

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District
Tuesday, October 20, 2015 5:30-7:00 PM
CVSWMD offices, 137 Barre Street, Montpelier, Vermont**

MINUTES

1. **Convene the Meeting**: Fred Thumm convened the meeting at 5:33 PM with Ginny Callan, Lee Cattaneo, Bill Powell, Cathleen Gent and Leesa Stewart attending. Leesa Stewart taking notes.
2. **Agenda Revisions**: Fred Thumm moved item eight regarding personnel to the end of the agenda.
3. **Approval of the minutes**: Lee Cattaneo made a motion to approve the minutes of the previous meeting. The motion was seconded and the minutes approved.
4. **Accept Sole Source Proposal**: Lee Cattaneo made a motion to accept Cassandra Hemenway's written recommendation for a sole source proposal for services as funded by a grant from the United States Department of Agriculture. The motion was seconded. Bill Powell asked what the total value of the grant was. Leesa Stewart stated the total value of the grant was \$89,500. The motion was approved. Bill Powell discussed developing additional videos.
5. **Facility Planning**: CVSWMD Planning Analyst, Cathleen Gent, reviewed an Architectural and Engineering Report prepared by Gossens Bachman and Associates. Discussion ensued. Given the report was just received Leesa and Cathleen requested that the organizational retreat be cancelled to provide Cathleen and staff with additional time to work on the facility business plan. Lee Cattaneo made a motion to cancel the retreat and expand the December Board meeting to begin at 5 PM with discussion of the facility and an executive session if needed. The motion was seconded and approved.
6. **ARCC Discussion**: Cathleen Gent discussed the Additional Recyclables Collection Center and how the CVSWMD might proceed with the ARCC program. The Executive Board discussed the cost, environmental benefits and disadvantages of the ARCC as well as public perception of the program, organizational efficiencies, and educational opportunities. Bill Powell made a motion that the EB accept the staff's request to develop plans to drive higher value materials to the ARCC. The motion was seconded and approved. The Executive Board will further consider the ARCC at their next meeting and the POC will review information after the EB provides direction.
7. **Facility Property**: Bill Powell made a motion to enter executive session at 6:22 PM to discuss potential properties for a new facility. The Executive Board exited executive session at 6:30 PM with no action taken.
8. **Accept General Manager's Proposed Staffing Structure for FY17**: Bill Powell made a motion to accept General Manager Leesa Stewart has proposed staffing structure for Fiscal Year 2017. The motion was seconded and approved.
9. **Compensation Plan Revision**: Leesa Stewart stated that the CVSWMD compensation plan was adopted five years ago and recommended that the plan be updated. Leesa stated she had discussed this update with former Treasurer Peter Anthony and he had been interested in working on the update with her. The Executive Board supported Leesa Stewart working on the compensation plan update with the former Treasurer but wished to see a scope of work. The Executive Board requested that the current Treasurer Kathie Felch be invited to participate in the process.
10. **Personnel**: Bill Powell made a motion to enter executive session at 6:46 to discuss personnel matters. The Executive Board exited executive session at 6:58 with no action taken.
11. **Adjourn**: The meeting adjourned at 6:59.

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***** EXECUTIVE SESSIONS AS NEEDED*****