

APPROVED

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MINUTES
VIA ZOOM
Tuesday, January 17, 2023**

EXECUTIVE BOARD PRESENT: Paul Ruess, Kelton Bogasky, Paul Stabler, Alan Nye, Lee Perry
OTHER BOARD MEMBERS: Ken Spencer

OTHERS PRESENT: Thomas Melloni,

CSWD STAFF PRESENT: Sarah Reeves, Amy Jewell, Josh Tyler, Michele Morris

AGENDA ITEMS:

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
4. **Website Development Procurement**
5. **Executive Session**
6. **Other Business**

Paul Ruess called the meeting to order at 5:10 pm after a quorum was present for the meeting.

Agenda #1. – AGENDA - No changes

Agenda #2 - Public Comment Period

Agenda #3 - Consent Agenda - Accepted as presented

Agenda #4 – Website Development Procurement - M. Morris summarized that this RFP that is issued is for completion of a much-needed overhaul of CSWD’s website. She noted that Phase I of this project was complete in October and was under budget at \$44,403. This part is now Phase II of the project and was sent to all bidders of Phase I work and additional requested vendors. CSWD received 16 proposals and thoroughly reviewed and rated the bidders. Five companies were interviewed and CSWD selected Bytes.co. M. Morris said that the budgeted amount is \$85,000 and CSWD is requesting approval for this project as a not to exceed \$85,000. Discussion was held on whether there would be any expected change orders. M. Morris responded that based on the hours they have included in the project she did not anticipate any changes. It was noted by the Board that the thoroughness and professionalism of the RFP and review is impressive.

Motion by Paul Stabler, second by Alan Nye that the Executive Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Bytes.co, Burlington, VT, for the development of a new CSWD website as described in their response to RFP20221017 – CSWD Website Development for an amount not to exceed \$85,000. MOTION CARRIED. ALL AYES

Agenda #5. – Executive Session

Motion by Lee Perry, second by Kelton Bogasky that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with the with the Town of Williston and the MRF Contract, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit authorized staff, other invited interested parties, and the Solid Waste District attorneys to be present for this session. MOTION CARRIED. ALL AYES

The Executive Board entered Executive Session at 5:08 p.m.

Motion by Motion by Alan Nye, Second by Paul Stabler to adjourn Executive Session and reconvene the regular meeting. VOTING: All Ayes. Motion Carried

Executive Session was adjourned at 5:49 p.m.

Agenda #6. Other Business – No Discussion was held.

Motion by Paul Stabler, Second by Paul Ruess to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 6:05 p.m.

Amy Jewell

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the _____ meeting held in Williston.

Amy Jewell

Amy Jewell, Recording Secretary