

**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 5, 2021
 Draft until approved**

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

Representative	Town	4/21	5/21
Micheli, S.	Barre City	X	X
Ahearn W. (alt)	Barre City		X
Thumm, F.	Barre Town	X	X
Mitchell, J. (alt)	Barre Town		
Levin, M.	Berlin	X	X
Vacant	Bradford		
Powell, B.	Calais	X	
Brabant, J. (alt)	Calais		
Vacant	Chelsea		
Vacant	Duxbury		
Stanton, A.	E. Montpelier	X	X
Nunez T.	Fairlee	X	X
Cornish, S.	Hardwick	X	X
Fielder, S. (alt)	Hardwick		
McDonough, A.	Middlesex		X
Udis, J. (alt)	Middlesex	X	
Barlow-Casey, D	Montpelier	X	
Cattaneo, L.	Orange	X	
Holmgren, E. (alt)	Orange		
Ziegler B.	Plainfield	X	X
Vacant	Tunbridge		
Wikel, E.	Walden	X	
Carbee, P	Washington	X	X
Rouleau, M	Williamstown	X	X
Wildman, E.	Woodbury		X

Other in attendance – Lisa Liotta, Brenna Toman, Barb Baird – District Staff
 Erin McCullough – CVSWMD Treasurer

Call to order (1)

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

Agenda Revisions (2)

Lisa Liotta asked to add an agenda item regarding the board calendar that is included in the packet.

Public Comment Period and Announcements (3)

Lisa Liotta welcomed and introduced new board members Adele McDonough of Middlesex and Eileen Wildman of Woodbury.

Consent Agenda (4)

- a. Adopt meeting minutes of Board of Supervisors April 7, 2021
- b. Accept meeting minutes of the Executive Board April 20, 2021
- c. Accept the minutes of committee meetings and hear reports:
 - Program Oversight Committee – April 7, 2021
 - Financial Oversight Committee – April 20, 2021
 - Grants Committee – None
 - Ad Hoc Facilities Committee – None

Peter Carbee moved to accept the consent agenda. The motion was seconded and passed unanimously.

Committee Appointments (5)

Fred Thumm moved to appoint the following board committees:

Executive Board: Fred Thumm, Lee Cattaneo, Bill Powell, Matt Levin, Peter Carbee

Financial Oversight: Bill Powell, Fred Thumm, Tad Nunez, Peter Carbee, Steve Micheli

Program Oversight: Lee Cattaneo, Matt Rouleau, Betsy Ziegler

Grants: Matt Levin, Shari Cornish, Peter Carbee

Ad Hoc Facility: Fred Thumm, Lee Cattaneo, Peter Carbee, Jack Mitchell, Jon Jewett

The motion was seconded and passed unanimously.

Review Financial Statements as of March 31, 2021 (6)

Lisa Liotta stated that the district is 75% through FY 21 and that total income and expensed remain on track with expected levels. She went over the statements in the packet and answered questions.

Peter Carbee moved to accept the financial statements as of March 31, 2021. The motion was seconded and passed unanimously.

FY21 Budget Adjustment – 6120 Conferences and Meetings (7)

Lisa Liotta explained that some staff members have changed positions and taken on roles of more responsibility and that additional training and professional development would foster long-term success.

Peter Carbee moved to accept the budget adjustment to increase- #6120 Conferences and Meetings in the FY21 budget. The motion was seconded and passed unanimously.

ARCC Price Changes, New Items (8)

Lisa Liotta provided a summary and answered question regarding the proposed fee increases at the ARCC and the new items to consider.

Peter Carbee moved to approve the new ARCC fees effective July 1, 2021. The motion was seconded and passed unanimously.

Betsy Ziegler moved to accept VHS tapes, ballasts, film plastics, incandescent bulbs and push mowers at ARCC. The motion was seconded and passed unanimously.

Merchandise Inventory Accounting (9)

Lisa Liotta gave the board an overview of the district's method of accounting for merchandise that it purchases for resale. She discussed staff's recommendations to improve the accounting and management of merchandise inventory.

Steve Micheli moved the following motions:

- **Approve that the line item #4080 Compost Equipment Income be renamed to Merchandise Sales Income to reflect items being sold;**
- **Approve new line item to improve accounting for merchandise purchased for sale and for grants: #5050 Grant Equipment, Not Sold (expense);**
- **Approve new line item #1350 Merchandise Inventory a current asset on the balance sheet for resale merchandise inventory, and that the General Manager ensure that the total value does not exceed \$30,000;**
- **Approve management of merchandise inventory using QuickBooks to account for its value, expense, income, and sales tax collected for reporting purposes when items are sold.**

The motions were seconded and passed unanimously.

FY22 Final Budget Review (10)

Lisa Liotta and district Treasurer, Erin McCullough, stated that the FOC reviewed the final draft of the FY22 budget and recommended some adjustments. Adjustments were discussed as provided in the packet.

Peter Carbee moved to adopt the FY22 final budget. The motion was seconded and passed unanimously.

Fred Thumm thanked Peter Carbee for working on the budget with staff.

Policy for POC to approve minor program plan changes (11)

Board asked for a written policy to go through the Executive Board and then back to full board for adoption.

SWIP CY2020 Annual Report (12)

Brenna Toman presented the annual report and answered questions. There will be a change in the textile entry to reflect that some permanent collections do not accept rags.

Matt Levin moved to adopt the SWIP CY2020 annual report. The motion was seconded and passed unanimously.

Household Hazardous Waste Facility (13)

- a. Update
- b. Approve ANR Infrastructure grant
- c. Resolution to apply for NBRC grant
- d. RFP for box truck

Brenna Toman reported that the district is still in talks with Barre Town. A member of the Selectboard and the neighbor abutting the proposed site attended the district's Barre Town HHW collection to see the types of items residents bring.

Toman discussed the ANR Materials Management grant, that the Executive Board recommended approval of, which would automatically extend the end date from February 15, 2022 to May 31, 2023. It provides new grant funding for HHW Facility construction and the purchase of a box truck.

Steve Micheli moved to accept the 2021 ANR Materials Management Grant in the total amount of \$156,100, with a total match amount of \$104,067. The motion was seconded and passed unanimously.

Peter Carbee moved to approve submitting the Northern Borders Regional Commission State Economic Development & Infrastructure Grant for \$798,505 to fund the gap for the HHW facility. The motion was seconded and passed unanimously.

Peter Carbee moved to approve issuing an RFP for a 12-pallet capacity box truck with staff to look into alternative fuel and hybrid options. The motion was seconded and passed unanimously.

Approve employment offer above mid-range of pay scale (14)

Lisa Liotta explained that the district has found an experienced bookkeeper and she would like to offer the position with pay above the mid-range pay scale. District policy brings it to the board.

Steve Micheli moved to approve starting pay rate for bookkeeper position at \$18.00. The motion was seconded and passed unanimously.

Board Calendar

Lisa Liotta pointed out that an annual calendar of what the board takes up each month is in the packet.

Round Table (15)

None

Adjourn (16)

Tad Nunez motioned to adjourn at 8:00. The motion was seconded and passed unanimously.

Prepared by Barb Baird