



ADMINISTRATIVE OFFICE

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MEMORANDUM

To: Board of Commissioners
From: Amy Jewell
Date: June 21, 2024
Re: Elect Secretary

CSWD's Charter includes the election of a Secretary. One was not elected at the last meeting. Below is the wording in the Charter.

6. Secretary

The secretary shall have the custody of the public records of the District and shall record all votes and proceedings of the District including meetings of the District and meetings of the Board of Commissioners. The secretary shall also prepare and warn all meetings of the District and Board of Commissioners in accordance with Vermont law and shall cause the annual report approved by the Board of Commissioners to be distributed to the legislative bodies of the member municipalities. The secretary shall also perform all the duties and functions incident to the office of a secretary or clerk of a municipal corporation.

Below is the motion to nominate a secretary to the Board. Amy Jewell was the Secretary in FY 24.

MOTION by Alan Nye, SECOND by Leslie Nulty, to nominate _____ as Secretary.