



**Executive Board Meeting  
July 16, 2020**

**Minutes**

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

Others present by Zoom: Tom Telling (Telling and Hillman PC), Treasurer Kathie Felch, General Manager Cathleen Gent, Outreach Manager Cassandra Hemenway, ECO AmeriCorps Member Dora Chi, and Planning Analyst Brenna Toman

1. Chair Fred Thumm called the meeting to order at 5:40 PM.
2. FY19 Audit Results – Tom Telling of Telling and Hillman, PC presented the results of the FY19 financial audit. Questions from the committee and discussion followed. *Motion by Bill Powell, seconded by Peter Carbee, to accept the FY19 financial audit report. Voting: all in favor – unanimous.*

Tom Telling and Kathie Felch left the meeting at this time.

3. Approval of May 19, 2020 EB Meeting Minutes - *Motion by Bill Powell, seconded by Peter Carbee, to approve the May meeting minutes. Voting: all in favor – unanimous.*
4. Presentation – Year In Review – ECO AmeriCorp Member Dora Chi presented information about her experience as an ECO AmeriCorps member with CVSWMD for the past year, covering outreach, special projects, social media work, and experience highlights. Questions and discussion followed.

Dora Chi left the meeting at this time.

5. USDA Grant: New FY21 Grant Award – Lee Cattaneo joined the meeting at this time. Cathleen Gent and Cassandra Hemenway discussed the USDA Grant Award for FY21. The focus of the grant is to provide technical assistance with recycling and food scrap management to property managers and landlords in Barre. The grant begins in October 2020 and ends in September 2021. The grant award amount is \$95,000, which is slightly less than the requested amount. CVSWMD will have a match of just over \$17,000. The EB reviewed the budget. *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the acceptance of this upcoming USDA grant award. Voting: all in favor – unanimous.*

Cassandra Hemenway left the meeting at this time.

6. Special Collections Program: Large Volume Collection for Public Institutions – Brenna Toman reviewed the past usage and volumes of materials collected through this program which serves public schools and libraries in the District, primarily through pick-up services for certain materials. Participation rates, volumes, and direct costs have grown in each of the past two years. Staff are recommending changes to the program with higher fees per round-trip and fees charged for materials as laid out in Board-approved price lists. *Motion by Matt Levin, seconded by Bill Powell, to approve the revised 'Large Volume Collections for Public Institutions' section of the FY21 Special Collections Program Plan. Voting: all in favor – unanimous.*

7. HHW Facility Update – Cathleen Gent and Brenna Toman provided an update on work related to the HHW facility project, including progress made by the Facilities Committee, a new Request for Proposals going out soon for turnkey/design-build proposals, and consulting services. *Motion by Bill Powell, seconded by Matt Levin, to retain SWA for specialized HHW consulting services in an amount not to exceed \$32,400. Voting: all in favor – unanimous.*
8. COVID-19 Topics – Cathleen Gent provided a general update about programming and operations and state funding set aside funds in the amount of \$200,000 for Vermont solid waste districts to cover direct COVID-19 expenses. The timing for applications for funding has not been announced yet.

*Adjourn – At 6:55 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