

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**WILLISTON TOWN HALL**  
**MEETING ROOM**  
**MINUTES OF ANNUAL ORGANIZATIONAL MEETING**  
**June 24, 2020**

\*Meeting held via teleconference.

**PRESENT**

|                       |                |                     |
|-----------------------|----------------|---------------------|
| <b>BOARD MEMBERS:</b> | Bolton         | Duncan Galbraith    |
|                       | Burlington     | Lee Perry           |
|                       | Charlotte      | Abby Foulk, alt.    |
|                       | Colchester     | Liz Hamlin Volz     |
|                       | Essex          | Alan Nye            |
|                       | Essex Junction | Alan Nye            |
|                       | Hinesburg      | Doug Taff           |
|                       | Huntington     | -----               |
|                       | Jericho        | Leslie Nulty        |
|                       |                | Bert Lindholm, alt. |
|                       | Milton         | John Gifford        |
|                       | Richmond       | Logan Hegg          |
|                       | Shelburne      | Tim Loucks          |
|                       | So. Burlington | Paul Stabler        |
|                       | St. George     | -----               |
|                       | Underhill      | Paul Ruess          |
|                       | Westford       | -----               |
|                       | Williston      | Jeremy Hulsey       |
|                       | Winooski       | Bryn Oakleaf        |

**STAFF:**

Sarah Reeves  
Amy Jewell  
Nola Ricci  
Michele Morris  
Josh Tyler  
Lee Tuure  
Nancy Plunkett

**OTHERS PRESENT:** None.

**AGENDA:**

1. Call to Order & Agenda
2. Minutes – June 26, 2019
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**

Announcement was made that Michelle DaVia resigned from the CSWD Board. Alan Nye called the annual organizational meeting to order at 6 PM via teleconference.

Agenda

There were no changes to the agenda.

**2. MINUTES**

*June 26, 2019*

**MOTION by Paul Stabler, SECOND by Duncan Galbraith, to approve the minutes of 6/26/19 as presented. VOTING: unanimous; motion carried.**

**3. INTRODUCTION OF NEW BOARD MEMBERS**

The following new board members were introduced:

- John Gifford, Milton
- Amber Thibeault, alt., Essex Junction
- Patrick Murray, alt., Essex
- Ken Spencer, Charlotte
- Liz Hamlin Volz, Colchester
- Geoffrey Urbanik, alt., Colchester

**4. ELECT OFFICERS**

Chair

Bryn Oakleaf was the only nomination for Chair

**MOTION by Paul Stabler, SECOND by Logan Hegg, to close the nominations.**

**VOTING: unanimous; motion carried.**

**VOTING ON ELECTION OF CHAIR: unanimous; motion carried.**

Bryn Oakleaf is CSWD Chair of the Board of Commissioners.

Vice Chair

Alan Nye was the only nomination for Vice Chair.

**MOTION by Paul Stabler, SECOND by Lee Perry, to close the nominations.**

**VOTING ON ELECTION OF VICE CHAIR: unanimous; motion carried.**

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

Secretary

**MOTION by Paul Stabler, SECOND by Logan Hegg, to nominate Amy Jewell as Secretary.** There were no other nominations.

**VOTING ON ELECTION OF SECRETARY: unanimous; motion carried.**

Amy Jewell is Secretary for the CSWD Board of Commissioners.

Treasurer

Leslie Nulty was the only nomination for Treasurer.

**MOTION by Paul Stabler, SECOND by Logan Hegg, to nominate Leslie Nulty as Treasurer. VOTING ON ELECTION OF TREASURER: unanimous; motion carried.**

Leslie Nulty is Treasurer for the CSWD Board of Commissioners.

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

Executive Board

**MOTION by Paul Stabler, SECOND by Paul Ruess, to nominate Leslie Nulty, Alan Nye, Logan Hegg, and Lee Perry to the Executive Board. VOTING ON ELECTION TO EXECUTIVE BOARD: unanimous; motion carried.**

CSWD Chair (Bryn Oakleaf) plus Leslie Nulty (Jericho), Alan Nye (Essex & Essex Junction), Logan Hegg (Richmond), and Lee Perry (Burlington) are elected to the Executive Board.

Granting of Authority

**MOTION by Paul Stabler, SECOND by Lee Perry, to authorize the Executive Board to approve expenditures up to \$100,000. VOTING: unanimous; motion carried.**

**MOTION by Paul Stabler, SECOND by Paul Ruess, to authorize the Executive Director/General Manager to expend up to \$50,000. VOTING: unanimous; motion carried.**

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

Following self-nominations, appointees to the Finance Committee include Leslie Nulty (Jericho), Tim Loucks (Shelburne), and Paul Ruess (Underhill). Leslie Nulty noted there may be more meetings of the Finance committee this year to handle potential budget impacts from the COVID pandemic.

**7. SET MEETING SCHEDULE**

**MOTION by Paul Stabler, SECOND by Lee Perry, to set the meeting schedule as presented for the Executive Board and the Board of Commissioners, 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 Leslie Nulty, **SECOND** by Paul Stabler, 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 Paul Stabler, **SECOND** by Logan Hegg, 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 Leslie Nulty, **SECOND** 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 need two signatures. **VOTING:** unanimous; motion carried.

**11. ADJOURNMENT**

**MOTION** by Paul Stabler, **SECOND** by Duncan Galbraith, to adjourn the 2020 CSWD organizational meeting. **VOTING:** unanimous; motion carried.

The meeting was adjourned at 6:42 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 \_\_\_\_\_.*

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*Amy Jewell, Secretary/Treasurer*