



**Executive Board Meeting
May 18, 2021**

Minutes

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

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

1. Vice Chair Lee Cattaneo called the meeting to order at 5:33 PM.
2. Approval of Meeting Minutes: April 20, 2021 –
 - a. *Motion to approve by Bill Powell, seconded by Peter Carbee. Voting: all in favor– unanimous.*
3. Organizational Meeting – establish date and time of regular meeting of the Executive Board
 - a. *Motion by Bill Powell to establish the third Tuesday of every month at 5:30pm as the date and time of the regular meeting of the Executive Board with special meetings as may be needed, seconded by Matt Levin. Voting: all in favor – unanimous.*

Chair Fred Thumm joined the meeting at 5:40pm.

4. Covid-19 – Plan for Reopening Office -

General Manager Lisa Liotta discussed lifting of Covid-19 restrictions by the CDC and Vermont Department of Health. District protocols are being evaluated with new guidance as it is released and will be updated based on guidelines.

Staff plan to open the district office on June 21 with pre-pandemic public hours of 8:00am – 4:00pm, M-F. Doors will remain closed, but public appointments will no longer be required. Compost equipment will continue be sold from the ARCC by pre-arrangement.

The EB asked that the Board be kept apprised of the district's Covid-19 protocol changes.

Staff Telecommuting up to One Day per Week -

General Manager Lisa Liotta noted that administrative staff have worked mostly remote since March 2020, and ARCC staff have worked remote to participate in occasional online meetings and trainings. Staff request that when the district's office opens June 21, that with the General Manager's approval, telecommuting be allowed for administrative staff up to one day per week to allow for focus time on projects and to reduce congestion areas in the office.

The Personnel Policy (currently under review by legal counsel) does not specify these as reasons for telecommuting and would need this to be added if approved.

- a. *Bill Powell made a motion to approve staff's recommendation to the Board of Supervisors to open the district office on June 21st with Covid-19 protocols in*

place based on guidance by the CDC/Vermont Department of Health. seconded by Matt Levin, Voting in favor – unanimous.

- b. Bill Powell made a motion to approve staff telecommuting up to one day per week with pre-approval of the General Manager, seconded by Matt Levin, Voting in favor – unanimous.*

5. Approval for QuickBooks Software Purchase –

The current, three-year subscription of QuickBooks expires on May 31. Staff have reviewed different QuickBooks versions and have determined that the one-year Premier edition priced at \$1,750 per year will best meet the district’s needs (and is the best value). Payroll services are processed by a separate \$500/year module which can be discontinued independently of the Premier edition.

- a. Bill Powell made a motion to accept staff’s recommendation to purchase QuickBooks Premier at a cost of \$1750 per year and to defer the decision on moving to an outside payroll service until more information is available, seconded by Lee Cattaneo. Voting: all in favor – unanimous.*

6. Board Authorization for EB Approvals, Summer –

Staff will bring a proposal to the Board of Supervisor’s June meeting to request authorization for the EB to review and take action on specific items during the summer months, and to warn the EB meeting(s) as Special Meetings of both the Board and the Executive Board and invite Board members to attend.

- 7. Lisa Liotta updated the EB on work priorities, staffing, work with consultant Cathleen Gent, current district activity and future projects.

- 6. Adjourn – *At 6:14 PM, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Lisa Liotta