

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District  
Tuesday, February 16, 2016**

**5:30 PM CVSWMD Offices – 137 Barre Street**

**DRAFT MINUTES**

1. Convene the Meeting: Fred Thumm convened the meeting with Lee Cattaneo, Bill Powell, Michael Casella, Jon Skates, Cathleen Gent and Leesa Stewart attending. Leesa Stewart taking notes.
2. Surcharge discussion with Michael Casella: The Executive Board met with Michael Casella and Jon Skates both of Casella Waste Systems to discuss an outstanding issue related to surcharge on materials collected as waste (usually construction and demolition debris) and picked from the waste stream at the Central Vermont Transfer Station for recycling or reuse. Leesa summarized the situation, and mentioned that the CVSWMD had been in dialogue with Casella for roughly two years to resolve the matter. Michael Casella discussed the amount of labor involved in picking materials and stated that there had been a pre-existing agreement between former Casella staff and former District staff that issuing self-credits for construction and demolition debris picked from waste was an acceptable practice. Leesa Stewart reminded the group that the agreement, if it existed, seems to have been verbal, as no one has been able to locate a written agreement on this matter. Leesa advised that in the future, such agreements should be but in writing, and noted, municipal and private sector staff change over time. Lee Cattaneo, Cathleen Gent and Leesa Stewart acknowledged that they had toured the CV Transfer Station and Coventry Landfill and agreed that there a lot of labor and equipment used in picking materials out of the waste stream. Leesa stated that the goals of this meeting were to resolve the situation from the past, and protect against such a situation arising in the future. Lee Cattaneo discussed the ordinance revision process that the Program Oversight Committee has been undertaking. The POC is considering a reduced administrative fee for recyclables. The Executive Board and Michael Casella agreed to a settlement amount. Michael Casella offered to have Casella's legal counsel draft an agreement. Lee Cattaneo stated that the Ordinance revision would take roughly 90 days to complete. [Michael Casella and Jon Skates left the meeting]
3. Approve the Minutes of the 1/19 and 2/9 meetings: Lee Cattaneo made a motion to approve the minutes of the 1/19 and 2/9 meetings. The motion was seconded and the meeting approved.
4. Facility Project Debrief: The group discussed the Executive Board direction to suspend the facility project, information from member towns, and other relevant factors. The EB also discussed organizational processes in relation to the facility.
5. Recommend Bookkeeper position to the BOS: Leesa Stewart stated that while the Bookkeeper position was authorized before Leesa was hired by the CVSWMD; the Board never approved a bookkeeper position description. Leesa stated that this is a housekeeping matter and asked that the Executive Board recommend a Bookkeeper position description that she prepared to the Board of Supervisors. Bill Powell made a motion to recommend the position description to the Board of Supervisors. The motion was seconded and approved.
6. Personnel Matters: The Executive Board entered executive session at 6:48 to discuss personnel matters. The Executive Board exited executive session at 7:02 with no action taken.
7. Recommend Merit Pay and Performance Award to the FOC: Lee Cattaneo made a motion to forward the General Manager's merit pay and performance award recommendation to the Financial Oversight Committee. The motion was seconded and approved.
8. GM Resume Review: The Executive Board entered executive session at 7:15 PM to review General Manager Candidate resumes.
9. GM interview Process: The Executive Board exited Executive Session at 7:48. Leesa Stewart will set up interviews with selected candidates on March 16 from 5 PM-8 PM.
10. Adjourn: The meeting adjourned at 7:50 PM