

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
WILLISTON TOWN HALL
MEETING ROOM
MINUTES OF ANNUAL ORGANIZATIONAL MEETING
June 27, 2018

PRESENT

BOARD MEMBERS:

| | |
|----------------|---------------------|
| Bolton | Duncan Galbraith |
| Burlington | Rob Green |
| Charlotte | ----- |
| Colchester | Tim Moran |
| Essex | Alan Nye |
| Essex Junction | Alan Nye |
| Hinesburg | Lynn Gardner |
| | Doug Taft, alt. |
| Huntington | ----- |
| Jericho | Leslie Nulty |
| | Bert Lindholm, alt. |
| Milton | Ken Nolan |
| Richmond | Logan Hegg |
| Shelburne | ----- |
| So. Burlington | Paul Stabler |
| St. George | ----- |
| Underhill | Dan Steinbauer |
| Westford | Michelle DaVia |
| Williston | ----- |
| Winooski | Bryn Oakleaf |

STAFF:

Sarah Reeves
Katherine Decarreau
Amy Jewell
Brian Wright
Jen Holliday
Nancy Plunkett
Lee Tuure
Michele Morris
Rhonda Mace
Raeann Bilow
Robin Orr
Ethan Hausman
Jonny Finity

OTHERS PRESENT: Thomas Melloni, Paul Frank + Collins

AGENDA: 1. Call to Order and Introduction of New Board Members
2. Elect Officers

3. Elect Executive Board and Granting of Authority
 4. Elect or Appoint Finance Committee Members
 5. Set Meeting Schedule – Board, Executive Board, Finance Committee
 6. Set Interest Rate for Late Payment
 7. Continue Fidelity Bond for Officers
 8. Approval of Check Signing Privileges
 9. Adjournment
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1. CALL TO ORDER

Paul Stabler called the annual organizational meeting to order at 6 PM and welcomed Logan Hegg, Richmond representative, and Ken Nolan, Milton representative, to the board.

2. ELECT OFFICERS

Chairman

MOTION by Lynn Gardner, SECOND by Alan Nye, to nominate Paul Stabler as Chair. There were no other nominations.

MOTION by Alan Nye, SECOND by Lynn Gardner, to close the nominations.

VOTING ON ELECTION OF CHAIR: unanimous; motion carried.

Paul Stabler is CSWD Chair of the Board of Commissioners.

Vice Chair

MOTION by Rob Green, SECOND by Lynn Gardner, to nominate Michelle DaVia as Vice Chair. There were no other nominations. **VOTING ON ELECTION OF VICE CHAIR: unanimous; motion carried.**

Michelle DaVia is CSWD Vice Chair of the Board of Commissioners.

Secretary/Treasurer

MOTION by Lynn Gardner, SECOND by Michelle DaVia, to nominate Alan Nye as Secretary/Treasurer. There were no other nominations. **VOTING ON ELECTION OF SECRETARY/TREASURER: unanimous; motion carried.**

Alan Nye is Secretary/Treasurer for the CSWD Board of Commissioners.

3. ELECT EXECUTIVE BOARD & GRANTING OF AUTHORITY

Executive Board

MOTION by Lynn Gardner, SECOND by Leslie Nulty, to nominate the CSWD Chairman (Paul Stabler) plus four members to include Rob Green (Burlington), Alan Nye (Essex & Essex Junction), Michelle DaVia (Westford), and Craig Abrahams (Williston) to the Executive Board. There were no other nominations. **VOTING ON EXECUTIVE BOARD: unanimous; motion carried.**

CSWD Chairman (Paul Stabler) plus Rob Green (Burlington), Alan Nye (Essex & Essex Junction) Michelle DaVia (Westford), and Craig Abrahams (Williston) are elected to the Executive Board.

Granting of Authority

MOTION by Lynn Gardner, SECOND by Rob Green, to grant authorization to the Executive Board to approve expenditures up to \$100,000. VOTING: unanimous; motion carried.

MOTION by Lynn Gardner, SECOND by Alan Nye, to authorize the General Manager to expend up to \$50,000. VOTING: unanimous; motion carried.

4. ELECT or APPOINT FINANCE COMMITTEE MEMBERS

MOTION by Lynn Gardner, SECOND by Rob Green, to appoint Michelle DaVia (Westford), Alan Nye (Essex & Essex Junction), Leslie Nulty (Jericho) to the Finance Committee. There were no other nominations. VOTING ON ELECTION TO FINANCE COMMITTEE: unanimous; motion carried.

Alan Nye (Essex & Essex Junction), Leslie Nulty (Jericho), and Michelle DaVia (Westford) are elected to the Finance Committee.

5. SET MEETING SCHEDULE

MOTION by Alan Nye, SECOND by Lynn Gardner, to set the meeting schedule as follows:

Executive Board

**July 16, 2018
August 13, 2018
September 17, 2018
October 15, 2018
November 5, 2018
December 10, 2018
January 14, 2019
February 19, 2019
March 18, 2019
April 15, 2019
May 13, 2019
June 17, 2019**

Full Board

**July 25, 2018
August 22, 2018
September 26, 2018
October 24, 2018
November 14, 2018
December 19, 2018
January 23, 2019
February 27, 2019
March 27, 2019
April 24, 2019
May 22, 2019
June 26, 2019**

And further, to authorize the Chair of the CSWD Board of Commissioners in consultation with the General Manager to cancel Board of Commissioner and Executive Board meetings when it is deemed unnecessary or imprudent to hold a meeting. VOTING: unanimous; motion carried.

6. SET INTEREST RATE FOR LATE PAYMENT

MOTION by Lynn Gardner, SECOND by Alan Nye, to set the interest rate for late payment at 1% per month (12% per annum) for member towns if assessments are established. VOTING: unanimous; motion carried.

7. CONTINUE FIDELITY BOND FOR OFFICERS

MOTION by Lynn Gardner, **SECOND** by Alan Nye, to continue the fidelity bond of \$500,000 per incident for commissioners of the Chittenden Solid Waste District, the Finance Manager, and the General Manager. **VOTING: unanimous; motion carried.**

8. APPROVAL OF CHECK SIGNING PRIVILEGES

MOTION by Lynn Gardner, **SECOND** by Leslie Nulty, to authorize the Chair of the Board of Commissioners, the General Manager, the Administrative Manager, 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 need two signatures. **VOTING: unanimous; motion carried.**

9. ADJOURNMENT

MOTION by Alan Nye, **SECOND** by Lynn Gardner, to adjourn the 2018 CSWD organizational meeting. **VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:12 PM.

RScty: M.E.Riordan.

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 _____.

Alan Nye, Secretary/Treasurer