



**Executive Board Meeting
October 20, 2020**

Minutes

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

Others present by Zoom: General Manager Cathleen Gent, Planning Analyst Brenna Toman

1. Chair Fred Thumm called the meeting to order at 5:36 PM.
2. Agenda Revisions – None
3. Personnel Matters – *At 5:36 PM, Lee Cattaneo made a motion, seconded by Matt Levin, to convene as the Personnel Committee and to go into 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 involved at a substantial disadvantage. Cathleen Gent was invited to the session. Voting: all in favor – unanimous.*

At 6:44 PM, Bill Powell made a motion, seconded by Lee Cattaneo, to exit executive session. Voting: all in favor – unanimous.

Motion offered by Bill Powell, seconded by Lee Cattaneo to extend the contract for General Manager Cathleen Gent to March 31, 2021. Voting: all in favor – unanimous.

Motion offered by Matt Levin, seconded by Bill Powell, to revise the compensation schedule for the General Manager to add a maximum salary for the Grade 10 position, such that the minimum is \$62,000 and the maximum is \$82,000. Gent noted that the maximum level was recommended by the firm that conducted the compensation study in 2018. Voting: all in favor – unanimous.

The Executive Board reviewed Cathleen Gent's memo regarding adding Flexible Spending Accounts as a personnel benefit. The Executive Board requested that staff bring this matter to the Financial Oversight Committee regarding possible financial impacts and then return to the Executive Board for policy discussion.

4. Approval of September 15, 2020 EB Meeting Minutes - *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the September meeting minutes. Voting: all in favor – unanimous.*
5. HHW Facility Update – Brenna Toman joined the meeting at this time. She reviewed the memo regarding the Design-build RFP and other matters, noting that three proposals for civil engineering services have been received. Staff and project consultants are evaluating the proposals, with the goal of getting input from the Facilities Committee and then bringing a recommendation to the Board of Supervisors for the November 4th meeting. The Executive Board briefly discussed property locations and offered comment on the design-build RFP outline.
6. Town of Calais Request to CVSWMD to Participate in ANR Draft Certification public Information Meeting for Chittenden Solid Waste District – The Executive Board

discussed the information meeting scheduled for October 29th and two members agreed to attend to learn more about the certification amendments.

7. Adjourn – *At 7:15 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