



**Executive Board Meeting
February 20, 2020
CVSWMD Office – 137 Barre Street, Montpelier VT**

Minutes

1. Chair Fred Thumm called the meeting to order at 5:30 PM; members Lee Cattaneo, Bill Powell, Matt Levin, and Peter Carbee were present, along with General Manager Cathleen Gent.
2. Agenda Revisions – No revisions were made to the agenda.
3. Approval of January 21, 2020 EB Meeting Minutes - *Motion by Lee Cattaneo, seconded by Peter Carbee, to approve the January 21 meeting minutes. No changes were offered. Voting: all in favor – unanimous.*
4. HHW Facility Project – Cathleen Gent provided an update about the HHW facility project.
 - a. Status of Grant – Cathleen Gent is finalizing the grant agreement with ANR staff members and expects that to be finalized in the next week. She is proposing some language changes to the document.
 - b. Cost Information – Cathleen Gent provided updated cost estimate information for the facility building and said there will be a conceptual site plan estimate very shortly. The project advisory line item for SWA/David Nightengale has been reduced.
 - c. Grants – The Grants Committee discussed potential outside grant options. Cathleen Gent will work with Outreach Manager Cassandra Hemenway to research and pursue such grant opportunities in the coming months.
 - d. Ad Hoc Facilities Committee – There are three Board members appointed to the committee and additional outside members will also be contacted about joining the committee. Cathleen Gent will prepare a committee description for recruitment purposes.
 - e. Business Plan – EB reviewed the draft business plan elements
 - f. RFP for services – Cathleen Gent will distribute a RFP for client project management services and for a RFQ for build-to-suit (turnkey) services.
5. Personnel Committee Matters
 - a. Exit Interview – *At 6:16 PM, Bill Powell made a motion, seconded by Peter Carbee, to enter executive session for the purpose of discussing a personnel matter because the premature general public knowledge would place both the District and the individual at substantial disadvantage. The motion included Cathleen Gent to attend the session.*
At 6:33 PM, Bill Powell offered a motion to exit executive session, seconded by Peter Carbee. The motion was approved unanimously. No action was taken.

Peter Carbee left at this time. The EB asked staff to review the charter and policy documents to determine if there is a set structure for the EB and to look at alternatives for additional Board members to be eligible for the EB.

b. Discussion – Organizational Structure – Cathleen Gent noted that CVSWMD’s bookkeeper recently retired. Cathleen brought forth ideas for considering changes to the organizational chart. The EB decided to take that topic up at a future meeting and that staff should pursue hiring a temporary bookkeeper.

c. Position for Advertising – Cathleen Gent will begin the hiring process for the vacant Planning Analyst position.

d. General Manager Evaluation – Cathleen Gent and senior staff will bring a plan for staff participation in the annual general manager evaluation this spring.

6. Board Participation Strategies – The Executive Board reviewed cost information and discussed the topic of video-conferencing which was raised at the Board of Supervisors’ February meeting. Matt Levin said that video-conferencing works best when the vast majority of meeting participants are using the video-conferencing option and not actually meeting face-to-face. When there are just a few members participating by video-conference, it can be difficult for those participants to engage successfully. The Executive Board agreed that the video-conferencing tool is not viable at this time. The Executive Board did not think the conference room at 540 N. Main in Barre is a suitable space for all the Board meetings. Staff will talk with the Chamber about whether that organization is investing in video-conferencing tools.

The EB also discussed talking with Board members who are generally missing meetings. EB members will reach out to those individuals. Cathleen Gent said that the reappointment letters to towns have enhanced language in instances where the Board members have not participated often in meetings.

7. Administrative Fee for Organics – Fred Thumm suggested that CVSWMD should consider a fee to cover District-borne costs associated with managing any programs created for the landfill ban for food scraps/organics. Cathleen Gent noted that there are also costs associated with recycling. Doing this analysis will take considerable research and will not be started at this time, due to other work priorities. Staff will bring this forward again when the analysis is set to begin.
8. Report from the General Manager – Not taken up.
9. Other Business – There was no other new or old business.
10. Adjourn – *At 7:10 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