

APPROVED

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES**

**CSWD Administrative Office, 19 Gregory Drive, South Burlington VT
Tuesday, April 8, 2025**

FINANCE COMMITTEE PRESENT: Paul Stabler, Rick McCraw, Leslie Nulty
Other Board members present: Paul Ruess, Ken Spencer, Mike Sullivan

CSWD STAFF PRESENT: Sarah Reeves, John Balparda, Amy Jewell, Josh Estey, Jen Holliday, Thomas Melloni, Esq.

Agenda:

1. Agenda
2. Public comment period
3. Consent Agenda
4. FY 26 Budget Revisions & Overview
5. Proposed Language changes to the Ordinance
6. Other Business
7. Adjourn

P. Stabler called the meeting to order at 4:00 p.m.

Agenda # 1. Agenda – No changes.

Agenda #2. Public Comment Period – No public in attendance.

Agenda #3. Consent Agenda – Accepted as presented.

Agenda # 4. FY 26 Budget Revisions – S. Reeves informed the committee that after Feb 19, 2025, Budget meeting, staff took a second pass at budget expenses and revenue to remove \$300,000 and every dept took another look and revised numbers accordingly. We now have \$70,000 in excess of revenue. J. Balparda provided an overview of the changes as outlined in the memo and reviewed looking at FY 25 budget numbers and trends to start the process for FY 26. He reviewed how we looked at contingencies when budgeting and said that the \$139,000 contingency for equipment was adjusted, and that software license budget was reduced, and the revenue on recycling tipping fees on foam pilot project in FY 26.

Discussion:

- Concern for removing the large equipment contingency with the huge explosion in inflation. Staff responded that inflation costs are projected in the budgeting costs and staff is comfortable with the budget as presented.
- Concern for the ORF Budget continuing to need a subsidy and questions on the increased costs and who is watching the increases. S. Reeves responded that we budgets are thoroughly reviewed and explained the history of the ORF subsidy, the reduction in that subsidy, and some cost increases due to cost of good and upcoming tariffs. Further discussion was held on the ORF program revenue and expenditures.

- Concern for removing a fixed asset module and budgeting and planning module for accounting the wisdom of that decision when we are in the process of implementing the new MRF. Staff responded that this was not being utilized, was thoroughly reviewed, and is comfortable with the new process in Excel.
- Concern for credit card fee expenses. Staff responded that we do pass this fee onto our customers and will look at other options.
- Asked if staff should consider increasing more than just the small bag fee. Staff responded that they increased the volume size and price of the small bag fee and do not need to raise the other bag fees in FY 26.

Agenda #4C. Potential Impact of increasing the Solid Waste Management Fee (SWMF). S. Reeves reviewed the need for the increased solid waste management fee to help to fund the new MRF project. Alternate options were discussed, and this is the fairest way to spread the costs amongst all generators of trash in Chittenden County. It was noted that these funds will be necessary by June 2026 and going into FY 27 when the project wraps up. The Committee requested information be provided to the board for all expenditures towards the project. S.Reeves explained that this would raise about \$3 million over two years and will help to build back up the capital reserve.

Agenda #5. Proposed Language changes to the Ordinance

S. Reeves reviewed the solid waste management ordinance changes and explained that the packet includes the current Ordinance Wording, the red-line strike through outlining proposed changes, and the final copy showing accepted changes. She reviewed the proposed changes including:

- Defining the definition of tipping fees
- Establishing a new 8.2 section that clearly outlines exemptions to the solid waste management fee (swmf) and separate those exemptions from 8.1
- A new section 8.3 that clearly defines the purpose of the Solid Waste Management Fee
- A revised section 8.4 for the amount of the fee which includes a mechanism by which the fee may be adjusted on an annual basis at the discretion of the Board through the budget process with further review about the Board authority and consideration. This includes the request to raise the fee from \$30/ton to \$40/ton on July 1, 2025, and implement the new wording.
- Section 8.5 and 8.6 are numbered changes only.

Discussion was held on the budget timing and the public process in relation to this change to include the CPI. It was noted that this will also be brought to the Executive Board for discussion on Monday.

Agenda #6. Other Business – no other business

Agenda #7. Adjourn – MOTION by Rick McCraw, Second L. Nulty to adjourn the meeting.

The meeting was adjourned at 6:00 p.m.



 Amy Jewell

I agree that this is an original copy of minutes, and they have been approved by the Finance Committee at September 10, 2025 meeting.



 Amy Jewell, Secretary