



Special Meeting of the Executive Board

Tuesday, 5-July-2016 – 5:30 PM
CVSWMD Office, 137 Barre Street, Montpelier, VT 05602

Minutes

1. **Call to Order:** At 5:35 PM, Fred Thumm convened the meeting with members Matt Levin attending, along with Lee Cattaneo and Bill Powell attending by phone, and new GM-designee Bruce Westcott.
2. **Approve Minutes of Executive Board:** To be taken at the following meeting.
3. **GM Transition to Date:** Bruce Westcott provided a brief overview of the process of General Manager transition which he has been sharing with Leesa. The purpose of this meeting is to sustain communication with the Executive Board about the transition through the first three months of work, and to discuss contract and goals (as needed).

Leesa and Bruce both described the joint calendaring of briefing sessions on a range of topics, and agreed they will provide the Executive Board with a list of tasks or deliverables remaining for their work together. There was some discussion of budget, and specifically the coming capital budgeting for FY18. Members asked about the process of fixing or replacing the existing truck, and about potential investments in a baler and/or chipper.

There was general discussion of the new General Manager's contract. Matt expressed the desire that periodic oversight meetings with the Executive Board provide the new GM the opportunity for the Board to be assured that the new GM has good communications with Board members and external parties who really understand solid waste policies and questions. Secondly, he said he would like the new GM to feel confident that he can come to the Executive Board with questions and problems.

Bill recommended that the new GM reach out to all the community Board members, and also keeping Town Clerks or other officials informed that he is willing to come and speak with them. Fred suggested sending Executive Board minutes to Clerks, as a way to open communications with local government. At Lee's request Bruce reported on progress in filling the School Coordinator positions; we expect interviews to begin roughly mid-July. Bill asked that the usual procedure be followed in planning the regular Executive Board meeting for July 19; a draft agenda will be circulated in advance.

There was some discussion of the difficulty in scheduling Executive Board meetings after August, and several members agreed that August 2 is an evening on which they won't be available.



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Matt and others briefed the new GM on the Policy Governance model frequently adopted by Boards and Committees of non-profit organizations, and the possible benefits of moving CVSWMD to use this method of establishing agendas for committee activity.

4. **Adjourn**: The meeting adjourned at 6:20 PM

Respectfully submitted: Bruce Westcott, GM-designee

DRAFT