



**Executive Board Meeting
April 20, 2021**

Minutes

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

Others present by Zoom: staff members Lisa Liotta (General Manager) and Brenna Toman

1. Chair Fred Thumm called the meeting to order at 5:37 PM.
2. Approval of Meeting Minutes: March 16 and special meeting March 31- *Motion to approve by Lee Cattaneo, seconded by Bill Powell. Voting: all in favor– unanimous.*
3. HHW Facility Update – Brenna Toman reported that ANR has awarded a total of \$156,000 for additional funding for the HHW facility: \$100,000 for facility construction (with a 40%, or \$66,667 match) and \$56,100 for a new box truck (with a 40%, or \$37,400 match). Staff are also preparing an application for the Northern Borders Regional Commission (NBRC) grant (due May 14), which will come to the full board in May. If the NBRC grant is received, it would close or further reduce the funding gap for the HHW facility.

- a. *Motion by Bill Powell, seconded by Lee Cattaneo, to recommend that the BOS approve staff submitting an application for the Northern Borders Regional Commission grant to close or further reduce the funding gap for the HHW facility. Voting all in favor – unanimous.*

Per the ANR grant agreement, at least two bids are required through an RFP process to purchase a new box truck. The lead time may be several months out due to availability of computer chips, and actual purchase may occur in FY22. Currently, there is \$60,000 in the capital budget for a new box truck which will carry over into FY22. Executive Board members discussed a larger (12-pallet capacity) truck, its gross weight, and whether a CDL licensed driver would be required if the truck exceeds 26,000#. Liotta confirmed that per prior quotes received and conversations with dealers, the weight and size will not require a CDL operator.

At ~5:44 PM, Peter Carbee left the meeting.

- b. *Motion by Bill Powell, seconded by Lee Cattaneo, to recommend that the Board of Supervisors accept the ANR Materials Management Grant in the amount of \$156,100 with a match of \$104,067 and that staff prepare to issue an RFP for a 12-pallet capacity box truck that does not require a CDL licensed operator. Discussion: Fred Thumm suggested that if a hybrid vehicle with the same capacity is available, and if the price point is the same. that it be considered.*

Bill Powell moved to amend the motion: to recommend that the Board of Supervisors accept the ANR Materials Management Grant in the amount of \$156,100 with a match of \$104,067 and that staff prepare to issue an RFP for a 12-pallet capacity box truck that

does not require a CDL licensed operator, with consideration given to a hybrid vehicle - if one is available at the same price point. Motion seconded by Fred Thumm - amendment approved. Voting: all in favor – Fred Thumm, Lee Cattaneo, Matt Levin, Bill Powell (Peter Carbee absent from Zoom).

At 5:46 PM, Peter Carbee rejoined the meeting.

Toman updated the EB on the recent Barre Town Selectboard meeting that she attended with Fred Thumm and Lisa Liotta to discuss the HHW facility and future development plans for the 9.7-acre parcel of land being considered for purchase and sale in the Wilson Industrial Park.

4. Conferences/Meetings, Line Item in Budget for Staff Training – Several staff members have recently been promoted or have changed positions of employment within the district. Staff recommend that additional training and professional development opportunities be made available to staff to foster their success. The Executive Board discussed how important it is that staff taking on new roles and responsibilities are given the time and support they need to succeed, and that they are supported by increases to this line item in the budget in FY21 and FY22,
 - a. *Lee Cattaneo made a motion, seconded by Peter Carbee to recommend to the Board that line item #6120 Conferences and Meetings increase by \$2,850 in the FY21 budget to further the immediate professional development of staff. Voting: all in favor – unanimous.*

5. Vacation Accrual for Outgoing GM

At 5:59 PM, Bill Powell made a motion to convene at the Personnel Committee and to enter executive session as the Personnel Committee for the purpose of conducting personnel business to discuss an administrative question and that premature general public knowledge would clearly place the public body or person(s) involved at a substantial disadvantage. The motion included Brenna Toman and Lisa Liotta as being present. Seconded by Lee Cattaneo, approved unanimously. The Personnel Committee convened and entered executive session.

At 6:08 PM, Bill Powell made a motion to leave executive session and reconvene as the Executive Board, seconded by Lee Cattaneo, and approved unanimously.

The Executive Board took the following actions:

- a. *Motion by Bill Powell, seconded by Matt Levin, that the Cathleen Gent's existing contract be amended to include an additional two weeks (80 hours) of billable hours for time worked. Voting: all in favor – unanimous.*

6. Sick Bank – GM Lisa Liotta reviewed the memo which discusses how CVSWMD's sick bank has been used and managed over prior years. With Cathleen Gent's donation of 320 hours upon her termination in April, the bank has a substantial number of hours. Hours that are in the sick bank are not currently accounted for on the balance sheet as a liability. Staff will consult with CPA Robert Pace and Treasurer Erin McCullough to account for sick bank hours and consider if they should be carried on the balance sheet as a long-term (or noncurrent) liability. No action was taken.

8. Updates to the Personnel Policy – On March 31st at a special meeting of the EB, Personnel Policy revisions were reviewed and the EB requested specific sections be further reviewed by staff and brought back. Staff completed their review and brought the following sections, along with a few additional items from staff for consideration.

a. Dress Code – following the March 31st meeting, all district staff reviewed dress code language at a staff meeting, and suggested that, “dress should be appropriate to the work context” be included. The EB agreed.

b. Section 35, Telecommuting – The language in the Policy was revised to include community leave as an allowed period of time when an employee may telecommute (with GM approval), and to add that employees shall include their hours and schedule in telecommute requests. Subsection (b) expands situations when the office must be closed to include unexpected public emergencies. Conditions for telecommuting expanded to include section (c): Employees shall work their regular daily schedule; time taken for personal business will be counted as break times; [employees] shall take breaks in accordance with Section 32. Breaks; and, if requested [employees] shall document work space set up. The EB agreed.

c. Section 41, Outside Employment –was revised to clarify that outside work shall not interfere with an employee’s regular schedule. The General Manager shall determine if secondary employment creates a conflict of interest (in addition to performance of duties). The EB agreed with the revisions.

d. Section 61, Sick Bank -the language was expanded to include family leave extenuating circumstances as a qualifying reason to draw from the Sick Bank. Language was added that the GM shall report to the EB annually regarding total donations and requests. The EB discussed if the EB should be notified when the sick bank is used, but instead agreed that the GM shall keep the EB apprised when donations or withdrawals occur, and to report annually the total donations and requests.

e. Section 16, Prohibition of Discrimination, Harassment, and Other Unlawful Behavior – the language was expanded to include “bullying”, and a definition of bullying that included “District representatives” as possible parties to the bullying. The EB discussed who “District representatives” may be and agreed that it includes anyone who is not a board member, e.g.: an ad hoc committee member who is not a board member.

The location of where harassment may occur was expanded to include “outside the” work environment. The EB inquired as to the legality if it occurs outside of work hours and the workplace and asked that legal counsel specifically review this part of this section. The EB asked that staff look to VLCT and the State of Vermont’s employee policy for sample language.

f. Section 53, Leave Records -language was updated to include that sick leave status shall also be provided to employees with each paycheck (previously on a monthly basis). The EB agreed that the General Manager shall review the record if an employee presents evidence of errors.

g. Section 63, Adverse Weather Conditions – this section was expanded to also include Public Health Emergencies. The EB agreed that staff shall contact their supervisor instead of the Office Manager if they elect not to come to work for adverse weather conditions or public health emergencies, and that notification must occur within 1 hour of the time duty is to begin.

The EB discussed under Facility/Office/Hauling Route Closed/Cancelled, the sentence, “For a prolonged health emergency, the Board of Supervisors will advise”. The EB seeks further clarification here on *what* specifically the BOS shall advise and depending on the specific topic to be advised upon if the BOS (or the EB acting as Personnel Committee) are the appropriate body or committee to advise. The EB requested staff further clarify this language.

The EB also sought clarification of what length of time would constitute ‘prolonged’, and agreed with staff that, ‘longer than 48 hours’ is acceptable for a public health emergency.

h. Section 70, Community Service Leave – in this section, the Personnel Policy shall direct to administrative policy 1202 – release for community service. The EB agreed.

a. *Motion by Matt Levin, seconded by Bill Powell, that the EB authorize staff to take the version of the personnel policy as edited in this meeting to legal counsel for review and to return it to the EB with a report or annotation from legal for further consideration.*

Voting: all in favor – unanimous.

12. Adjourn – *At 6:51 PM, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Lisa Liotta