



Executive Board Meeting
March 17, 2020
CVSWMD Office – 137 Barre Street, Montpelier VT

Minutes

1. Chair Fred Thumm called the meeting to order at 5:30 PM; Peter Carbee was present and Lee Cattaneo, Bill Powell, Matt Levin participated by phone. General Manager Cathleen Gent was also present on location.
2. Agenda Revisions – No revisions were made to the agenda.
3. Approval of February 20, 2020 EB Meeting Minutes - *Motion by Lee Cattaneo, seconded by Peter Carbee, to approve the February meeting minutes. One slight change was offered. Voting for the amended version: all in favor – unanimous (roll call vote taken).*
4. HHW Facility Project – Cathleen Gent provided an update about the HHW facility project. She indicated the grant agreement with ANR is still pending. There was a discussion about finances, retaining a client project manager, and other details.
5. Executive Board Job Description – The EB reviewed the draft document provided by the General Manager. All agreed that additional work needs to be done in terms of developing a clear picture of the EB work, who should be on the EB, and membership/structure considerations. In addition, members agreed that the project is not a priority at this time. Cathleen Gent and Matt Levin will work on a draft EB job description in advance of the September EB meeting.
6. Planning for Pandemic: Continuity of Operations Plan and Changes to Personnel Policy – Cathleen Gent briefly reviewed possible changes to the Personnel Policy and discussed the current office and ARCC closures to the public, due to the COVID-19 pandemic. Most staff are working remotely or are working a staggered schedule (at the ARCC). She said that other changes may take place. The Executive Board discussed options to support staff in light of financial considerations and the unexpected demands on staff in terms of work and personal obligations. *Peter Carbee made a motion, seconded by Bill Powell, to continue to pay staff who are either working or whose work schedule is disrupted by COVID-19 for the pay periods ending March 20 and April 3. Voting: all in favor – unanimous (roll call vote taken).* This will not apply to anyone taking a vacation or needing unrelated sick time, etc. Cathleen Gent and Matt Levin reviewed the current status of changes to the open meeting law related to COVID-19. The EB decided not to make any changes to the Personnel Policy at this time and will revisit additional actions needed in the coming weeks.
7. Readiness for Food Scrap Landfill Ban – Letter from Board of Supervisors – The EB reviewed the draft letter provided by Cathleen Gent. *Matt Levin offered a motion, seconded by Lee Cattaneo—to authorize the General Manger to send the letter in consultation with our VSWMDA legislative liaison. Voting: all in favor – unanimous (roll call vote taken).*

8. General Manager Annual Review Process – The Executive Board reviewed the materials provided by Cathleen Gent. The Executive Board reviewed the form that staff will use to provide feedback about the general manager and discussed the overall process. Peter Carbee noted that the evaluation for the General Manager is usually done just before considering the renewal of the contract for services.
9. Other Business
 - a. Municipal Appointments to Board of Supervisors – Chair Fred Thumm will reach out to two Board members who have not been attending Board meetings to discuss whether the individuals wish to remain on the Board.
 - b. Planning Analyst Hiring Process – Cathleen Gent said that the position grade must be revised for the Planning Analyst position, per the current responsibilities for the position. *Matt Levin made a motion, seconded by Peter Carbee, that the General Manager set the position as either a grade 7 or grade 8. Voting: all in favor – unanimous (roll call vote taken).*
10. Adjourn – *At 7:01 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