

**Minutes of the CVSWMD Board and Executive Board of Supervisors meeting
– All members participated via Zoom**

June 1, 2022

Draft until approved

A meeting of the CVSWMD Board of Supervisors – Towns represented and Board of Supervisors/Alternates present were:

Representative	Town	4/22	5/22	6/22
Ahearn, W.	Barre City			
Thumm, F.	Barre Town	X	X	X
Mitchell, J. (alt)	Barre Town			
Levin, M.	Berlin	X	X	X
Fegard, C.	Bradford	X	X	X
Powell, B.	Calais	X	X	X
Brabant, J. (alt)	Calais			
Vacant	Chelsea			
Vacant	Duxbury			
Jewett, J.	E. Montpelier	X	X	X
Nunez T.	Fairlee	X	X	
Cornish, S.	Hardwick	X	X	X
McDonough, A.	Middlesex	X		X
Barlow-Casey, D	Montpelier	X	X	
Cattaneo, L.	Orange	X		X
Holmgren, E. (alt)	Orange			
Ziegler B.	Plainfield	X	X	X
Vacant	Tunbridge			
Vacant	Walden			
Carbee, P	Washington	X	X	X
Vacant	Williamstown			
Koteas, C	Woodbury		X	

Others in attendance: Lisa Liotta, Brenna Toman, Briana Morin and Barb Baird

Call to order (1)

Fred Thumm called the meeting to order at 6:30.

Agenda Revisions (2)

Lisa Liotta asked to add an item – HHW Facility update – to end of agenda.

Public Comment Period and Announcements (3)

Lisa Liotta introduced Briana Morin, the District's new Public Relations and Outreach Coordinator.

Consent Agenda (4)

- Adopt minutes of Board of Supervisors meeting May 4, 2022
- Accept minutes of the Grants Committee meeting May 23, 2022
- Accept minutes of the Financial Oversight Committee meeting May 24, 2022
- Accept minutes of the Program Oversight Committee meeting May 25, 2022
- Accept minutes of the Executive Board special meeting May 25, 2022

Lee Cattaneo moved to accept the Consent Agenda. The motion was seconded and passed unanimously.

Municipal Services Grant Application – Town of Tunbridge (5)

The Town of Tunbridge submitted a grant application for a rolloff container and signage at their transfer station.

Lee Cattaneo moved to approve the Tunbridge MSP grant application in the amount of \$5,000 to purchase a recycling roll-off container and signage for their transfer station. Signage and education materials must be reviewed and signed off on by CVSWMD staff. The motion was seconded and passed unanimously.

FY23 Program plans – Grants, Outreach, HHW (6)

The Program Oversight Committee recommend approval of these plans by the Board of Supervisors:

Brenna Toman presented the Grants program plan to the Board.

Peter Carbee moved to accept the FY23 Grants program plan. The motion was seconded and passed unanimously.

Brenna Toman presented the HHW program plan to the Board.

Jon Jewett moved to accept the FY23 Household Hazardous Waste program plan. The motion was seconded and passed unanimously.

Lisa Liotta and Briana Morin presented the Outreach program plan to the Board.

Bill Powell moved to accept the FY23 Outreach program plan. The motion was seconded and passed unanimously.

Box truck purchase/decommission (7)

A new box truck has been planned since FY21 with a grant from Vermont's Agency of Natural Resources. Lisa Liotta discussed the purchase and decommissioning and answered questions.

Jon Jewett moved to approve decommissioning the current box truck, trading it in for the new truck and authorizes the purchase of the new truck as specified in the bid provided by Allegiance Trucks. The motion was seconded and passed unanimously.

FY23 Staff Compensation Schedule (8)

Lisa Liotta explained the schedule provided in the packet and stated that the Executive Board and Financial Oversight Committee recommend approval by the Board of Supervisors.

Peter Carbee moved to approve the FY23 Staff Compensation Schedule as presented. The motion was seconded and passed unanimously.

GM contract and reappointment (9)

The Executive Board has reviewed the provided Agreement and recommends the reappointment of Lisa Liotta.

Bill Powell moved to reappoint Lisa Liotta to the General Manager position for the one-year period of July 1, 2022 to June 30, 2023 and approves the Agreement for Services as negotiated. The motion was seconded and passed unanimously.

The Board thanked Lisa for all of her hard work this past year and are happy to have her stay on as General Manager.

New Position – Full time HR/Finance (10)

Lisa Liotta explained that this position would replace the current half-time Bookkeeper position and shared budgetary details – which are shown in the Draft final FY23 Operating Budget.

Bill Powell moved to authorize the addition and hiring of a new Finance and Human Resources Administrator position to be filled as early as July 1, 2022. The motion was seconded and passed unanimously.

FY23 Final Operating Budget, Capital Budget (11)

Lisa Liotta went over the budgets as presented in the packet and answered questions. Both the FOC and Executive Board recommend approval.

Peter Carbee moved to approve the final FY23 Operating Budget and the FY23 Capital Plan/Budget as presented. The motion was seconded and passed unanimously.

Board Approval for Executive Board – Summer Items (12)

Lisa Liotta explained that while the full Board does not regularly meet in July and August, they may make a motion for the Executive board to take up some timely issues before the September meeting. The full Board can always hold a special meeting if needed.

As detailed in the memo provided, if the BOS authorizes the EB to take action any of these items, that meeting of the EB shall be warned as a Special Meeting of both the Board and the Executive Board, and Board members shall be invited to attend.

Matt Levin moved that the Board of Supervisors authorize the Executive Board to review and take action on decision related to the HHW Facility project, to authorize expenditure of funds on behalf of the Board in accordance with CVSWMD's Financial Policies and Procedure, to authorize CVSWMD Grant awards, to review and authorize hiring above the midpoint of the pay grade, and to approve changed to the Personnel Policy that would reduce liability and risk. The motion was seconded and passed unanimously.

ARCC Wrapped (13)

Brenna Toman shared a new graphic that illustrates 2021 ARCC collection and diversion information. It will be posted in social media and the District newsletter.

Other Old or New Business (14)

Fred Thumm announced that Peter Carbee is the new Chair of the Financial Oversight Committee. Bill Powell (former chair) is staying on the committee. Thumm thanked Powell for his many years as Chair.

HHW Facility update

Lisa Liotta reported that staff is continuing to meet with the consultants to find suitable property with the available funding. Sites of interest are in Barre City and Berlin. The Agency of Natural Resources is being kept in the loop.

Adjourn (15)

Motion to adjourn at 8:15 – unanimous.

Prepared by Barb Baird