

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**WILLISTON TOWN HALL**  
**MEETING ROOM**  
**MINUTES OF ANNUAL ORGANIZATIONAL MEETING**  
**June 26, 2019**

**PRESENT**

**BOARD MEMBERS:**

|                |                        |
|----------------|------------------------|
| Bolton         | Duncan Galbraith       |
| Burlington     | Lee Perry              |
| Charlotte      | -----                  |
| Colchester     | -----                  |
| Essex          | -----                  |
| Essex Junction | -----                  |
| Hinesburg      | Lynn Gardner           |
|                | Doug Taff, alt.        |
| Huntington     | -----                  |
| Jericho        | Bert Lindholm, alt.    |
| Milton         | -----                  |
| Richmond       | Logan Hegg             |
| Shelburne      | Tim Loucks             |
| So. Burlington | Paul Stabler           |
| St. George     | -----                  |
| Underhill      | Paul Ruess             |
| Westford       | Michelle DaVia         |
| Williston      | Jeremy Hulsey          |
|                | Caylin McCamp, alt     |
| Winooski       | Bryn Oakleaf           |
|                | Candice Holbrook, alt. |

**STAFF:**

Sarah Reeves  
Amy Jewell  
Nancy Plunkett  
Michele Morris  
Dan Goossen  
Jenn Holliday  
Josh Tyler

**OTHERS PRESENT:**

Thomas Melloni, Paul Frank & Collins  
Tim Langlois, Casella Waste Management  
Laurie Dolgin, Newport  
Melissa Pettersson, Newport  
Paul Monette, Newport  
Teresa Kajenski, FSV  
Don Goulette, Lamoureux & Dickinson

- AGENDA:**
1. Call to Order & Agenda
  2. Minutes – June 27, 2018
  3. Introduction of New Board Members
  4. Elect Officers
  5. Elect Executive Board and Granting of Authority
  6. Elect/Appoint Finance Committee Members
  7. Set Meeting Schedule
  8. Set Interest Rate for Late Payment
  9. Continue Fidelity Bond for Officers
  10. Approval of Check Signing Privileges
  11. Adjournment
- 

**1. CALL TO ORDER**

Paul Stabler called the annual organizational meeting to order at 6:07 PM.

Agenda

There were no changes to the agenda.

**2. MINUTES**

*June 27, 2018*

**MOTION by Lynn Gardner, SECOND by Duncan Galbraith, to approve the minutes of 6/27/18 as presented. VOTING: unanimous; motion carried.**

**3. INTRODUCTION OF NEW BOARD MEMBERS**

The following new board members were introduced:

- Lee Perry, Burlington
- Jeremy Hulse, Williston
- Harry Bowen, St. George

**4. ELECT OFFICERS (by ballot)**

Chair

Michelle DaVia self-nominated for Chair. There were no other nominations.

**MOTION by Lynn Gardner, SECOND by Tim Loucks, to close the nominations.**

**VOTING: unanimous; motion carried.**

**VOTING ON ELECTION OF CHAIR BY BALLOT (26 votes): 26 ballots cast for Michelle DaVia.**

Michelle DaVia is CSWD Chair of the Board of Commissioners and assumed facilitation of the meeting. Paul Stabler was thanked for his years of service as CSWD Chair.

Vice Chair

Alan Nye self-nominated for Vice Chair. There were no other nominations.

**VOTING ON ELECTION OF VICE CHAIR BY BALLOT (26 votes): 26 ballots cast for Alan Nye.**

Alan Nye is CSWD Vice Chair of the Board of Commissioners.

Secretary

**MOTION by Michelle DaVia, SECOND by Lynn Gardner, to nominate Amy Jewell as Secretary.** There were no other nominations.

**MOTION by Lynn Gardner, SECOND by Bryn Oakleaf, to close the nominations.**

**VOTING: unanimous; motion carried.**

**VOTING ON ELECTION OF SECRETARY BY BALLOT (26 votes): 26 ballots cast for Amy Jewell.**

Amy Jewell is Secretary for the CSWD Board of Commissioners.

Treasurer

Bert Lindholm self-nominated for Treasurer.

**MOTION by Lynn Gardner, SECOND by Paul Stabler, to nominate Tim Loucks.**

**MOTION by Bryn Oakleaf, SECOND by Lynn Gardner, to nominate Leslie Nulty.**

There were no other nominations.

**MOTION by Lynn Gardner, SECOND by Tim Loucks, to close the nominations.**

**VOTING: unanimous; motion carried.**

**VOTING ON ELECTION OF TREASURER BY BALLOT (26 votes): 5 votes cast for Bert Lindholm, 8 votes cast for Tim Loucks, 13 votes cast for Leslie Nulty.**

Bert Lindholm withdrew his nomination.

**RE-VOTE ON ELECTION OF TREASURER: 8 votes cast for Tim Loucks, 17 votes cast for Leslie Nulty.**

Leslie Nulty is Treasurer for the CSWD Board of Commissioners.

**5. ELECT EXECUTIVE BOARD & GRANTING OF AUTHORITY**

Executive Board

Lee Perry self-nominated to be a member of the Executive Board.

**MOTION by Lynn Gardner, SECOND by Paul Ruess, to close the nominations.**

**VOTING: unanimous; motion carried.**

**VOTING ON ELECTION TO EXECUTIVE BOARD BY BALLOT: 26 votes cast for Tim Loucks, 23 votes cast for Leslie Nulty, 22 votes cast for Alan Nye, 21 votes cast for Lee Perry, 12 votes cast for Jeremy Hulsey.**

CSWD Chair (Michelle DaVia) plus Tim Loucks (Shelburne), Leslie Nulty (Jericho), Alan Nye (Essex & Essex Junction), and Lee Perry (Burlington) are elected to the Executive Board.

Granting of Authority

No action taken.

**6. ELECT/APPOINT FINANCE COMMITTEE MEMBERS**

Chair DaVia appointed Leslie Nulty (Jericho), Tim Loucks (Shelburne), and Bryn Oakleaf (Winooski) to the Finance Committee.

**7. SET MEETING SCHEDULE**

**MOTION** by Lynn Gardner, **SECOND** by Paul Ruess, to set the meeting schedule as follows:

**Executive Board**

July 15, 2019  
August 19, 2019  
September 16, 2019  
October 15, 2019  
November 12, 2019  
December 9, 2019  
January 13, 2020  
February 18, 2020  
March 16, 2020  
April 13, 2020  
May 18, 2020  
June 15, 2020

**Full Board**

July 24, 2019  
August 28, 2019  
September 25, 2019  
October 23, 2019  
November 20, 2019  
December 18, 2019  
January 22, 2020  
February 26, 2020  
March 25, 2020  
April 22, 2020  
May 27, 2020  
June 24, 2020

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

**8. SET INTEREST RATE FOR LATE PAYMENT**

**MOTION** by Lynn Gardner, **SECOND** by Bert Lindholm, 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.**

**9. CONTINUE FIDELITY BOND FOR OFFICERS**

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

**10. APPROVAL OF CHECK SIGNING PRIVILEGES**

**MOTION** by Lynn Gardner, **SECOND** by Tim Loucks, 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 need two signatures. **VOTING: unanimous; motion carried.**

**11. ADJOURNMENT**

**MOTION** by Tim Loucks, **SECOND** by Lynn Gardner, to adjourn the 2019 CSWD organizational meeting. **VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:46 PM.

*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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*Alan Nye, Secretary/Treasurer*