

**Minutes of the Annual Meeting of the CVSWMD Board and Executive Board of Supervisors
– All members and others participated electronically – warned and held in keeping with the Open Meeting Law during COVID-19**

April 1, 2020

Draft until approved

A meeting of the CVSWMD Board of Supervisors – Towns represented and Board of Supervisors/Alternates present were:

Representative	Town	4/20
Micheli, S.	Barre City	X
Ahearn W. (alt)	Barre City	
Thumm, F.	Barre Town	X
Mitchell, J. (alt)	Barre Town	
Levin, M.	Berlin	X
Vacant	Bradford	
Powell, B.	Calais	X
Brabant, J. (alt)	Calais	
Vacant	Chelsea	
Vacant	Duxbury	
Stanton, A.	E. Montpelier	
Nunez T.	Fairlee	X
Cornish, S.	Hardwick	X
Fielder, S. (alt)	Hardwick	
Krauth, A.	Middlesex	
Barlow-Casey, D	Montpelier	X
Cattaneo, L.	Orange	X
Holmgren, E. (alt)	Orange	
Ziegler B.	Plainfield	X
Vacant	Tunbridge	
Hatch R.	Walden	
Carbee, P	Washington	X
Rouleau, M	Williamstown	X
Covey, F (alt)	Williamstown	
Nold-Laurendeau, J.	Woodbury	

Other in attendance - Cathleen Gent, Brenna Toman, Barb Baird --District Staff

Barb Baird conducted a roll call electronically.

Fred Thumm called the meeting to order at 6:45 p.m. (1)

Agenda Revisions (2)

Cathleen Gent asked to take up item #7 before item #6.

Public Comments and Announcements (3)

No public attending

Annual Organizational Matters (4)

a. Election of Officers - Chair and Vice Chair

Bill Powell moved to elect Fred Thumm Chair and Lee Cattaneo Vice-Chair of the CVSWMD. The motion was seconded. There were no other nominations. The motion passed unanimously.

b. Appointment of Officers - Treasurer and Clerk

Fred Thumm appointed Kathie Felch as Treasurer and Peter Carbee as Clerk of the CVSWMD.

c. Establish Regular Date and Time of Board meetings

Proposed Board Resolution: *"The District will have no regular meetings in January, July and August, and will have regular meetings in the other months on the first Wednesday at 6:30 p.m."*

Peter Carbee moved to establish regular date and time of Board meeting per above resolution. The motion was seconded and passed unanimously.

Consent Agenda (5)

a. Adopt the Minutes of the Board of Supervisors Meeting of March 4, 2020

b. Accept the Minutes of the Executive Board Meeting of March 17, 2020

c. Accept the Minutes of Committee Meeting and hear reports

Program Oversight Committee Meeting of March 4, 2020

Financial Oversight Committee - none

Grants Committee - none

Donna Barlow Casey moved to accept the consent agenda. The motion was seconded and passed unanimously.

CVSWMD Draft 2020 Solid Waste Implementation Plan (7)

Brenna Toman went over the SWIP documents in the packet:

- Outreach to businesses and schools
- A-Z guide maintained
- The possibility of 3 HHW collections in outlying towns if district has facility
- Some ANR reporting will be reduced
- Asphalt shingle collection location in our district in year 1

Donna Barlow Casey moved to approve the draft 2020 SWIP to be submitted to ANR pending receipt of letters of support from 3 regional planning commissions within the district. The motion was seconded and passed unanimously.

COVID-19 Response Actions (6)

a. District Operations Review

Cathleen Gent explained that staff are working from home and being supervised with their work. The audit from Telling and Associates is on hold until the auditors can do an on-site visit. As of now, 5

Household Hazardous Waste Collection are cancelled - although events scheduled later in the season may be held, depending on COVID-19. Gent also reviewed the general financial picture for CVSWMD.

b. Discussion of Leave Time

Cathleen Gent, recognizing that the Board agreed to continue covering payroll at 100% for all staff through the April 3rd payroll, asked the board to take action regarding the next coming payrolls. She explained that there are some hours in the sick bank that could cover each staff member for 30 hours. She also discussed possible furloughs as early as the third week in April and the board agreed to keep paying for health insurance for those staff members, as the plan is for them to return to work when possible.

Gent further explained that the Families First Coronavirus Response Act (FFCRA) states that the district will pay full payroll for 14 days for any staff who cannot work or telework due to a COVID-19 qualifying reason. VLCT interprets, as does Gent, that Governor Scott's "Stay home, Stay safe" order is a qualifying reason for the FFCRA requirements to apply. FFCRA also calls on CVSWMD to cover a portion of any staff member's salary when COVID-related school or child care closures are in place.

Matt Levin asked Cathleen Gent – and the full Board agreed – to proceed, as the General Manager, with any actions that may be needed pertaining to furloughs or other personnel actions during COVID-19.

Peter Carbee moved that under the FFCRA and during the dates of April 4-17, the district will pay full payroll to all employees who can't work due to COVID -19. The motion was seconded and passed unanimously.

c. Extension for Grant deadlines and member services

The deadline for MSP grant applications that were due April 24th will be extended. Green Up Day grants will be offered for either the original or the revised Green Up Day, which is now May 30th.

d. Authorize Executive Board to take needed actions

Peter Carbee moved to authorize the Executive Board to make any COVID-19 related decisions if a special board meeting is not held before May 6th. The motion was seconded and passed unanimously.

e. Other COVID-19 related topics

Lee Cattaneo moved that the district continue to pay full payroll to all employees until May 15th with the understanding that staff will continue to do as much work as they can remotely. The motion was seconded and passed unanimously.

Round Table and Announcements (8)

None

Adjourn (9)

Motion to adjourn at 8:00

Prepared by - Barb Baird