



**Executive Board Meeting**  
**January 21, 2020**  
**CVSWMD Office – 137 Barre Street, Montpelier VT**

**Minutes**

1. Chair Fred Thumm called the meeting to order at 5:35 PM; members Lee Cattaneo, Bill Powell, Matt Levin, and Peter Carbee were present, along with General Manager Cathleen Gent. David Nightingale (Special Waste Associates) participated by phone.
2. State of Vermont HHW Infrastructure Grant – Cathleen Gent provided an update about the status of the HHW facility grant. ANR DEC has offered an award amount of \$500,000, which is less than the amount requested in CVSWMD's proposal. She provided some explanation for that, as well as particular requirements of the grant agreement. Matt Levin pointed out that the Board of Supervisors approved a total CVSWMD match of \$594,400, all of which could be applied to this project. The Executive Board requested that Cathleen Gent prepare a new budget based on the revised grant amount and CVSWMD's contribution. *Motion by Matt Levin, seconded by Lee Cattaneo, to authorize the General Manager to sign the grant agreement with ANR DEC for \$500,000. Voting: all in favor – unanimous.*

The Executive Board discussed the value of having a Facilities Committee – comprised of people both inside and outside the organization – for the HHW project. *Motion made by Peter Carbee, seconded by Lee Cattaneo, to create an ad hoc Facilities Committee. Voting: all in favor – unanimous.* Fred Thumm will appoint members to that committee. He and Lee Cattaneo are interested in serving.

Matt Levin and David Nightingale left the meeting at 6:05 PM. The Executive Board discussed the importance of communicating with member municipalities about the HHW facility. Cathleen Gent will prepare an announcement, once the grant with ANR DEC is formalized.

3. Credit Card Account with People's United Bank – Cathleen Gent explained that currently CVSWMD uses a national credit card program, which has some disadvantages. People's United Bank has a credit card program, for which full Board authorization is needed to participate. The Executive Board discussed the maximum limit they would like to see, based on the District's procurement policy. *Motion made by Lee Cattaneo, seconded by Bill Powell, to approve a card limit of \$10,000. Voting – all in favor – unanimous.* Cathleen Gent will determine whether the bank will accept the Executive Board approval. If not, she will bring the matter to the full Board.
4. Consultant for USDA RUS Grant – Cathleen Gent reviewed the memo on the topic and requested approval to move forward with retaining a web design firm for the project. Members of the Executive Board requested that they would like to have additional options, recognizing that needs to happen immediately. *Peter Carbee offered a motion, seconded by Bill Powell, that staff seek out at least one additional bidder. Voting – all in favor – unanimous.* Cathleen Gent will send the RFP to Bill Powell.

5. Approval of December 17, 2019 Meeting Minutes - *Motion by Bill Powell, seconded by Peter Carbee, to approve the December 17 meeting minutes. Voting: all in favor – unanimous.*
6. Board Retreat – Final Agenda – The Executive Board finalized the retreat agenda, which will take place on Saturday, January 25<sup>th</sup>.
7. Personnel Committee Matters
  - a. Preliminary Discussion – Organizational Structure – Cathleen Gent brought forward some thoughts about general organizational structure. She will prepare an updated organizational chart for the next meeting.
  - b. Personnel Matter - *At 6:41PM, Bill Powell made a motion to enter executive session, seconded by Peter Carbee, for the purpose of discussing a personnel matter which needs be discussed in executive session because the premature general public knowledge would place both the District and the employee at substantial disadvantage. The motion included Cathleen Gent to attend the session.*  
*At 6:49 PM, Lee Cattaneo offered a motion to exit executive session, seconded by Bill Powell. The motion was approved unanimously. No action was taken.*
8. Report from the General Manager
  - a. Cathleen Gent brought to the Executive Board’s attention a letter (not distributed) from the Northeast Kingdom Solid Waste District (NEKWMD) Board addressed to the Vermont Solid Waste District Managers’ Association regarding a matter related to a specific solid waste district. The letter “copies” all Solid Waste District board members across Vermont. Cathleen Gent said the Vermont Attorney General’s office is issuing a ruling soon about the matter regarding specific solid waste district in question and said it is premature to bring any communications to the full Board. The Executive Board agreed and took no action.
  - b. Update – Computer Server Replacement Project and Backup – Cathleen Gent reported that the project is well underway and will be completed by tomorrow. However, the network drive backup will continue to be done manually at the office.
9. Proposed Updates RE: Personnel Policy – The Executive Board reviewed changes proposed by Lee Cattaneo. *Motion by Bill Powell, seconded by Lee Cattaneo, to endorse the revised personnel policy for Board review, following staff’s review of the VLCT template related to marijuana and legal counsel’s review. Voting: all in favor – unanimous.*
10. Other Business – Cathleen Gent requested that the Executive Board change the date of the regular February meeting because she is not available. She will send out a poll with potential dates.
11. Adjourn – *At 7:15 PM, Peter Carbee made a motion to adjourn the meeting, seconded by Bill Powell. Voting: unanimous in favor of adjournment.*



Respectfully submitted by Cathleen Gent, General Manager