

**CHITTENDEN SOLID WASTE DISTRICT  
BOARD MEETING  
ORGANIZATIONAL MEETING AGENDA  
AGENDA**

Date: Wednesday, June 24, 2026

Time: 6:00 P.M.

Place: Zoom meeting/CSWD Administrative Office – 19 Gregory Drive South Burlington

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\*\*\* (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only

1. (E) **Agenda** (6:00 p.m.)
2. **Public Comment**
3. (E) **Introduction of new Board Members/  
Appreciation for those previously serving** (6:05 p.m.)
4. (E) **Annual Organizational Meeting** (6:07 p.m.)  
Board Action Requested:
  - a) Elect Officers
  - b) Elect Executive Board
  - c) Set Full Board Meeting Schedule
  - d) Granting of Authority
  - e) Set Interest Rate for Late Payment
  - f) Continue Fidelity Bond for Officers
  - g) Approval of check signing privileges
5. **Other Business** (6:30 p.m.)
6. **Adjournment** (6:35 p.m.)



Chittenden Solid Waste District

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**ADMINISTRATIVE OFFICE**

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**BOARD OF COMMISSIONERS – June 2026**

*Appointments for towns A-K in even numbered years – highlighted towns have completed appointment process.*

| <b>Community</b> | <b>Representatives</b> | <b>Alternates</b> |
|------------------|------------------------|-------------------|
| Bolton           | Vacant                 | Vacant            |
| Burlington       | Lee Perry              | Vacant            |
| Charlotte        | Ken Spencer            | Vacant            |
| Colchester       | Lauren Eagan           | Renae Marshall    |
| Essex            | Alan Nye               | Wendy Duncan      |
| Essex Junction   | Mike Sullivan          | Amber Thibeault   |
| Hinesburg        | Richard McCraw         | Vacant            |
| Huntington       | Barb Winters           | Guthrie Smith     |
| Jericho          | Leslie Nulty           | Tom Joslin        |
| Milton           | Betsy Paret            | Vacant            |
| Richmond         | Andrew French          | Vacant            |
| St. George       | Jaymi Cleland          | Joel Colf         |
| Shelburne        | Margy Wiener           | Matt Lawless      |
| South Burlington | Paul Stabler           | Allison Lazarz    |
| Underhill        | Paul Ruess             | Dan Steinbauer    |
| Westford         | Katie Frederick        | Vacant            |
| Williston        | David Howell           | Caylin McCamp     |
| Winooski         | Bryn Oakleaf           | Rachel Kennedy    |

\*Matt Kobzik, Burlington's alternate, resigned

## MEMORANDUM

TO: Board of Commissioners  
FROM: Sarah Reeves, Executive Director  
DATE: June 24, 2026  
RE: Annual Organizational Meeting Election Process & Nominees

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In early June self-nominations for positions to be elected by the CSWD Board of Commissioners for Fiscal Year 2027 were sent to the Executive Director.

### **Nominations received as of June 15, 2026:**

#### **Officers** (elect one per office, voted by the membership)

**Chair: Paul Ruess, Underhill**

**Vice Chair: Alan Nye, Essex Town**

**Secretary: None**

**Treasurer: Paul Stabler, South Burlington**

#### **Executive Board** (elect four, voted by the membership)

**Lee Perry, Burlington**

**Alan Nye, Essex Town**

**Betsy Paret, Milton**

**Paul Stabler, South Burlington**

#### **Process:**

The Annual Organizational Meeting will be a hybrid meeting. Board members may attend via Zoom or in-person at the South Burlington Administrative Office. Additional nominations will be solicited at the Annual Organizational Meeting on June 24, 2026. All new self-nominations will be added to the ballot; all new nominations will be added to the corresponding ballot once assent to serve has been confirmed. Nominations will close for officer positions one by one. That is, nominations will be sought for the position of Chair. When all nominations have been received, nominations will close, and voting will commence. When the vote for Chair is completed, the process repeats for Vice Chair, Secretary, and Treasurer in turn.

Additional nominations will be sought for Executive Board when the Officer elections are complete. Commissioners may select **up to four members** to serve on the Executive Board (the Chair is automatically a member of the five-member board).

Votes for Officer positions and for the Executive Board shall be cast by the member community's appointed Commissioner, or if the Commissioner is absent from the meeting, by the Alternate Commissioner. Votes are weighted as described in the CSWD Charter, Article II, Section 9. VOTING (see below).

Voting for uncontested positions will be conducted by voice vote and raised hand for both in-person attendees and those attending by Zoom. The Secretary will confirm and record the votes of those attending by Zoom. Once all eligible members have voted, the result of the vote will be announced immediately.

Voting for contested positions will be conducted by paper vote, collected by the Secretary and a Teller appointed by the Chair. Commissioners attending via Zoom will be admitted one-by-one in alphabetical order by member municipality to a virtual breakout room and cast their vote with the Secretary. After the Commissioner has recorded their vote with the Secretary and Teller, the Commissioner will be asked to leave the breakout room, and the next Commissioner admitted.

## Charter Guidance

### Article II, Section 3. ORGANIZATIONAL MEETING states:

*Annually, on or before the fourth Wednesday in June, commencing in 1989, the Board of Commissioners shall hold its organizational meeting. At such meeting, the Board of Commissioners shall elect from among its membership a Chair and a Vice Chair, each of whom shall hold office for one year and until his or her successor is duly elected and qualified. The Chair and Vice Chair are eligible to be elected to successive terms without limit.*

### Article II, Section 9. VOTING states:

*Each member of the Board of Commissioners shall be entitled to cast one vote for every 5,000 population, or portion thereof, in the municipality which he or she represents. Except as otherwise provided herein, a majority of the votes cast shall be required to approve any action. A member of the Board may not split the vote(s) allocated to his or her municipality. The determination of population shall be based on the latest population estimates available from the Vermont Department of Health, or other source agreed on by the Board of Commissioners.*

### Article III, Section 1. ELECTION states:

*The Board of Commissioners annually shall elect from among its members a chair, vice chair, treasurer and secretary, and such other officers as it deems appropriate for the conduct of its business. Upon majority vote of the Board the treasurer or secretary may be non-Board members.*

### Article III, Section 10. EXECUTIVE BOARD states:

*The Board of Commissioners shall have the authority to establish an Executive Board and grant such powers to it as it may deem necessary. The Executive Board shall consist of the Chair of the Board of Commissioners and four members of the Board of Commissioners elected by the Board of Commissioners.*

## **Duties of the Officers**

Chair: The chair shall preside at all meetings of the Board of Commissioners. The chair shall also perform all of the duties incident to the position and office.

Vice Chair: During the absence of or inability of the chair to perform his or her duties, the vice chair shall perform such duties.

Secretary: The secretary shall have the custody of the public records of the District and shall record all votes and proceedings of the District including meetings of the District and meetings of the Board of Commissioners. The secretary shall also prepare and warn all meetings of the District and Board of Commissioners in accordance with Vermont law and shall cause the annual report approved by the Board of Commissioners to be distributed to the legislative bodies of the member municipalities. The secretary shall also perform all the duties and functions incident to the office of a secretary or clerk of a municipal corporation.

Treasurer: The treasurer shall have the custody of the funds of the District and shall be the disbursing officer of the District. When authorized by the Board of Commissioners, the treasurer shall sign, make, or endorse in the name of the District all checks and orders for the payment of monies and pay out and disburse the same. The treasurer shall perform all of the duties and functions incident to the office of treasurer of a municipal corporation.

## **Committees**

Currently active committees are the Executive Board and one standing committee, the Finance Committee. The Investment Committee meets as needed (usually one to two times a year) and is comprised of the members of the Finance Committee. Over the years, the Board has established a variety of ad-hoc committees (Ordinance, Recycling Market Development, Franchise Study, Executive Search, etc.) to work on short-term projects. The Chair serves as an ex-officio member of all ad-hoc committees.

## **Executive Board**

The Executive Board meets monthly as needed, typically 9 - 10 times per year. The Chair of the Board of Commissioners currently functions as the Chair of the Executive Board.

## **Finance Committee/Investment Committee (appointed by Board of Commissioners Chair)**

The Finance Committee was established by the Board of Commissioners in 1996. The Finance Committee meets several times during the year, not solely for budgeting purposes. The Treasurer of the Board of Commissioners is automatically a member of the Finance Committee and serves as committee Chair. It has also been practice that the members of the Finance Committee comprise the Investment Committee.

**CHITTENDEN SOLID WASTE DISTRICT  
BOARD MEETING  
ORGANIZATIONAL MEETING  
AUTHORITIES AND APPROVALS**

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Each year, CSWD must reauthorize specific powers and abilities to be able to conduct daily business.

**Motions: (corresponding to agenda item #4)**

**d. Granting of Authority**

This action establishes the spending limits for the Executive Director and Executive Board before needing to bring a purchase or contract to the full Board.

MOTION to authorize the Executive Director to expend up to \$50,000; and MOTION to authorize the Executive Board to approve expenditures up to \$100,000; and MOTION to authorize the Full Board to approve expenditures above \$100,000.

**e. Set Interest Payments**

This action establishes the interest rate CSWD is allowed to charge our member municipalities, should the District establish a municipal assessment, and the municipality is late in remitting their assessment.

MOTION to set the interest rate for late payment at 1% per month (12% per annum) for member municipalities if assessments are established.

**f. Continue Fidelity Bond for Officers**

A fidelity bond is a type of insurance policy that protects a business or business entity against financial losses due to dishonest or financially fraudulent actions of certain employees, officers, or directors (commissioners).

MOTION to continue the fidelity bond of \$500,000 per incident for commissioners of the Chittenden Solid Waste District, the Director of Finance, and the Executive Director.

**g. Approval of Check Signing Privileges**

This action is a best practice to guard against fraud and to enhance financial accountability.

- a. MOTION to authorize the Chair of the Board of Commissioners, the Executive Director, the Director of Administration, and the Treasurer to sign checks and electronic transfers throughout the upcoming year, and further, any check or electronic transfer greater than \$25,000 shall require two signatures.

## MEMORANDUM

TO: CSWD Board of Commissioners

FROM: Amy Jewell

DATE: June 18, 2026

RE: FY27 Full Board Meeting Schedule

Below is the proposed schedule for the Full Board Meetings. The Executive Board meeting will be determined based on availability of board members.

Full Board Meetings are held on the 4<sup>th</sup> Wednesday of each month except for November and December where they are held on the 3<sup>rd</sup> Wednesday of the month due to the holidays.

### **FY 27 Proposed Board Meeting Schedule**

| Month          | Full Board              |
|----------------|-------------------------|
| July 2026      | Wednesday, July 22      |
| August 2026    | Wednesday, August 26    |
| September 2026 | Wednesday, September 23 |
| October 2026   | Wednesday, October 28   |
| November 2026  | Wednesday, November 18  |
| December 2026  | Wednesday, December 16  |
| January 2027   | Wednesday, January 27   |
| February 2027  | Wednesday, February 24  |
| March 2027     | Wednesday, March 24     |
| April 2027     | Wednesday, April 28     |
| May 2027       | Wednesday, May 26       |
| June 2027      | Wednesday, June 23      |