



**SPECIAL MEETING of CVSWMD's Financial  
Oversight Committee (FOC)  
Tuesday, August 9, 2022  
5:45 p.m.**

**Minutes**

1. Call to Order
  - Chair Peter Carbee called the meeting to order at 5:53 PM with a quorum of the FOC present: Fred Thumm, Tad Nunez; General Manager Lisa Liotta and Treasurer Erin McCullough also present.
  - Bill Powell joined the meeting at 6:07 PM.
2. Agenda Revisions
  - Chair Peter Carbee requested that agenda item #7 (Review of per-capita, surcharge and administrative fees) be moved prior to agenda item #6 (RFP for banking services). With no objections, the agenda was revised.
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3. Public Comment Period and Announcements: None
4. Approval of July 26 FOC Minutes - Action Item
  - Motion by Fred Thumm to approve the July 26 FOC meeting minutes, seconded by Peter Carbee. Voting in favor: unanimous.
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5. FY22 Financial Statement Review – Action Item
  - Fred Thumm made a motion to accept the financial statements as presented in the meeting packet and reviewed by Treasurer Erin McCullough at the meeting, seconded by Tad Nunez. Voting in favor: unanimous.
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6. Review: Per-Capita, Surcharge, Administrative Fees
  - Committee members and the General Manager discussed the memo provided in the packet that included a survey of these fees assessed and charged by other solid waste entities in Vermont. While the draft preliminary FY24 operating budget projects a shortfall, and has budgeted for deficits in prior recent years, due to several factors (including less-than-full staffing levels and associated lower benefit costs, among others) a deficit has not occurred. FOC members expressed that they felt it would be difficult to change the per-capita assessment or raise the surcharge or administrative fees for FY24, and preferred that staff and the District work to minimize expenses to keep any shortfall as small as possible.
  - No formal action was taken.
7. RFP Banking Services, update
  - The General Manager has met with CPA Robert Pace to consult regarding the drafting of an RFP for banking services. Upon advice received by Mr. Pace, the General Manager will be finalizing the RFP and issuing it as soon as possible. The current banking agreement with People's United/M&T Bank has been extended to December 31, 2022.

8. Update: ANR 2021 Infrastructure Grant
  - The General Manager provided an overview of the memo in the packet related to the \$600,000 grant awarded from Vermont's Agency of Natural Resources to construct and commission an HHW facility in the CVSWMD by May, 2023.
  - Since the FOC meeting packet was prepared, staff have received word from ANR that the revised project staff will be proposing to the Facilities/Executive Board in August, and the full Board in September proposal to buy this parcel of land with the buildings and many of the associated costs are within the goals and objectives of the original HHW Infrastructure RFP (2019-2020) and subsequent Materials Management RFP (2020-2021), and that the full award amount is likely. Staff will be meeting with ANR regularly to keep communication open and to help the project move forward.
  
9. Second Review Draft Preliminary Budgets for FY24 – Action Item
  - The General Manager provided an overview of the draft preliminary operating and capital budgets for FY24 and answered questions from FOC members.
  - Fred Thumm made a motion that the FOC recommend that the Executive Board approve the FY24 draft preliminary operating and capital budgets as presented, seconded by Bill Powell. Voting in favor: Unanimous.
  
10. Other Old or New Business: None
  
11. Adjourn
  - The meeting of the FOC adjourned at 7:11pm with consent of all members.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Fred Thumm". The signature is written in a cursive, flowing style.