DRAFT

CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF ANNUAL ORGANIZATIONAL MEETING
June 24th, 2026

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	-----
	Burlington	Lee Perry
	Charlotte	-----
	Colchester	Lauren Eagan
	Essex	Alan Nye
	Essex Junction	-----
	Hinesburg	Rick McCraw
	Huntington	Barb Winters
	Jericho	Leslie Nulty
		Tom Joslin, Alt.
	Milton	Betsy Paret
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Alison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
		Dan Steinbauer, Alt.
	Westford	-----
	Williston	David Howell
	Winooski	Bryn Oakleaf
		Rachel Kennedy, Alt.

STAFF: John Balparda, Director of Finance; Joey Catania, Outreach, Compliance & Safety Manager; Josh Estey, Director of Operations; Dan Goosen, Director of Organics & Recycling; Jennifer Holliday, Director of Public Policy & Communications; Becky Johnston, Data & Policy Analyst; Amy Jewell, Director of Administration; Thomas Melloni, Attorney ;Brian Mital, Associate Director of Operations; Sarah Reeves, Executive Director

OTHERS PRESENT: Steve Crafts, Place Creative Marketing Firm, Steve M., member of the public.

AGENDA:

1. Call to Order & Agenda
2. Public Comment Period
3. Introduction of new Board Members & Appreciation for those previously serving
4. Annual Organizational Meeting
   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. Adjourn

Paul Ruess called the meeting to order at 6:00 P.M.

1. CALL TO ORDER & AGENDA
No changes to the agenda.

2. PUBLIC COMMENT PERIOD
No members of the public were present in the meeting room, via phone or Zoom. No comments were made by the public.

3. INTRODUCTION OF NEW BOARD MEMBERS & APPRECIATION FOR THOSE PREVIOUSLY SERVING
P. Ruess stated there are no new representatives currently being appointed for any municipal district. S. Reeves confirmed that no formal documentation regarding representative nominations for the Commissioner position has been submitted by either Charlotte or Huntington. Answering a question from P. Ruess, T. Melloni confirmed that Charlotte and Huntington Commissioners serve until a new member is appointed and qualified to serve.

4. ANNUAL ORGANIZATIONAL MEETING

a. ELECT OFFICERS
Chair: Paul Ruess was the only nomination for Chair
VOTING ON ELECTION OF CHAIR: Motion Passed 11-0 with one abstention by Paul Ruess; MOTION CARRIED. Paul Ruess is CSWD Chair of the Board of Commissioners.

Vice Chair: Alan Nye was the only nomination for Vice Chair
VOTING ON ELECTION OF VICE CHAIR: Motion 11-0 with one abstention by Alan Nye; MOTION CARRIED. Alan Nye is CSWD Vice Chair of the Board of Commissioners.

Secretary: Paul Stabler was the only nomination for Secretary
VOTING ON ELECTION OF SECRETARY: Motion Passed 11-0 with one abstention by Paul Stabler; MOTION CARRIED. Paul Stabler is CSWD Secretary of the Board of Commissioners.

Treasurer: Paull Stabler was the only nomination for Treasurer.
VOTING ON ELECTION OF TREASURER: Motion Passed 11-0 with one abstention by Paul Stabler; MOTION CARRIED. Paul Stabler is Treasurer for the CSWD Board of Commissioners.

b. ELECT EXECUTIVE BOARD
MOTION by ALAN NYE, SECOND by LESLIE NULTY to nominate Lee Perry, Alan Nye, Betsy Paret, and Paul Stabler to the Executive Board. VOTING ON ELECTION TO EXECUTIVE BOARD: Motion Passed 12-0. MOTION CARRIED.

c. SET FULL BOARD MEETING SCHEDULE
S. Reeves presented the proposed Full Board meetings. She stated the schedule of the Executive Board meetings will be determined based on the availability of the Executive Board members. The Full Board

meetings are held on the 4th Wednesday of each month except for the months of November and December when the meetings are then held on the 3rd Wednesday of the month due to the holidays.

PAUL STABLER made a motion, seconded by ALAN NYE, to adopt the full board meeting schedule as presented in the board packet. Motion passed 12-0.

S. Reeves stated that the Board is responsible for an annual review and reauthorization of key operational authorities and expenditure limits. The Board is also responsible for establishing interest rates and terms for any municipal assessments as well as approving officer fidelity bonds and check-signing authorizations.

d. GRANTING OF AUTHORITY
PAUL STABLER made a motion, seconded by LEE PERRY, to authorize the Executive Director to expend up to $50,000;

AND to authorize the Executive Board to approve expenditures up to $100,000;

AND to authorize the Full Board to approve expenditures above $100,000. Motion passed 12-0.

e. SET INTEREST RATE FOR LATE PAYMENT
ALAN NYE made a motion, seconded by PAUL STABLER, to set the interest rate for late payment at 1% per month (12% per annum) for member municipalities if assessments are established. Motion passed 12-0.

f. CONTINUE FIDELITY BOND FOR OFFICERS
Paul Stabler stated 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 Commissioners.

LESLIE NULTY made a motion, seconded by LEE PERRY, 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. Motion Passed. 12-0

g. APPROVAL OF CHECK SIGNING PRIVILEGES
ALAN NYE made a motion, seconded by PAUL STABLER, 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. Motion passed 12-0.

Answering a question from B. Paret, S Reeves clarified that two signatures have always been a requirement for approval for checks exceeding a set amount, currently set at checks exceeding $25,000.

5. OTHER BUSINESS
None.

6. ADJOURN

Adjournment – Motion by PAUL STABLER, second by ALAN NYE, to adjourn the meeting. All in favor, motion passed. at 6:22 P.M.

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 _____________.

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Board Secretary