

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District
Tuesday, January 20, 2015 6:15-7:00 pm**

Minutes

1. **Convene meeting**: Lee Cattaneo convened the meeting with Ginny Callan, Bill Powell, Leesa Stewart, Cathleen Gent, Carl Witke and Chrissy Bellmyer attending. Leesa Stewart taking notes.
2. **Approval of the minutes**: Bill Powell made a motion to approve the minutes of the previous meeting. The motion was seconded and the minutes approved.
3. **RFP/Q**: The EB reviewed requests for proposals/qualifications drafted by Planning Analyst Cathleen Gent for a Market Analysis, Build to Suit facility and Architectural and Engineering. Bill Powell discussed concern around site review. For now, information on potential sites should be provided to both Cathleen Gent and Leesa Stewart. The EB requested modifications to the RFPs including the removal of budget and financial information [Carl Witke left the meeting], reserving the right to request meetings with proposers, but not requiring in person meetings, and the removal of all references to specific vendors or businesses, and energy specifications. Bill Powell made a motion that the Planning Analyst make the suggested revisions to the documents and circulate the documents pending review by legal counsel and the General Manager. The motion was seconded and unanimously approved. [Cathleen Gent and Chrissy Bellmyer left the meeting]
4. **Organics Program Update and Transition Planning**: Leesa Stewart provided an update on the organics program, the transition of the Stowe route, new organics haulers servicing the region and other matters. The EB discussed engaging in strategic planning around organics.
5. **Surcharge**: Leesa Stewart provided an update on potential litigation relating to surcharge collections.
6. **Adjourn**: The meeting adjourned at 7:15 PM