



**Executive Board (EB) Meeting  
June 21, 2022, 6:30 PM**

**Minutes**

**1. Call to Order:** Chair Fred Thumm called the meeting to order at 6:35 PM with a quorum of the Executive Board present.

Members present by Zoom: Fred Thumm, Lee Cattaneo, Bill Powell, Peter Carbee, Donna Barlow-Casey, Jon Jewett.

Others present by Zoom: Lisa Liotta (General Manager, GM). Treasurer Erin McCullough

**2. Agenda Revisions:**

**4. Approval of Executive Board Meeting Minutes:** May 25, 2022 Special Meeting

*Motion to approve by Lee Cattaneo, seconded by Jon Jewett to approve the minutes as presented; the EB voted unanimously to approve the minutes.*

**5. Staffing Update:** Currently there are three open positions and the District is at a 76% staffing level overall; operations (HHW and the ARCC combined) are operating at a 58% level. The GM has advertised the positions widely and in several venues with few applications to date. All staff are assisting programs other than their own to ensure the essential work of the District is done.

**6. General Manager's Update:** The GM provided an overview of the memo in the packet and highlighted essential work to be accomplished in the next thirty days.

**6. Treasurer's Vacation:** The Finance/HR position has not been filled and Bookkeeper's work is being performed by the Treasurer and GM. In anticipation of the Treasurer's vacation from July 16 to August 6, the GM and Treasurer have prepared a Vacation Plan, outlined in the memo included in the packet. The GM requested that the Executive Board consider how and when a designated staff member may use the signature stamp of signatory on the District's checking account when they are not available, as that is expected to occur during the Treasurer's vacation.

*Lee Cattaneo made a motion that with written authorization from a signatory on the District's checking account that specifies which checks and the amounts that a designated staff member who is not available to sign the checks may use the signatory's stamp to endorse the specific check(s), seconded by Bill Powell. Voting: all in favor – unanimous.*

*Bill Powell made a motion that the Executive Board approve the Treasurer's Vacation Plan and coordinating with other tasks that are needed to perform necessary financial processes and procedures, seconded by Lee Cattaneo. Voting: all in favor – unanimous.*

**7. Executive Board, FY23 Work Items:** The General Manager provided an update for new and current EB members primarily of the policy work that has been underway and will carry forward into FY23. The purpose of the memo is to ensure that these items are noted by the EB to be taken up as soon as staff time allows as there are currently several open positions.

**8. HHW Facility Update:** The GM provided an update to the EB about two potential sites that are being assessed and considered for siting of the new HHW Facility with staff and the District's contracted consultants. Both properties have structures on them which could be

modified for material and supply storage, on-site offices, restrooms (including emergency shower and eye-wash stations) and other site development. Staff are beginning to prepare budgets for site development which may need to include water lines for sprinkler systems and are talking with the landowners. Staff will bring information to the ad hoc Facilities Committee as soon as information is ready to present. Staff have also met with Vermont Agency of Natural Resources staff concerning the infrastructure grant and are keeping the Agency apprised of the District's progress.

**9. Other Old or New Business: None**

*At 6:35 pm, Chair Fred Thumm adjourned the meeting with agreement of the Committee.*

A handwritten signature in cursive script, appearing to read "Lisa Liotta".

Respectfully submitted by Lisa Liotta