



## Executive Board Meeting

Tuesday, 21-March-2017 – 5:30 PM  
137 Barre Street, Montpelier VT 05602

### Minutes

1. Chairman Fred Thumm called the meeting to order at 5:33 PM. Vice-Chair Lee Cattaneo was present, members Ginny Callan and Bill Powell were present, as were Analyst Cathleen Gent and GM Bruce Westcott.
2. The Vice-Chair asked if there were any revisions to the Agenda, and there were none.
3. A motion to approve the minutes of the Executive Board meeting of February 21 was made by Mr. Powell and passed unanimously without discussion.
4. Disambiguation of Vacation Leave Policy – The GM reviewed with the members the proposed changes which he had provided in the Board packet, and explained their intent: to make perfectly clear the leave accrual rates which apply to all staff as their seniority progresses. There was some discussion, following which Ms. Callan proposed a motion to accept the changes as drafted by the GM. A second was offered, and the motion passed unanimously.
5. ARCC Salvage Policy – Cathleen Gent reviewed with members the material provided in their packet: primarily a brief draft policy covering “Salvage” (a.k.a. as “Picking”) of waste materials brought to the ARCC. Cathleen emphasized that the staff have been working on this topic, and are not seeking approval at this time. The POC reviewed the policy at its last meeting and requested that the EB also review the draft policy to gain informal feedback. Cathleen described the staff plan to develop both a very limited policy statement on this topic, and then to draft implementation procedures as a separate document. The Board discussed both the content of the proposed policy, and recommended a process by which staff should bring this back to the EB and Board for more formal discussion and adoption.

Members discussed the draft content: they agreed with the four stated goals, and expressed concern over any policy which would call on staff to evaluate a salvager’s intended use of any waste materials. They generally agreed that they see no reason to limit a salvager’s potential use of materials, and see a salvage policy as supportive of the District’s “zero waste” guiding mission through facilitating the “highest and best” use of materials. They would like the staff to address procedures and pricing guidelines which will allow the District to realize greater net revenue on salvaged items than we would receive through alternative channels of re-sale or disposal. They also requested signage with “rules”, a signed release form, and training for users.

Members requested that the staff complete policy and procedure drafting and revision for more formal review by the Executive Board at its next meeting, in preparation for seeking Board approval. No action was taken by the Executive Board.

Member Ginny Callan took leave of the meeting at 6:18 PM.

6. Staff Report -- GM Westcott reviewed some of items in the Report, with particular attention to positive feedback recently given on staff activities and programs, and the success which Office Manager Barb Baird has had in completing 2017 licensing of all known haulers working in the District.
  - a. Municipal Services Project – Cathleen Gent reviewed the status report on the renamed Municipal Services Project (MSP), formerly referenced as “Community Services Project.” Members discussed what may be next steps in moving that Project forward, and representation of public officials/town employees on the Advisory Committee. No action was taken by the Executive Board.
  - b. Business Organics Program transition – Cathleen Gent has chaired a three-person review committee charged with reviewing/ranking proposals received in response to the RFP issued by the District, covering hauling of Business and School Organic wastes. She briefed the Executive Board on progress, said that the Committee is seeking some specific clarifications from the sole bidder, and considering the elements of a response to the terms proposed. Board members offered informal questions and suggestions about some elements of a possible agreement for hauling (duration, equipment lease, liabilities, etc.), and encouraged Cathleen’s committee to bring forward recommendations and a draft contract at the April 18 Executive Board meeting, if possible. Staff will provide a progress report for the April 5 meeting of the Board of Supervisors, and will hope to be able to present a draft contract for review in May. No action was taken by the Executive Board.
  - c. GM Leave Request – The GM informed the Executive Board of his hopes to combine vacation, personal and holiday leave time for a hiking trip just prior to the September Board meeting. He assured them he will work with staff to assure smooth operations throughout the period, and proper preparation for the meeting.
  - d. Employment Classification Plan -- Minutes of the March 1 meeting of the Board of Supervisors record consideration of revisions to the District Plan which were drafted in August, and note: “Matt Levin moved to send the plan back to the Executive Board to investigate any potential bias.” The Executive Board heard a proposal from the GM to bring in a well-recommended human resources professional to review any concerns expressed. They suggested other less formal means for the GM to research and address concerns raised by Board members, so that he can bring the Plan back for reconsideration at a coming Board meeting.
7. Other Business – No other business was brought forward.
8. Adjourn -- At 7:11 Bill Powell made a motion, approved unanimously, to adjourn the meeting of the Executive Board.

The GM reminded members that the April 5 meeting of the Board of Supervisors will be the Annual Organizational meeting designated by Charter, and that it will include election of officers and other related business.

Respectfully submitted,



Bruce Westcott, General Manager