



## Executive Board Meeting

Tuesday, 21-November-2017 – 5:30 PM  
CVSWMD Offices: 137 Barre Street, Montpelier VT

### Minutes

1. Chair Fred Thumm called the meeting to order at 5:29 PM; members Lee Cattaneo, Matt Levin, and Bill Powell were present; Peter Carbee arrived at 5:33. General Manager Bruce Westcott recorded minutes, and CVSWMD staff Cathleen Gent was present.
2. **Agenda Revisions** – Staff suggested a brief discussion of a January Board retreat meeting. The Chair determined the Committee will take this up following Agenda Item #4.
3. **Approval of the Executive Board minutes of November 1, 2017** – A motion to accept the minutes as presented was made by Bill Powell, and passed unanimously.
4. **Municipal Services Program Update** – Members discussed the draft program plan for Municipal Services, as presented by Cathleen. Matt Levin encouraged some editing of the plan summary, and also said he would like to see specific procedures laid out that passes program activity through the Grants Committee, when appropriate. Cathleen thanked members for their feedback, and said that the revised draft will be presented for Board approval at the December meeting.
  - a. **Board Retreat** -- Members discussed the scheduling of the proposed annual Board Retreat meeting. Cathleen reported that member polling for a preferred weekend date was inconclusive, and members recommended that she poll for attendance at an informal supper meeting on a week night in mid-January, at the East Montpelier Fire Department, if available.
5. **Review Per Capita and Surcharges from Districts** – The GM presented a summary of charges levied by all the Districts for review and comparison by the Committee members. Members commented, thanks the GM, and took no action.
6. **Board Member Recruitment & Retention** – A wide-ranging discussion covered impediments and possible incentives to effective representation on the Board from all the District's 19 member municipalities. Members agreed that time/mileage consumed in attending regular meetings may present problems for members particularly from outlying towns. Matt suggested that the District initiate outreach to partner and like-minded organizations to indicate the towns from which Board members are desired, and emphasize that service on the District Board is an excellent leadership development opportunity for citizens interested in local government. Bill suggested that the District emphasize recruitment as part of transmitting our annual reports to towns. There was further discussion of the District's use of social media to emphasize this message, and the possible inducements of providing more substantial food offerings for members attending meetings at supper time. Further, there was some discussion of reaching out to CVSWMD "customers"

(survey respondents, ARCC users, etc.), but general agreement that we should touch base with the specific (i.e., not represented) Select Boards first.

7. **Telephone Services** – The GM had provided members with a memorandum summarizing the current status of the District’s out-of-date telephone hardware/system, and opportunities to upgrade it to a modernized, digital, fiber-based system. There was general discussion about the concept of shifting Capital funds budgeted in future years for a phone system upgrade to the operating budget in order to pay the ongoing costs of a service/lease contract. Members recommended that before moving to such a model for delivering communications services the District verify the availability of end-to-end service from any vendor, and at a fixed or predictable cost. There was discussion of possible duration of any such service contract, and whether operating costs and contract duration might make a public procurement (RFP) desirable. Members took no action, but recommended that the GM ascertain more information, and review this with the FOC. No action was taken.

8. **Other Business** – There was no other business.

9. At 7:52 PM motion to adjourn was made by Bill Powell, seconded, and passed unanimously.

Respectfully submitted,



Bruce Westcott, General Manager