

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District
Tuesday, April 21, 2015 5:30-7 PM
CVSWMD Office, 137 Barre Street, Montpelier, VT 05602**

Draft Minutes

1. **Convene the Meeting**: Fred Thumm convened the meeting at 5:32 PM with Charles Sandlin, Peter Anthony, Cathleen Gent, Bill Powell, Ginny Callan [by phone] and Leesa Stewart attending. Leesa Stewart taking notes.
2. **Agenda Revisions**: There were no agenda revisions.
3. **Approval of the minutes**: Bill Powell made a motion to approve the minutes of the previous meeting. The motion was seconded and unanimously approved.
4. **Elect a Chair and Vice Chair**: Charles Sandlin made a motion to retain Fred Thumm as Chair and Lee Cattaneo as Vice Chair of the Executive Board. The motion was seconded and unanimously approved.
5. **Set Meeting Date and Time**: Bill Powell made a motion to set the Executive Board's regular meeting date and time as the third Tuesday of each month at 5:30 PM. The motion was seconded and unanimously approved.
6. **Materials and Markets proposal**: Cathleen Gent reviewed the proposals received for materials and markets analysis and the General Manager's recommendations around how the CVSWMD shall pay the cost of the contracts for materials and markets analysis and the architectural and engineering services. While no action was required on this item Chair, Fred Thumm mentioned that he wished the item on the EB agenda to give the EB members from Montpelier and Williamstown an opportunity to comment. The benefits of NRRA Membership were discussed.
7. **Architectural and Engineering proposal**: Cathleen Gent discussed the proposals the ad hoc proposal review committee considered. Gossens Bachman Architects of Montpelier were the preferred proposer. Discussion ensued.
8. **Organics Program Update**: [Carl Witke joined the meeting] Leesa Stewart briefed the EB on a variety of scenarios considered by staff for the organics hauling program. Leesa agreed to prepare a memo for the Board outlining staff's considerations and include the memo in the May Board packet. Due to interest on the part of the private sector in hauling organics, staff recommend going out to RFP for organics haulers, structuring the RFP to replicate our program and offer a declining subsidy that concludes no later than July 1, 2020. Planning Analyst Cathleen Gent will design the RFP. The RFP will be reviewed by the Executive Board at their May 19 meeting. [Carl Witke left the meeting]
9. **Proposed Facility Financing**: The EB discussed scenarios around financing the proposed new facility-using surcharge and per capita based revenue. The sense of the EB was that additional work needed to occur around determining the right size, scope and programming the proposed facility would offer before consideration of surcharge and per capita revenue would occur. The Executive Board also discussed methods of offering services to communities that might be geographically distant from the proposed facility. It was the sense of the Board that determining the location of the proposed new facility should be prioritized. Chair Fred Thumm and Chair of the Financial Oversight Committee, Bill Powell agreed to cancel the FOC meeting for the following week so that additional work could be done to refine the facility plan and the facility location, before the FOC begins consideration of facility financing. The EB agreed to proceed with the Materials and Markets Analysis and Architectural and Engineering contracts as planned. [Cathleen Gent left the meeting]

Treasurer, Peter Anthony let the Executive Board know that he would be resigning from the position of CVSWMD Treasurer effective June 30, 2015 but would be available during the annual audit process to close FY15 with the auditors. The Executive Board thanked Peter for his service to the CVSWMD. [Peter Anthony left the meeting]

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Leesa Stewart discussed assessing the organizational structure and governance system to determine the appropriate organizational structure for the CVSWMD from a stable position, and in the context of facility planning and program expansion.

The Executive Board discussed the Treasurer position and directed the General Manager to prepare a bio of the perfect candidate for District Treasurer for the EB to review at their next meeting. The EB directed that the position be advertised through VLCT and that member town Selectboard's be advised of the opening and invited to assist with candidate referrals.

10. **Personnel Policy Revision**: The EB reviewed a personnel policy revision that mainly responded to requests from staff, but also addressed legal changes regarding health care. Discussion regarding a staff request to change sick days to sick and personnel days and to be able to use days at their discretion ensued. The General Manager proposed allowing staff to use twelve days at their discretion. The Executive Board asked if other Districts offer this level of benefit and asked if other District were changing their policies in this manner. The General Manager stated she was not aware of other Districts affording staff discretion around sick and personal days, or revising their personnel policies at this time.

Bill Powell made a motion to recommend the personnel policy revision to the Board with an edit made to change the number of sick or personal day's staff may use at their own discretion to five. The motion was seconded and passed unanimously.

11. **Organizational Structure**: The Executive Board delayed discussion of the organizational structure until the following month.
12. **Adjourn**: The meeting adjourned at 7:20 PM.

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