



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

Delivered information via phone call, email, regular USPS mail, and certified return receipt requested USPS

Personal and Confidential

June 25, 2020

Bob Magee
764 Mountain View Road
Duxbury, VT 05676

RE: Appeal Hearing

Dear Bob:

Appeal Date

The District has scheduled your **appeal to be heard on July 2, 2020 at 4:00 p.m.** It will be heard by a Committee of the Board: Chair, Bryn Oakleaf, Winooski; Leslie Nulty, Jericho; Logan Hegg, Richmond; Alan Nye, Essex Town & Village, and Lee Perry, Burlington. They will be represented by legal counsel, Susan Gilfillan, Esq. If you believe that you have a conflict with any of these Committee members or legal counsel, please notify me immediately.

Appeal Purpose:

The purpose of this appeal hearing is for you to contest my decision to terminate your employment based on my determination that your admitted conduct on April 30, 2020 violated CSWD's Personnel Rules and Regulation, and Safety Policy, that you endangered those you supervised, that I had lost confidence in your judgement and trust in you as a supervisor, and your past disciplinary record.

Public or Private Meeting for the Appeal

You have the choice as to whether you would like to have your appeal heard in an executive or private session or in an open meeting where anyone can attend. **Please advise me of whether would like an executive session no later than 5:00 p.m. on Monday, June 29, 2020** so that I can appropriately issue notice of the meeting.

Zoom Meeting:

The appeal hearing will be conducted using Zoom, a remote telecommuting meeting program, as a result of the COVID 19 pandemic. Please advise me immediately if you need assistance with the technology necessary to participate in a Zoom meeting and we will provide assistance.

Documents:

In order to facilitate the Zoom meeting, we are proposing that you provide in advance any and all documents you wish to have the Committee consider when it makes its decision on your appeal. Your proposed documents will be added to a confidential drop box that the Committee members will have access to. **Accordingly, please provide to me by email or hard copy any and all documents you wish the Committee to consider no later than Monday, June 29 at 5:00 p.m.**

The District will be providing its documents as well to the Committee the same way. These documents are my letters of June 8, May 29, May 7, of 2020 and their attachments. This letter will also be provided. In addition, Mr. Burgess's report dated May 20, 2020 and your letter of appeal dated June 17, 2020 will be provided to the Committee by the District. You have already received or been offered access to all of these documents.

Both your documents and the District's documents will be downloaded into the online drop box by Tuesday morning at the latest. You, the District and the Committee members will all have access to these documents once they are in the drop box. You will be provided with the information necessary for you to access the drop box. Again, if you don't have the technology to achieve this please contact me as soon as possible so we can assist you.

Witnesses:

During the Appeal you will have the opportunity to have witnesses be present and give testimony that is relevant to this matter. They may join you on your Zoom connection or be accessed remotely if they are able.

You also have the right to ask questions of any of the witnesses who gave information that I relied upon in making my decision. That would be Bill Burgess, author of the report, and CSWD employees Shane Morris and Ryan Cota. You may also ask questions of me. I will be attending the appeal meeting as will Amy Jewell, Director of Administration, and Operations Director Josh Tyler, your supervisor. **If you wish to ask questions of either Bill Burgess, Shane Morris and/or Ryan Cota, please notify me no later than by Monday June 29, 2020 at 5:00 p.m. so that I can arrange for their attendance.**

An Attorney to Represent You or Other Support Person at the Appeal

As provided by our Personnel Policy you may have an attorney represent you at the appeal hearing. Any such representation will be at you own expense. You may also have a person present to support you if you wish so long as that individual does not disrupt the appeal hearing. **If you choose to have an attorney present please notify me no later than June 29, 2020 at 5:00 pm.**

In summary Bob, by Monday, June 29, 2020 at 5:00 pm. I need the following from you:

- 1. Whether any of the Committee members or Susan Gilfillan have a conflict of interest as to you;**
- 2. Whether you want the hearing in private or public session;**
- 3. All documents you want to present to the Committee;**
- 4. Whether you want Bill Burgess, Shane Morris and/or Ryan Cota present so you can ask them questions;**
- 5. Whether you are going to have an attorney present to represent you at the hearing.**

Sincerely,



Sarah Reeves,
Executive Director, CSWD

C: Personnel File