



**Executive Board Meeting
November 17, 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

1. Chair Fred Thumm called the meeting to order at 5:33 PM.
2. Agenda Revisions – The chair requested changes to the order of agenda items.
3. Approval of October 20, 2020 EB Meeting Minutes - *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the October 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. Cathleen Gent noted that a letter from Board Chair Fred Thumm was submitted to ANR after the November Board meeting as part of the public comment period for the applications and that ANR has not responded to that letter. Donna Barlow Casey said that she is available and interested to participate in addressing this matter within the Board. The Executive Board unanimously endorsed the idea of Chair Fred Thumm and Board member Donna Barlow Casey jointly research the background for the CSWD glass matter, with first meeting with a contact at ANR to discuss the CSWD applications and notice of violation regarding the handling of glass. Donna Barlow Casey will reach out to that person. She left the meeting at this time.
5. HHW Facility – Brenna Toman provided an update regarding the HHW facility, including an RFP for design-build services, the property search, and the budget. No formal action was needed. Brenna Toman left the meeting at this time.
6. Personnel Matters – the Executive Board convened as the Personnel Committee to discuss the General Manager evaluation, organizational structure and the general manager transition and search. *At 6:15 PM, Matt Levin made a motion to enter executive session for the purpose of discussing contracts and personnel matters for which premature general public knowledge would clearly place the public body or person(s) involved at a substantial disadvantage. Seconded by Bill Powell and the Personnel Committee entered executive session. At 6:55 PM, Bill Powell made a motion to exit executive session, seconded by Lee Cattaneo.*
Motion by Lee Cattaneo, seconded by Matt Levin, for staff to place an ad for up to \$400 in a national publication to advertise the General Manager position. Voting: all in favor-unanimous. Peter Carbee pointed out that the ad is in addition to all the other ads being placed for the position.
7. Other Personnel Matters

The EB discussed flexible spending accounts for staff. Since this would not take effect until January 2022, the Executive Board requested staff to add the small set up fee and monthly charges to the FY22 budget. There was also discussion about requiring staff who sign up for the benefit to pay for those charges, since they will receive a tax benefit. The EB would like to discuss this again before a final decision is made and the FY22 final budget prepared in the spring.

The EB discussed the COVID-19 Policy Regarding Requests for Vacation to Travel Outside Vermont and decided not to establish such a policy. Rather, the EB requested that the General Manager continue to communicate to staff that travel both in and out of Vermont is strongly discouraged during the holidays.

12. Adjourn – *At 7:30 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