

**Meeting of the Executive Board of the Central Vermont Solid Waste Management District  
Tuesday, February 17, 2015 5:30-7:00 pm  
CVSWMD Office, 137 Barre Street, Montpelier, VT 05602**

**Minutes**

1. **Convene meeting:** Fred Thumm convened the meeting with Charles Sandlin [via Skype], Ginny Callan, Lee Cattaneo, Peter Anthony, Bill Powell [by phone], Cathleen Gent and Leesa Stewart attending. Leesa Stewart taking notes.
2. **Approval of the minutes:** Lee Cattaneo made a motion to approve the minutes of the previous meeting. The motion was seconded. The motion passed with all members voting to approve.
3. **Accept Facility General Project Work Plan:** Cathleen Gent presented the General Project Work Plan for the proposed facility concept. Cathleen noted that the work plan has been reorganized to be easier to read and that task assignment has been clarified to clearly indicate the individual who is the lead for each task. Cathleen mentioned that once approved the work plan would be circulated to the Board. Cathleen requested one revision in item 3.1.2 changing the lead for developing a final operations budget from the Planning Analyst to the General Manager. Lee Cattaneo made a motion to accept the project work plan, with the modification requested by Cathleen Gent. The motion was seconded. Bill Powell questioned the lack of an apparent debt service mechanism. Discussion ensued. The motion was approved with all members voting favorably.
4. **Discussion: Facility Financing Mechanisms:** The Executive Board engaged in preliminary discussion regarding the financial projections relevant to the facility proposal. The Executive Board discussed various approaches to siting the proposed facility, including an incremental approach. Cathleen outlined the due dates for the requests for proposals being circulated. The due dates are March 13, for materials analysis and architectural and engineering and July for build to suit.
5. **Discussion: Organics Hauling Program:** The Executive Board began discussion of the organics hauling program at the request of the Vice Chair of the Board. The Executive Board entered executive session at 5:55 PM to discuss confidential personnel matters relevant to the program [Cathleen Gent and Peter Anthony left the meeting]. The Executive Board exited executive session on 6 PM with no action taken. [Cathleen Gent and Peter Anthony returned to the meeting] The Executive Board further discussed the organics hauling program, including the organization's investment in the program, regulatory powers, and private sector interest in organics hauling. Lee Cattaneo made a motion to direct staff to develop a strategy for divestment of the organics-hauling program and provide it to the EB no later than July 1, 2015. Lee was clear that no firm decision on transiting the program had been made. The motion was seconded and approved.
6. **Approve Barb Baird's request for time off:** The Executive Board discussed Barb Baird's request to take the month of July 2015 off using a combination of vacation and unpaid leave. The EB discussed the organizational workload during the month with the General Manager. Ginny Callan made a motion to approve Barb Baird's request. The motion was seconded and unanimously approved.
7. **Authorize copier/scanner replacement lease:** Leesa Stewart reviewed copier proposals collected by Office Manager, Barb Baird. The current copier is nearing the end of its lease. Technology has improved and the CVSWMD can now lease a copier that prints and scans in color at a lower cost than is currently paid for a black and white copier. Lee Cattaneo made a motion to lease the new copier recommended by the Office Manager. The motion was seconded and unanimously approved.
8. **Recommendation: FY15 COLA, Merit Pay, and Performance Awards:** The Executive Board reviewed the General Manager's recommendation regarding cost-of-living-adjustments, merit pay and performance awards. Ginny Callan questioned an increase in the funds made available for performance awards. Leesa Stewart stated that there are more people eligible for performance awards and therefore not eligible for merit pay. Lee Cattaneo made a motion to approve the General Manager's recommendation as presented. The motion was seconded and unanimously approved.

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9. **Authorize Dog River Farm Contract:** Bill Powell made a motion to approve a memorandum of understanding for food scraps receiving with the Dog River Farm. The motion was seconded and unanimously approved.
10. **Legal Matters:** Bill Powell made a motion to enter executive session at 6:50 PM to discuss pending legal matters. The EB left executive session at 7 PM. Bill Powell made a motion to direct staff to explore mediation in regards to pending legal matters and report to the Executive Board.
11. **Adjourn:** The meeting adjourned at 7:06 PM

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