



Special Executive Board Meeting

Tuesday, 20-September-2016 – 5:30 PM
CVSWMD Office, 137 Barre Street, Montpelier, VT 05602

Minutes

1. Chairman Fred Thumm called the meeting to order at 5:29 PM; members Bill Powell, Ginny Callan, and Lee Cattaneo were in attendance, as well as General Manager Bruce Westcott and Planning Analyst Cathleen Gent. Member Matt Levin joined the meeting via phone at a later time.
2. Agenda Revisions – The members agreed to address the “Program Updates” item (warned as #7) after discussion of Charter changes, so that staff could leave as early as practical.
3. Approval of the minutes of **August 23** – Bill Powell made a motion to approve the minutes; the motion was seconded and passed without discussion.
4. Proposed Charter Changes recommended by the POC – The members reviewed the draft of 7-September, and the GM’s summary of actions and comments by the POC. They discussed related issues. Bill Powell made a motion (seconded by Ginny Callan) to recommend the draft as presented, for endorsement by the BoS. Motion passed unanimously.
5. Program Updates -- Community Services Project – Cathleen Gent reviewed the memo she had provided to the EB, and addressed questions/comments from members. There was some discussion of the first draft budget, and members agreed that a Reserve Fund should be removed as a project startup cost. There was discussion of when another Community Advisory Meeting would be held, and how it could advance the project. There was a discussion of possible locations – not adjacent to an operator of another waste site -- for a site that would meet the final specifications. Members thanked Cathleen for her work, and encouraged her. No action was taken.
6. Health Insurance Advisory Services – Members reviewed the material made available from the VLCT Benefits Trust, and the estimated costs. Members expressed concern that such a relationship would provide to District employees the direct access to information and assistance that they may want, and concern about committing to a contract of twelve months. Bill Powell made a motion (seconded by Ginny Callan) to approve expenditure of not more than \$1500 to contract for the services for October and November, with a report from the GM prior to proposed renewal in December.



7. Planning Board Retreat – Members reviewed the agenda of the previous annual Board retreat (November 2014), and discussed pro and con views of potential locations and agendas. No motion was voted, but members shared consensus agreement that:
 - a. East Montpelier Firehouse would be a good location (if available);
 - b. A half-day meeting on the second Saturday of hunting season (November 19) is preferred;
 - c. The agenda should be “light,” allowing for more fun. We will attempt to have a person who represents us in the General Assembly attend to lay out the political and legislative possibilities for the coming year.
8. GM Updates: Matt Levin called into the meeting at 6:40, so the Board moved to a discussion of the proposed Legislative Services
 - a. Legislative Services Proposals – Members discussed the information provided by the GM, which did not identify the submitters of two bids received. Member Ginny Callan recused herself, as a family member had received an invitation to bid; she left the meeting. There were discussions of the pros and cons of hiring representation for the District, separate from the representation provided for the Solid Waste Managers’ Association. Members agreed that the Executive Board has the authority to interview the bidders and to recommend how to proceed further, and that no action is necessary to enable that. They asked the General Manager to schedule times to meet the submitters.
 - b. CVSWMD Compensation Plan – Members discussed the review /recommendations on staff compensation prepared by former GM Leesa Stewart, and discussed budget implications for FY17 and beyond. Members directed that:
 - i. The GM should review the report, and report back to the EB identifying any policy issues that should be addressed, or other management actions that should be taken;
 - ii. The GM should analyze the report, and provide the EB with a summary of the potential cost increase which will be incurred if the recommendations are accepted.
9. At 7:14 PM a motion was made by Lee Cattaneo to adjourn. The motion was seconded and passed unanimously.

Respectfully submitted,

Bruce Westcott, General Manager