



**Executive Board Meeting  
September 15, 2020**

**Minutes**

Members present by Zoom: Fred Thumm, Lee Cattaneo, Peter Carbee, 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 5:33 PM.
2. Agenda Revisions – None
3. Approval of August 18, 2020 EB Meeting Minutes - *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the August meeting minutes. Voting: all in favor – unanimous.*
4. Revised 2020 SWIP Submission

Brenna Toman reviewed the Vermont Agency of Natural Resources' set of requested changes to the CVSWMD draft 2020 SWIP, which was advanced by the Board of Supervisor at the June meeting. The ANR-requested changes involve primarily small additions, commitments, and clarifications. The Executive Board discussed one change, regarding H2, Collection of Landfill-Banned and Dangerous Materials. Brenna Toman explained that the ARCC is not open on all weekends, just one Saturday a month. ANR's standard is that outlets be in place at least four hours on a weekday and a weekend day. Staff reviewed the additional language referring to outlets for the landfill-banned and dangerous materials. The Executive Board requested that staff add language that CVSWMD will ensure that both week day and weekend collection options are available through private and municipal partners. In addition, CVSWMD will post a list on our web site and at the ARCC of the other collection options. One additional minor change was made by the EB. *Motion by Lee Cattaneo, seconded by Matt Levin, to approve the changes to the 2020 SWIP, Performance Standards, for submittal to ANR by October 1<sup>st</sup>. Voting: all in favor – unanimous.*

5. HHW Facility – Brenna Toman provided an update regarding the HHW facility. The Executive Board discussed the upcoming Request for Proposals for Civil Engineering Services, to be used throughout the project, beginning with the assessment of properties and development of formal site plans for permitting. *Motion by Lee Cattaneo, seconded by Bill Powell to authorize issuing a Request for Proposals for civil engineering services. Voting: all in favor – unanimous.*
6. Shingles Collection – Brenna Toman and Cathleen Gent discussed the requirement for shingles collection in ANR's 2020 SWIP Performance Standards. There is only one shingles recycling outlet in Vermont, at Myers in Colchester. Cathleen Gent has received pricing for that. If CVSWMD has a facility property, it is possible that we can offer shingles recycling collection there. If not, we will need to partner with a local transfer station.

7. Recap of Hauler Meeting – Brenna Toman and Cathleen Gent discussed the August 31<sup>st</sup> hauler meeting, which took place in Berlin (in person).
8. Standard Terms for Programming Expenses and Income – Lee Cattaneo reviewed his interest in standardizing terms to apply neutral terms for all programs – whether enterprise or administrative, which are easily understood by both staff and the Board. Terms such as “deficit” or “subsidy” will be avoided. Matt Levin pointed out the terms should be consistent, accurate, and uniform. Several EB members suggested ‘program income” and “program expenses” may be good options. Staff will begin using those terms in program plans and other communications.

Brenna Toman left the meeting at this time.

9. FY22 Preliminary Budget – Cathleen Gent provided an introduction to the FY22 Preliminary Budget. The Financial Oversight Committee will also review the draft, which will then be presented to the full Board of Supervisors at the October 7<sup>th</sup> meeting. Peter Carbee said that having program-based budgets will help to assess programs throughout each year. During FY22, those types of budgets will be developed ahead of FY23. The Executive Board discussed the Personnel line item and provided guidance for programmatic focus in FY22.
10. Personnel Matters – The Executive Board took up the following items as the Personnel Committee:
  - a. Bookkeeper Position – Cathleen Gent reported that a search of a bookkeeper has taken place since early July. The process for hiring is dictated in the personal policy, and the minimum hourly compensation rate may be too low to find a suitable experienced candidate. *Motion by Peter Carbee, seconded by Lee Cattaneo, to authorize the general manager to hire above the minimum salary for the bookkeeper position, and may hire up to the maximum rate of \$19 per hour. Voting: all in favor – unanimous.* Matt Levin suggested, and all agreed, that staff should look at the job description, duties and job classification in the coming months.
  - b. Future Staffing – this topic will be taken up at the next Executive Board meeting.
12. Adjourn – *At 7:10 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