the Executive Board convened as the Personnel Committee to discuss the organizational structure and the General Manager transition and search.

The EB reviewed the revised organizational chart (December 2020). *Motion by Lee Cattaneo, seconded by Bill Powell, to recommend adoption of the revised organizational chart. Voting: all in favor – unanimous.* The goal is to have this as an agenda topic during the special January Board meeting with a full explanation and discussion of the revised org chart with the Board.

The EB reviewed a revised job description for the Operations Manager/Assistant General Manager job description. *Motion by Matt Levin, seconded by Lee Cattaneo, to approve the Operations Manager/Assistant General Manager job description. Voting: all in favor – unanimous.*

The EB discussed the job description for the Outreach and Education Manager job description, which was last reviewed in November. *Motion by Bill Powell, seconded by Peter Carbee, to approve the Outreach and Education Manager job description. Voting: all in favor – unanimous.*

Cathleen Gent explained that she has reached out to Gallagher, Flynn & Co. – the firm that did the full staff compensation study in 2018 – to get an independent review of the grading levels of the two positions discussed above.

9. Approval for Non-Budgeted Items

The CVSWMD Financial Policies and procedures requires EB approval for non-budgeted expenses over \$1,000.

Compensation analysis for two positions – Operations Manager/Assistant General Manager and the Outreach and Education Manager. Cathleen Gent noted the cost will be less than \$1,000, but is seeking EB approval to expedite the process: *Motion by Lee Cattaneo, seconded by Bill Powell to approve a contract to analyze compensation for the two positions. Voting: all in favor – unanimous.*

New Computer – Cathleen Gent said a computer for a staff member is beginning to fail. Because we have already purchased the allotment of new computers for this year, Board approval is required. The amount will not exceed \$1,500, including installation and software. *Motion by Lee Cattaneo, seconded by Bill Powell, to approve up to \$1,500 for a new computer. Voting: all in favor – unanimous.*

10. Adjourn – *At 7:13 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