



**Executive Board (EB) SPECIAL Meeting  
July 26, 2022, 5:30 PM**

**Minutes**

**1. Call to Order:** Chair Fred Thumm called the meeting to order at 5:34 PM with a quorum of the Executive Board present.

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

Others present by Zoom: Lisa Liotta (General Manager, GM) and Planning Analyst Theron Lay-Sleeper.

**2. Agenda Revisions:** None

**4. Approval of Executive Board Meeting Minutes:**

June 21, 2022 Meeting

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

July 19, 2022 Meeting

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

**5. Chair Fred Thumm convened the Personnel Committee at 5:35**

At 5:35, Bill Powell made a motion to enter Executive Session per 1 V.S.A. § 313(a)(3) to discuss personnel; motion seconded by Jon Jewett. General Manager Lisa Liotta joined EB members in Executive Session. EB Members and Liotta exited Executive Session at 5:43pm and no action was taken.

**6. Outgoing Operations Manager/Assistant General Manager (OPAGM)**

Lisa Liotta provided the EB information that the position will be vacant around the end of August. There are a number of important projects that the OPAGM will not be able to complete before employment ends that are beneficial to the District to have completed before the end of the year.

Lee Cattaneo made a motion to authorize the General Manager to enter into a non-employee contract with the outgoing Operations Manager/Assistant General Manager to perform specific and defined services for up to 320 hours of service at a rate of \$35 per hour until December 1, 2022. Motion seconded by Bill Powell; voting in favor: unanimous.

The EB also express their appreciation and thanks to Brenna Toman for her work and commitment to the District during the term of her employment.

**7. Staffing and Recruitment Update**

The General Manager provided an update to the EB on current staffing levels, open positions, new hiring plans per the memo provided in the packet.

## **8. General Manager's Update**

The General Manager provided an overview of the memo in the packet, highlighting particularly noteworthy accomplishments of the District over the prior 30 days, and priorities for the next 30 days.

Executive Board members wished to recognize School Zero Waste Coordinator John Jose for providing a record-setting number of in-person programming in FY22: 104 (prev. total was 98). The EB thanked John for his efforts, hard work and accomplishments during a particularly challenging time with the ongoing Covid-19 pandemic.

## **9. HHW Facility Update**

The General Manager and Planning Analyst provided an overview of the memo provided in the packet and answered questions from EB members. Lee Cattaneo suggested that staff look into the setbacks for property to be considered; Jon Jewett noted that commercial property appraisals currently have a long lead time.

## **10. Draft Preliminary FY24 Budget Planning Process and Timeline**

The General Manager provided an overview of the memo in the packet that lays out the annual timeline and process for a fiscal year's budget. EB members noted that in some months the process would flow better if the FOC met prior to the EB (currently, the EB meets the third Tuesday and the FOC the fourth Tuesday). In August, the Financial Oversight Committee (FOC) will plan to meet via special meeting prior to the EB meeting, and will discuss this at their meeting later this evening.

## **11. Per-Capita, Administrative Fee, Surcharge**

The General Manager provided an overview of the memo in the packet. It is anticipated that the FY24 budget will reflect a deficit. EB members discussed the per-capita assessment, administrative and surcharge fees that are applied to beneficial reuse materials, municipal and construction/demolition solid waste. EB members requested that staff look at what other solid waste entities in Vermont are currently assessing their member communities and waste haulers and provide that information as may be needed to help inform budgetary decision making.

## **12. RFP Legal Services**

CVSWMD has been represented by the same firm for legal services since at least 2015. The Board of Directors has the responsibility and discretion to determine when to seek proposals for general counsel. EB members discussed that it is beneficial for a firm to be in tune with the business of the District and solid waste in particular.

*Bill Powell made a motion that the EB recommend that the Board of Supervisors direct staff at their September meeting to prepare an RFP for professional legal services from qualified firms and to issue the RFP accordingly; motion seconded by Peter Carbee. Voting: all in favor – unanimous.*

## **13. Other Old or New Business: None**

*At 6:45 pm, Chair Fred Thumm adjourned the meeting with agreement of the Committee.*



Respectfully submitted by Lisa Liotta