



**Executive Board (EB) Meeting – SPECIAL meeting
May 25, 2022, 6:30 PM**

Minutes

1. Call to Order: Chair Fred Thumm called the meeting to order at 6:37 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)

2. Agenda Revisions:

Lisa Liotta requested that a discussion of carrying over funding from line item #6242 Emergency Municipal Grants in FY22's Operating Budget to FY23's Operating Budget be included in the discussion for agenda item #9: Revised FY23 Final and Capital Budget.

Lisa Liotta requested that in the Request for Board Authorizations, agenda item #11, that the Board also consider granting the EB authorization to approve CVSWMD grant awards during the summer months. At least one grant application is expected by the end of June.

Fred Thumm requested that agenda item #8 General Manager Appointment and Contract FY23 be moved to #9, and that agenda item #9 FY23 Staff Compensation Schedule be moved to #8.

3. Welcome new members: Chair Fred Thumm welcomed new members Donna Barlow Casey and Jon Jewett to the Executive Board.

4. Approval of Executive Board Meeting Minutes: April 20, 2022 –

Motion to approve by Bill Powell, seconded by Peter Carbee to approve the minutes as presented. Discussion: Peter Carbee noted that item #10 was seconded by Matt Levin; with the revision noted and made, the EB voted unanimously to approve the minutes.

5. Annual Organizational Meeting, Establish Day and Time:

Lee Cattaneo made a motion to establish the regular meeting of CVSWMD's Executive Board as the third Tuesday of each month at 5:30 pm, seconded by Bill Powell. Voting: all in favor – unanimous.

6. HHW Infrastructure Grant, New Box Truck: CVSWMD has total funding of \$108,100 available for the purchase of a new box truck (\$56,100 from an ANR Infrastructure grant, and \$52,000 in Board approved funding). In response to an RFP, the original bid price has been negotiated down to \$111,629 which is \$3,529 more than approved funding. The General Manager requests that the Capital Budget for FY23 be increased \$4,000 to cover the additional expense. Allegiance Trucks has in addition offered \$10,500 trade in for the current box truck, which will be in the Final FY23 Operating Budget under Sale of Depreciated Equipment.

EB Members discussed the specifications provided for the new box truck by Allegiance Trucks, and noted that it was unclear what the GVRW was to be; 25,999 lbs is the limit above which a driver with a CDL license is required. The General Manager provided that the specifications in

the RFP stated that the limit is to be 25,999 lbs or fewer. The EB requested that the GM reach out to Allegiance Trucks and obtain a guarantee that the GVWR of the vehicle will be at or less than 25,999 lbs so that a CDL driver is not required to operate the vehicle.

- The Financial Oversight Committee reviewed the requested increase to the Capital Budget, decommissioning and trade in of the current truck, and bid acceptance at their May 24 meeting and recommended approval.

Peter Carbee made a motion that the FOC recommend that the Board of Supervisors increase the FY23 Final Capital Budget for a new box truck by \$4,000 for the purchase of a new box truck, seconded by John Jewett. Voting: all in favor – unanimous.

Peter Carbee made a motion to recommend to the Board of Supervisors that the current box truck be decommissioned and traded-in for \$10,500 with the amount included in the FY23 Final Operating Budget as Sale of Depreciated Equipment, seconded by Donna Barlow Casey. Voting: all in favor – unanimous.

Peter Carbee made a motion to recommend that the Board of Supervisors approve the purchase of the new box truck as specified in the bid provided to Allegiance Trucks, provided that the GVWR does not exceed 25,999#. The motion was seconded by Bill Powell – voting in favor: unanimous.

At 7:08 PM, Lee Cattaneo made a motion to convene the Personnel Committee and enter Exexutive Session for the purpose of discussing personnel issues that premature general knowledge would place the person or this body at a disadvantage per 1.V.S.A. §313 (a)(3). The EB left executive session at 7:14 PM.

After leaving Executive Session, the EB took the following actions (#8,9 and 10)

7. Compensation Review, Office Manager, School Zero Waste Coordinator:

Bill Powell made a motion that the Personnel Committee of the Executive Board approve a pay grade change for the School Zero Waste Coordinator and Office Manager positions from Grade 6 to Grade 7 effective July 1, 2022, seconded by Jon Jewett. Voting: all in favor – unanimous

8. FY23 Staff Compensation Schedule:

Bill Powell made a motion to recommend that the Board of Supervisors approve the FY23 Staff Compensation Schedule as presented, seconded by Donna Barlow Casey. Voting: all in favor – unanimous

9. General Manager Appointment and Contract:

Peter Carbee made a motion that the Executive Board recommend that the Board of Supervisors reappoint Lisa Liotta to the General Manager position for the one-year period July 1, 2022 to June 30, 2023 and approve the negotiated contract as presented. Motion seconded by Jon Jewett. Voting: all in favor – unanimous

10. FY23 Final and Capital Budgets: Lisa Liotta brought information to the EB regarding a pending application for an Emergency Municipal Solid Waste Response (EMSWR) Program Grant that was reviewed at the May 23 meeting of the Grants Committee. The applicant is requested to re-submit an application, which will be re-reviewed at the June 27 Grants Committee Meeting. Although it is not customary to transfer grant funds from one fiscal year to

the next, the Grants Committee requests a one-time rollover of \$2,000 from the EMSWR grant fund, line item #6242 from FY22 to FY23 – increasing the FY23 line item from \$2,000 to \$4,000 in the Final FY23 Operating Budget. At the FOC meeting, *Fred Thumm made a motion that the FOC recommend to the Board of Supervisors that line item #6242 be increased by \$2,000 in the Final FY23 Operating Budget to accommodate a one-time only pending grant application, seconded by Bill Powell – voting in favor: unanimous.*

Peter Carbee made a motion that the EB recommend to the Board of Supervisors that line item #6242 be increased by \$2,000 in the Final FY23 Operating Budget as a one-time rollover from one fiscal year to the next, to accommodate a one-time only pending grant application, seconded by Bill Powell – voting in favor: unanimous.

The General Manager provided an overview of the FY23 Final Capital Plan and FY23 Final Operating Budget, and reviewed both final budgets with changes proposed since the Preliminary Final Operating Budget and Capital Plan were approved by the Board in November, 2021.

At their April 20 and May 24 meeting, the Financial Oversight Committee reviewed the proposed changes, and *Fred Thumm made a motion that the FOC recommend Board approval of the revised FY23 Capital Plan and Final FY23 Operating Budget as presented with a \$2,000 increase to line item #6242 Emergency Municipal Response Grants, seconded by Bill Powell. - voting in favor: unanimous.*

Bill Powell made a motion that the EB recommend Board approval of the revised FY23 Capital Plan, and Final FY23 Operating Budget as presented with a \$2,000 increase to line item #6242 Emergency Municipal Response Grants, seconded by Peter Carbee.

- Discussion: The EB discussed that FY23's Operating Budget reflects one-time revenues from the ANR Infrastructure Grant for the new box truck (\$56,100) and anticipated revenue from the sale and trade-in of two decommissioned vehicles (\$70,500). In FY24 in order to offset this, a discussion may be needed about the per-capita and surcharge fees. These items will be further discussed when the draft preliminary FY24 Operating Budget is being prepared and reviewed.

With no further discussion or amendment, the EB voted unanimously in favor.

11. Request Board Authorization for Summer Approvals:

The General Manager noted that there is at least one application expected for a CVSWMD grant program after the Board adjourns in June for the summer, and that the Board of Supervisors should consider granting authorization to the Executive Board to approve CVSWMD grant applications with Grants Committee recommendation until the Board meets again in September.

In addition to items detailed in the memo, the Board may consider authorizing the EB to approve personnel policy changes reviewed as well. The General Manager will bring the five items to the Board of Supervisors for consideration at the June meeting.

If authorization is granted at the June Board meeting, any meetings of the EB where these items are to be considered shall be warned as a Special Meeting of both the Board of Supervisors and the Executive Board, and Board members shall be invited to attend.

12. General Manager's Update: The General Manager provided an overview of the memo in the packet that outlines District accomplishments over the last month and priorities for the next 90 days, and beyond. Currently, there are three open positions (2 FTE), with few applications. The ARCC and HHW programs are currently operating at half-staff levels, or less. All staff are prioritizing workloads, covering for open positions, and working closely together to ensure that the essential work of the District is being performed.

13. Other Old or New Business: Chair Fred Thumm expressed concern for those impacted by the recent gun violence in Texas, and asked members to keep others in their thoughts.

At 7:48 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