



Executive Board Meeting
Tuesday, 19-July-2018 – 5:30 PM
CVSWMD Offices: 137 Barre Street, Montpelier VT

Minutes

1. Chairman Fred Thumm, Vice-Chair Lee Cattaneo and member Bill Powell met at 5:30 PM, joined by member Peter Carbee via telephone, and the General Manager. Member Matt Levin was unable to attend. The Chair called the meeting to order at 5:30. Member Peter Carbee had to drop the phone connection at 6:06 PM, due to Select Board business.
2. **Agenda Revisions** – No revisions were suggested
3. **Approval of the Executive Board minutes** – Members reviewed Executive Board minutes of June 29, 2018. Bill Powell made a motion to accept the minutes; passed unanimously at 5:37 PM.
4. **Review Proposals to Update Staff Compensation and Classification** – The GM had issued an RFP for professional services to review and update staff compensation and classification. Proposals were due Friday, July 13. A single proposal from Gallagher, Flynn & Company, LLP was received, and discussed by the members present. The GM informed members that the total cost bid was within the range anticipated in the FY19 budget. Members considered the timeline proposed and asked the GM to request that the consultant have a draft report available for consideration by the Executive Board at its next scheduled meeting on August 21. Depending upon the results and recommendations, the Members anticipated that they may be able to pass the results on to the full Board for consideration at its regularly-scheduled meeting September 5. Bill Powell made a motion to accept the proposal; passed unanimously
5. **EXECUTIVE SESSION (Personnel & Organizational Matters)**
At 5:45 PM Lee Cattaneo made a motion to move into Executive Session.
At 6:54 PM Lee Cattaneo made a motion to adjourn the Executive Session.
The Chair asked the Executive Board to act in its capacity as the Personnel Committee of the Board, taking any actions resulting from the Executive Session discussion:
 - With respect to the Board's discussion of a letter received by the Chair, the Personnel Committee accepts with regret the resignation of Barbara Baird as Board Clerk.
 - The Committee recommends to the Board that it appoint Peter Carbee as Clerk to the Board, to be compensated as specified in the job description for any personal time utilized to perform the Clerk's duties, exclusive of time he spends as a Board member. The Committee appreciates the Office Manager's suggestion that she will be able to provide in-office staff support to the Clerk, take minutes at

meetings, etc. The Committee suggests that the GM ask our compensation consultant to review job descriptions for both Office Manager and Clerk to assure they are compatible.

- Lee Cattaneo raised to the Personnel Committee the suggestion that Executive Committee be constituted to include the Chairs of other Standing Committees: Grants, Financial Oversight, and Program Oversight. Others agreed it should be considered by the Board.
- At the GM's request, the Personnel Committee approved the extension of an Outreach Specialist position scheduled to end on September 30, 2018 until the end of December 2018.

Lee Cattaneo moved that the Personnel Committee agree to the four actions summarized above; passed unanimously.

6. Other Business – No other business was discussed
7. **Adjourn** -- At 6:56 PM motion to adjourn was made by Bill Powell, seconded, and passed unanimously. The next meeting of the Executive Board is scheduled for August 21.

Respectfully submitted,



Bruce Westcott, General Manager