

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
May 20, 2020

Meeting held via teleconference.

PRESENT

BOARD MEMBERS:	Bolton	Duncan Galbraith
	Burlington	Lee Perry
	Charlotte	-----
	Colchester	-----
	Essex	Alan Nye
	Essex Junction	Alan Nye
	Hinesburg	-----
	Huntington	Roman Livak
	Jericho	Leslie Nulty
	Milton	-----
	Richmond	Logan Hegg
	Shelburne	Tim Loucks
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
	Westford	Michelle DaVia
	Williston	-----
	Winooski	Bryn Oakleaf

STAFF:	Sarah Reeves
	Amy Jewell
	Dan Goossen
	Jennifer Getty
	Josh Estey
	Nancy Plunkett
	Michele Morris

OTHERS PRESENT: None

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| AGENDA: | 1. | Call to Order & Agenda |
| | 2. | Public Comment Period |
| | 3. | Consent Agenda |
| | 4. | Finance Committee Authority Review |
| | 5. | Board Norms |
| | 6. | Other Business |
| | 7. | Adjournment |
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1. CALL TO ORDER & AGENDA

Chair Michelle DaVia called the teleconference meeting to order at 6 PM. There were no changes to the agenda.

2. PUBLIC COMMENT PERIOD

There were no comments from the public.

3. CONSENT AGENDA

3.1 Minutes – April 8, 2020

3.2 Town of Williston Town Agreement, Supplement #7

3.3 Draft Solid Waste Implementation Plan

3.4 Household Solid Waste Survey Report

3.5 Program Updates

3.6 Executive Director Update

Without objection the consent agenda was approved.

4. FINANCE COMMITTEE AUTHORITY REVIEW

There was discussion of the authority of the Finance Committee relative to budget recommendations. The following comments were made:

- It is in the purview of the Finance Committee to discuss these items when working on the budget development.
- There is confidence in the Finance Committee to delve into issues and ask hard question in order to make suggestions to management and the full board.
- Questions need to be asked and multiple scenarios presented on where to make cuts.
- A hard-bottom line budget number should be given by the Finance Committee and the operators can make the necessary cuts.
- Language in the Personnel Policy and the Executive Director's contract should be amended to eliminate any problem in the future of limiting the board's authority. Staff can be given discretion to make recommendations on the budget, but it would be foolish for the board to limit its authority.
- There is a prescribed process for letting an employee go from employment. More clarity is needed on cutting staff hours, cutting salaries, or ending employment.
- If volumes (tonnages) are down, then revenues are down and presumably work levels are down so it is legitimate for the Finance Committee to ask management if current staffing levels should be maintained.
- The opinion from the attorney was made on an inaccurate representation of the Finance Committee discussion. The Finance Committee did not instruct the Executive Director about how specifically to change the budget or what personnel measures to take. The discussion was a brainstorming session to explore all avenues. CSWD could see a deficit of \$1.2 million at least and that had to be addressed. The initial draft presented by staff seemed insufficient to address that gap. The members of the Finance Committee felt they were fulfilling their responsibilities to the full board and member towns.
- The concerns expressed by the attorney about the Finance Committee cutting staff in the budget rather than letting the Executive Director present options first can be sorted out in a future discussion.

Staff will verify that the structure and charge of the Finance Committee was presented to the full board for discussion.

5. BOARD NORMS

There was discussion of the document outlining how the board operates. Suggested revisions were made pertaining to moving the text on authority to the start of the document, clarifying authority to establish committees, clarifying the number of members on a committee and how appointed, showing what is from the charter and what are operating norms.

Leslie Nulty suggested forming a committee to craft bylaws. Michelle DaVia said the attorney suggested the operating norms as the start to having bylaws. The document is a high-level index or desktop guide to the functions of the board that rolls into bylaws. Paul Ruess suggested following the document until bylaws can be adopted by the board.

There was discussion of alternates being able to speak at meetings so all points of view can be heard. Michelle DaVia said a commissioner can request the floor to allow the alternate to speak. The commissioner should have a say over what the alternate may say because there could be contrary points of view to what the commissioner wants to represent for the member town. Paul Stabler said the primary member is the voting member, but the alternate can be given a chance to speak. The Chair can cut off discussion at any time. Alan Nye said members and alternates discuss issues and bring that to the board. The members represent the position of their selectboard. Members and alternates cannot have two different viewpoints. The Chair controls the meeting.

Michelle DaVia said the feedback on the board norms document is appreciated and clarity on statements from the charter will be requested. The document is a “desktop cheat sheet” to Roberts Rules of Order, the board’s practices, and the parts of the charter that directly control a meeting setting. The intention is to build to bylaws because more specificity is needed.

6. OTHER BUSINESS

None.

7. ADJOURNMENT

**MOTION by Leslie Nulty, SECOND by Roman Livak, to adjourn the meeting.
VOTING: unanimous; motion carried.**

The meeting was adjourned at 7:07 PM.

M.E. Riordan, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the meeting held in Williston.

Amy Jewell, Secretary