

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office**  
**FINANCE COMMITTEE MINUTES**  
**Zoom Meeting 5:00 p.m.**  
**Wednesday, October 10, 2023**

**FINANCE COMMITTEE PRESENT:** Paul Stabler, Paul Ruess, Rick McCraw  
Other Board members present:

**CSWD STAFF PRESENT:** Nola Ricci

**AGENDA ITEM:**

1. Agenda
2. Public Comment Period
3. Consent Agenda Draft Minutes – June 14, 2023
4. FY24 Proposed Schedule
5. FY22 Audit
6. FY23 Financials
7. Other Business
8. Adjourn

P. Stabler called the meeting to order at 5:00 p.m.

**Agenda # 1.** No changes to the agenda.

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

**Agenda #3. Consent Agenda** –Minutes approved as presented. Request to bring previous minutes back for approval with corrections.

**Agenda #4. FY24 Proposed Schedule**

N. Ricci requested that CSWD hold a daylong meeting to review the entire FY 25 Budget. A poll will be sent out to select dates, likely to be held in February 2024. It was requested by the committee that it be in-person and on a weekday.

**Agenda #5. FY22 Audit**

N. Ricci noted that the FY 23 audit date is tentative, but that the schedule will begin in January and wrap up by March 2024. She summarized the FY 22 Audit and noted that there were no issues found which included that the information provided was sufficient and appropriate. There were no additional comments regarding internal controls from the auditor. She noted that prior year adjustments were primarily regarding the MOU and getting those numbers into the system correctly. Discussion was held regarding the current audit firm and longevity of use. N. Ricci said it was a three fiscal-year period, and a new audit firm discussion will be held in the future when the time is more appropriate.

No further comments or questions

**Agenda #6. FY23 Financials**

N. Ricci reviewed the FY 23 Financials and summarized that the largest revenue hit was recycled material sales, which was at 89% of projections. She noted that overall, the budget was in line with expectations and money was put aside into reserve accounts. She noted that Organics Cost of Goods was higher than budget. Payroll matched expected budgets with some increases in overtime. Training expenses were reduced by remote/video training options. Community Clean Up Fund increased this fiscal year over years' past. This is a trend that is anticipated to increase each year. Waste Grants are hoped to be matched through the CCUF Grants for continued support for communities. Discussion was held on if there were any significant budget overages/underages with individual categorical budgets. N. Ricci answered no. It was requested that further education be provided to the full board regarding solid waste management fees.

**Agenda #7. Other Business**

R. McGraw asked if a report came out from J. McCrumb about progress of the closed landfill. N. Ricci will follow up with J. McCrumb.

**Agenda #8. Adjourn**

**Adjourn. Motion by R. McGraw, SECOND by P. Stabler to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 5:45 p.m.

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Amy Jewell

I agree that this is an original copy of minutes and they have been approved by the Finance Committee at the meeting held via Zoom.

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Amy Jewell, Secretary