

APPROVED
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
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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 Hulsey, 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 8/28/19 meeting held in Williston.

Alan Nye, Secretary/Treasurer