

**Minutes of the CVSWMD Board and Executive Board of Supervisors
 – All members and others participated electronically – warned and held in keeping with the Open Meeting Law during COVID-19**

May 6, 2020

Draft until approved

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

Representative	Town	4/20	5/20
Micheli, S.	Barre City	X	X
Ahearn W. (alt)	Barre City		
Thumm, F.	Barre Town	X	
Mitchell, J. (alt)	Barre Town		
Levin, M.	Berlin	X	X
Vacant	Bradford		
Powell, B.	Calais	X	X
Brabant, J. (alt)	Calais		
Vacant	Chelsea		
Vacant	Duxbury		
Stanton, A.	E. Montpelier		X
Nunez T.	Fairlee	X	X
Cornish, S.	Hardwick	X	X
Fielder, S. (alt)	Hardwick		
Krauth, A.	Middlesex		
Barlow-Casey, D	Montpelier	X	X
Cattaneo, L.	Orange	X	X
Holmgren, E. (alt)	Orange		
Ziegler B.	Plainfield	X	X
Vacant	Tunbridge		
Hatch R.	Walden		
Carbee, P	Washington	X	X
Rouleau, M	Williamstown	X	X
Covey, F (alt)	Williamstown		
Nold-Laurendeau, J.	Woodbury		X

Other in attendance - Cathleen Gent, Lisa Liotta, Barb Baird --District Staff

Barb Baird conducted a roll call electronically.

Call to Order (1)

Lee Cattaneo called the meeting to order at 6:40.

Agenda Revision (2)

None.

Public Comment Period and Announcements (3)

No one from public attending.

Consent Agenda (4)

- a. Adopt the minutes of the Board of Supervisors meeting of April 1, 2020.
- b. Accept the minutes of the Executive Board meeting of April 21, 2020 and joint meeting with the Program Oversight Committee of April 21, 2020.
- c. Accept the minutes of Committee meeting and hear Committee reports:
 - Program Oversight Committee – see above
 - Financial Oversight Committee meeting of April 28, 2020
 - Grants Committee – none

Donna Barlow Casey moved to accept the consent agenda. The motion was seconded. Lee Cattaneo asked for a roll call vote and the motion passed unanimously.

Committee Assignments (5)

Executive Board:

Fred Thumm
Lee Cattaneo
Bill Powell
Matt Levin
Peter Carbee

Financial Oversight Committee:

Bill Powell
Fred Thumm
Steve Micheli
Tad Nunez
Peter Carbee

Program Oversight Committee:

Lee Cattaneo
Matt Roleau

Grants Committee:

Matt Levin
Shari Cornish
Peter Carbee
Anita Krauth

Ad Hoc Facility Committee:

Fred Thumm
Lee Cattaneo
Peter Carbee
Jack Mitchell

Bill Powell moved the slate of committee appointments. The motion was seconded and passed unanimously.

COVID-19 Response Actions (6)

a. District Operations Update

Cathleen Gent, Kathie Felch and Barb Baird are now working at the office due to their administrative duties. Other office staff are completing their schedules from home. The ARCC will be staffing up with their phase one work. All VOSHA and VLCT regulations and protocols are being followed.

ARCC – Lisa Liotta explained the phase one opening of ARCC the week of May 20, in which only EPR materials will be taken along with food waste for a donation. All safety protocols will be followed. Phase two entails social distancing and limiting number of customers in the facility at a time, the reuse area will be closed, and a number of materials will not be accepted – probably permanently due to loss of volunteer and part time staff.

b. Staff Compensation

As stated, most staff are able to work their weekly hours from home or at ARCC. Exceptions: one staff member is covered by the Families First Coronavirus Respond Act (FFCRA) because their children cannot attend school and another staff member does almost exclusively administrative work, which primarily takes place in the office. That staff member will begin working more hours but will not likely have 40 hours of work to do between office and remote settings.

Steve Micheli, on a recommendation by the Financial Oversight Committee, moved to pay staff 100% of their regular hours for the next three pay periods between May 16 and June 26 – with the Executive Board to discuss and recommend how to proceed after June 26th. The motion was seconded and passed unanimously.

c. Authorize Executive Board to Take Needed Actions

Bill Powell moved that the full Board authorize the Executive Board to make any needed decisions regarding COVID-19 between tonight's meeting and the next Board meeting on June 3rd. The motion was seconded and passed unanimously.

d. Other COVID-19 related issues

Due to COVID-19 and budget matters, it is unclear if the Legislature will take up any proposed changes to Act 148 at this time.

Household Hazardous Waste Facility – General Update (7)

Cathleen Gent stated that an RFP for proposals for project management went out in April and are due May 8th.

Gent is also scheduling time to speak to municipalities about the project and will keep board members apprised of when she will be meeting with their selectboards/councils.

a. NBRC grant

Gent discussed the grant proposal to the Northern Border Regional Commission.

Peter Carbee moved to authorize the submission of the application with final review by the Executive Board during their May meeting. The motion was seconded and passed unanimously.

Financial Review – remainder of FY 2020 (8)

Cathleen Gent went over the financials in the packet and answered questions regarding HHW expenses and income.

FY 21 Final Budget (9)

Gent explained that the Board saw the preliminary budget in December and the final budget will be approved by the Board at the June meeting. There was discussion among Board members of waiving 50% of the per capita for one year and whether or not to replace that money in the budget with grant funds.

Roundtable and Announcements (10)

Steve Micheli – asked if anyone wants to tour Barre City’s water plant.

Cathleen Gent – Brenna Toman has been hired as the new Planning Analyst for the district.

Barb Baird – will be sending out information to town clerks regarding Green Up Day grants. Towns can send in their receipts whenever they hold their Green Up Day for \$400 reimbursement.

Adjourn (11)

Motion to adjourn 7:55

Prepared by Barb Baird