

137 Barre Street  
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(800) 730-9475  
www.cvswmd.org



*Leading Member  
Communities to  
Reduce Waste*

## CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

October 6, 2017

Rosie Laquerre, Town Clerk  
East Montpelier, Vermont



Dear Rosie,

Our District Charter directs that I contact the "legislative bodies" of member towns about this time of year in preparation for the adoption the District budget for the year commencing next July 1. I wonder if you would be so kind as to forward these materials to your Board.

The District Board of Supervisors endorsed a draft budget earlier this week, and I would like to reach out to provide information to the East Montpelier Board about the District's programs and budget.

- I have enclosed a 2-page overview of our projected revenues and expenditures. A more detailed spreadsheet is also available to you at <http://www.cvswmd.org/public-hearing-october-23-2017.html>.
- The District has scheduled a public hearing at 5:00 PM on Monday, October 23. I have enclosed a flyer with details; I hope you will post it in a public place, and encourage anyone interested to attend.
- We can also take comments and questions via email and postal mail. Public comments are welcome until noon, Thurs. Oct. 26, 2017 at the District office (137 Barre St., Montpelier, VT 05602), or via email: [administration@cvswmd.org](mailto:administration@cvswmd.org).

Further, the District Board will meet on November 1 to review questions/comments received, and must adopt its budget by December 15. As part of our process to make certain we hear of East Montpelier's comments and suggestions, I'd really appreciate the opportunity to meet with your Board any time in October or November. I'd be happy to come meet the Board and discuss the District's budget and programs, and will follow up with you by email, if I could ask you to check on possible dates.

Please contact me any time you have questions about the District, or would like to know more about what we're doing to support your town, its residents and businesses. I can be reached at 802.229.9383 (x101), or at [generalmanager@cvswmd.org](mailto:generalmanager@cvswmd.org). Thanks very much for your assistance.

Best regards,

Bruce Westcott, General Manager  
Enclosures

# **PUBLIC HEARING NOTICE**

## **CVSWMD HEARING ON PER CAPITA ASSESSMENT AND PRELIMINARY FY 2019 BUDGET**

**Monday, October 23, 2017 5:00 PM**  
CVSWMD Additional Recyclables Collection Center (ARCC)  
540 N. Main Street, Barre

Central Vermont Solid Waste Management District (CVSWMD) will hold a hearing to take public comments and discuss the per capita assessment and the preliminary draft budget for fiscal year FY19, (beginning July 1, 2018). Members of the public are also encouraged to offer comments and feedback about CVSWMD programming.

There is no proposed change in the FY19 Per Capita Assessment of member towns. Copies of the FY19 preliminary draft budget are available at the CVSWMD office at 137 Barre Street from 8 AM to 5 PM, Monday-Friday, on our website or by email, below.

Written comments on the budget, per capita assessment, and programs are welcome until noon, on Thursday, October 26, 2017. Comments may be sent by email or snail mail.

**CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT**



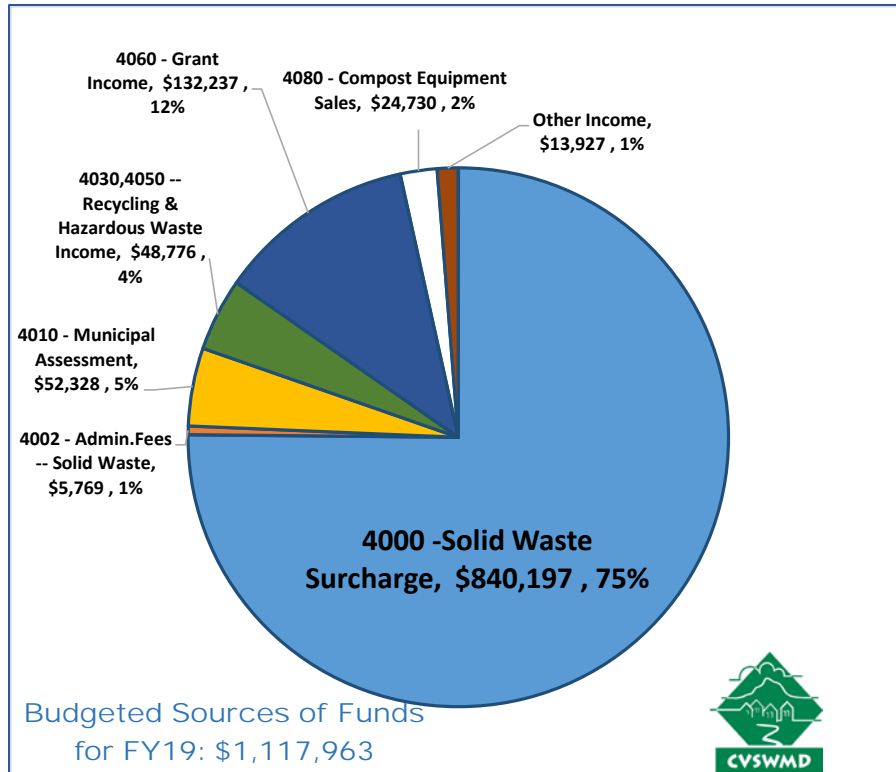
137 BARRE STREET, MONTPELIER, VT 05602  
CVSWMD.ORG | ADMINISTRATION@CVSWMD.ORG



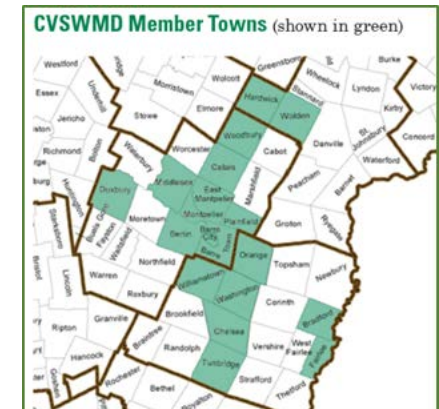
## FY 19 Budget Summary

The Central Vermont Solid Waste Management District is one of more than a dozen “solid waste management entities” recognized by the State of Vermont, and consists of 19 member towns. Member towns pay a yearly assessment of \$1 per resident, totaling 5% of our annual budget. CVSWMD is a union municipality, created by the General Assembly for the “purpose of providing for disposal of solid waste generated by member municipalities and their residents. The means of disposal may include collection, transportation, resource recovery, recycling, land disposal, or any combination of these<sup>1</sup>.”

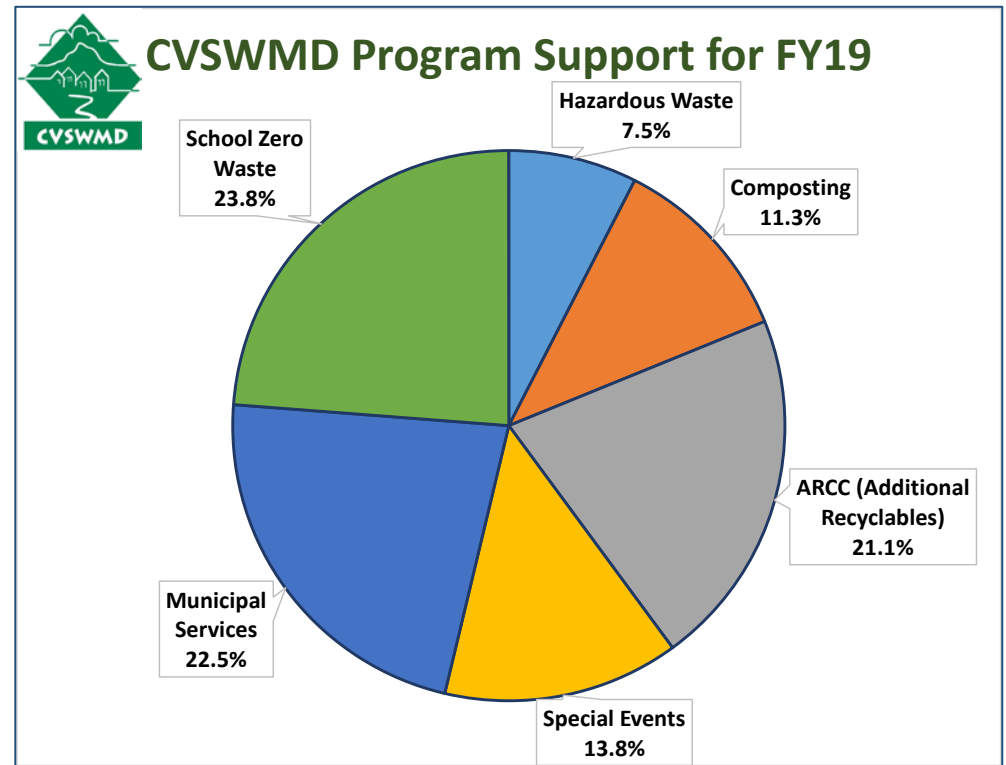
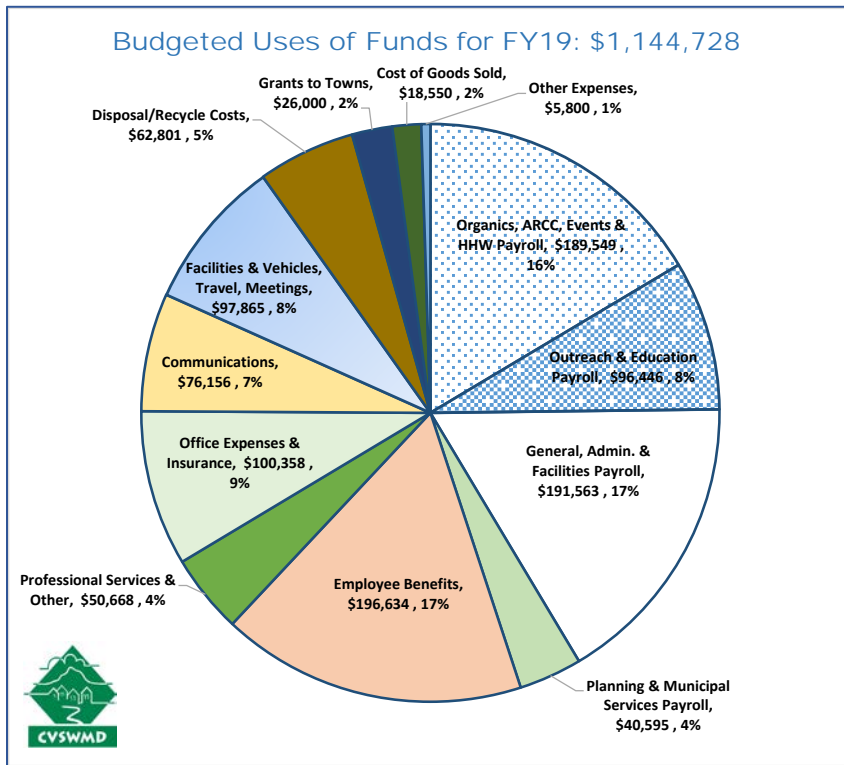
<sup>1</sup> The largest source of CVSWMD income (75%) comes from the surcharge assessed on all solid waste generated in



member communities, and paid through fees charged to their customers by commercial haulers. A large source of funds (about 14% in prior years) came from user fees for our Business Organics Program, which we transitioned to the private sector effective July 1, 2017. Other sources are State and Federal grants, fees on disposal of Construction/Demolition waste, user fees for processing Household Hazardous Waste, and user fees at our Additional Recyclables Collection Center (ARCC) in downtown Barre City, Vermont.



<sup>1</sup>The CVSWMD charter can be viewed at <http://legislature.vermont.gov/statutes/fullchapter/24APPENDIX/403>



The figure at left provides a breakdown of all CVSWMD expenses into traditional financial categories. CVSWMD has about 11 FTE (full-time equivalent) staff, including officers and administrative, communications, trucking and warehouse staff. CVSWMD also provides grants to member municipalities, contracts for a range of professional services and disposal services, and has an active outreach/communications program as part of the **Solid Waste Implementation Plan**, which we are required to submit to the State of Vermont – see <http://www.cvswwd.org/our-plan.html> for details.

Disposal of organics and additional recyclables, and other CVSWMD activities all have costs. The figure at right shows the relative levels of support which District funds provide for each major Program Group. For example, we work with all the public schools in the District to support composting and environmental education, and about 14% of our total program spending is applied to this Program. CVSWMD continuously works to increase our efficiencies and lower cost to District residents for our Programs.



CVSWMD FY19 Draft Budget

	Actual FY16 (audited)	Actual FY17 (unaudited)	FY18 -- Approved Sept 17	FY19 -- Proposed - Sept17	% Change: FY18-19	Comments
<b>Income</b>						
4000 · Per Ton Surcharge		\$ 841,580	\$ 840,197	\$ 840,197		*** No basis for predicting significant changes
4002- Administrative fee		\$ 5,769	\$ 5,769	\$ 5,769		***
4010 · Assessments		\$ 52,328	\$ 52,328	\$ 52,328		***
4030 · Recycling Income		\$ 34,623	\$ 34,623	\$ 37,393	8%	Projected growth in participation
4040 · Composting Income		\$ 164,198	\$ 1	\$ 100	9900%	Commercial/school compost collection ceased July 1, 2017.
4050 · Hazardous Waste Income		\$ 10,540	\$ 10,540	\$ 11,383	8%	Projected growth in participation
4055 - Hauler License Fees		\$ 2,660	\$ 2,500	\$ 2,660	6%	More thorough renewal efforts
4060 · Grant Income		\$ 83,797	\$ 180,552	\$ 132,237	-27%	Final 25% of grants that commence Oct.17
4070 · Interest Income		\$ 152	\$ 2,285	\$ 3,517	54%	New banking relationship commencing Nov.17
4072 - Finance Charges Assessed		\$ 2,260	\$ 250	\$ 250		Minimal fees, as compost collection has ended.
4080 · Compost Equipment Sales		\$ 14,801	\$ 17,351	\$ 24,730	43%	Increased sales of Green Cones, etc.; Cost+5%
4900 · Rental Income		\$ 7,800	\$ 7,200	\$ 7,200		***
4999 · Miscellaneous Income		\$ 6,194	\$ 200	\$ 200		***
<b>Total Income</b>	\$ -	\$ 1,226,701	\$ 1,153,796	\$ 1,117,963	-3.11%	



CVSWMD FY19 Draft Budget

	Actual FY16 (audited)	Actual FY17 (unaudited)	FY18 -- Approved Sept 17	FY19 -- Proposed - Sept17	% Change: FY18-19	Comments
<b>Transfers To / (From) Other Funds</b>						
6233 · Green Up Day	(\$3,194)	\$4,534	\$ 6,000	\$ 6,000		***
6237 · Grant Fund (LWRF & School)	(\$7,578)	\$9,028	\$ 10,000	\$ 10,000		***
6242 · Municipal Special Proj. Grants	\$ -	\$ -	\$ 10,000	\$ 35,000	2.50	Additional capital for Municipal Services grants
6600 · Reserve Fund	\$ -	\$ -	\$ 250,000	\$ -	(1.00)	FY18 funds allocation is sufficient
9000 · Depreciation Expense	\$ (34,188)	\$ 34,188	\$ 34,000	\$ 34,000		***
1111 - Equipment Receivable			(\$8,847)	(\$9,115)	0.03	
Transfers From Reserves			\$ (276,000)	\$ (51,000)	(0.82)	
<b>Cost of Goods Sold</b>						
5000 · COGS - Green Cones/Soil Save	(\$13,235)	\$ 15,227	\$ 18,550	\$ 23,553	0.27	
<b>Gross Margin</b>	<b>(\$58,195)</b>	\$1,163,724	\$1,110,093	\$1,069,526	<b>(\$0)</b>	





CVSWMD FY19 Draft Budget

	Actual FY16 (audited)	Actual FY17 (unaudited)	FY18 -- Approved Sept 17	FY19 -- Proposed - Sept17	% Change: FY18-19	Comments
<b>Expense</b>			<b>\$ 1,135,246</b>	<b>\$ 1,094,410</b>		
6000 · Payroll Expenses	\$ 498,479	\$ 554,691	\$ 518,154	\$ 515,340	(0.01)	Estimated 2% increase; Grant funding wound down
6003 · Pension Expense	\$ 12,259	\$ 9,468	\$ 19,603	\$ 19,995	0.02	Increase in staff eligibility
6004 · Employee Benefits	\$ 123,087	\$ 145,260	\$ 177,030	\$ 165,102	(0.07)	BC/BS increases + 4% estimated increase for other benefits
6005 · Subcontract Labor	\$ 2,147	\$ 1,138	\$ 4,945	\$ 1,815	(0.63)	Some grants sub-contracting; others in 6006
6006 · Professional Services	\$ 62,816	\$ 40,431	\$ 37,123	\$ 40,423	0.09	Add estimated HR consulting (Compensation Review)
6020 · Unemployment Insurance	\$ 2,074	\$ 2,482	\$ 2,450	\$ 2,450		***
6030 · Insurance - General Liability	\$ 18,629	\$ 18,292	\$ 18,992	\$ 18,992		***
6040 · Insurance - Workers Comp.	\$ 22,638	\$ 26,451	\$ 33,845	\$ 33,845		***
6050 · Operating/Office Supplies	\$ 28,956	\$ 27,496	\$ 45,071	\$ 27,482	(0.39)	Most grant-related expenditures are done.
6060 · Repair & Maintenance	\$ (3,683)	\$ 25,738	\$ 17,640	\$ 17,640		***
6070 · Vehicle Expense	\$ 21,201	\$ 36,020	\$ 15,000	\$ 29,668	0.98	Include lease of second vehicle
6080 · Advertising	\$ 40,661	\$ 27,397	\$ 43,559	\$ 32,100	(0.26)	Most grant-related expenditures are done, but we have "Clean Wood" and other new needs
6090 · Telephone Expense	\$ 5,863	\$ 5,528	\$ 7,450	\$ 5,950	(0.20)	Reduce to near historic norms
6100 · Postage Expense	\$ 4,134	\$ 5,895	\$ 4,825	\$ 4,375	(0.09)	Most grant-related expenditures are done.
6110 · Dues & Subscriptions	\$ 9,269	\$ 7,283	\$ 10,547	\$ 10,428	(0.01)	***
6120 · Conferences / Meetings	\$ 4,546	\$ 3,532	\$ 4,200	\$ 4,200		***
6140 · Recycling Expense	\$ 13,437	\$ 3,988	\$ 3,500	\$ 3,500		***
6145 · Trash Expense	\$ 539	\$ 1,587	\$ 1,800	\$ 1,800		***



CVSWMD FY19 Draft Budget

	Actual FY16 (audited)	Actual FY17 (unaudited)	FY18 -- Approved Sept 17	FY19 -- Proposed - Sept17	% Change: FY18-19	Comments
6150 · Hazardous Waste Expense	\$ 31,000	\$ 33,783	\$ 35,619	\$ 35,619		***
6155 · Composting Expense	\$ 35,630	\$ 48,914	\$ 21,882	\$ 14,876	(0.32)	Reduced to reflect wind-up of commercial and school operations
6170 · Rent/Leases Expense	\$ 33,219	\$ 29,199	\$ 35,675	\$ 38,175	0.07	Semi-annual ARCC lease increase
6180 · Printing Expense	\$ 8,954	\$ 9,731	\$ 9,775	\$ 11,300	0.16	Grant-related spending continues
6190 · Utility Expense	\$ 14,394	\$ 16,835	\$ 17,500	\$ 17,500		***
6200 · Travel Expense	\$ 4,845	\$ 5,547	\$ 7,850	\$ 4,900	(0.38)	Reduce to near historic norms
6210 · Bank Charge Expense	\$ (4)	\$ 93		\$ -		New banking relationship is fee-free
6220 · Interest Expense	\$ -			\$ -		
6230 · Contributions & Match	(\$1,425)	\$ 9,330	\$ 8,600	\$ 8,600		***
6300 · Taxes, Local and State	\$ -	\$ 1,956	\$ 2,500	\$ 2,500		***
6690 · Reconciliation Discrepancies	\$ (26)	\$ 3	\$ -	\$ -		***
7000 · Miscellaneous Expense	\$ 8,635	\$ 461	\$ 2,300	\$ 1,100	(0.52)	Reduce
7100 · Bad Debt	\$ 9,741	\$ 8,702	\$ 1,000	\$ 500	(0.50)	Largely based on organics customer collections, which are mute
<b>Total Expense</b>	<b>\$ 1,012,015</b>	<b>\$ 1,107,230</b>	<b>\$ 1,108,435</b>	<b>\$ 1,070,176</b>	<b>(0.03)</b>	
<b>Net Ordinary Income</b>	<b>\$ (1,070,210)</b>	<b>\$ 56,494</b>	<b>\$1,658</b>	<b>(\$650)</b>	<b>(1.39)</b>	
<b>Capital Expenditures</b>		<b>\$ 6,720</b>	<b>\$ 87,700</b>	<b>\$ 90,000</b>		





**CVSWMD Capital Plan -- updated Sept-2017**

	FY18	FY19	Deferred
Assets at Start of Year	\$ 321,965	\$ 375,665	
Depreciation	\$ 34,000	\$ 34,000	
<b>Balance</b>	<b>\$ 287,965</b>	<b>\$ 341,665</b>	
1 48 gallon compost totes- 489 total			
2 Vehicle			25,000
3 137 Barre Street property improvements (exterior painting, shower, floor sanding, etc.)	46,000		
4 Organics collection assembly			70,000
5 Box Truck or other rover		60,000	
6 Phone System		20,000	
7 Baler	30,000		
8 Shelving/Racks (ARCC)	10,000		
8 Pallet Scale	1,700		
9 IT/Server		10,000	
10 Roll Off Truck Replacement			
11 Forklift/Skid Steer			
12 Database & Custom Applications			10,000
13 Organics Collection E-system			20,000
14 Excavator			
15 Bucket Loader			
<b>Total Asset Procurement</b>	<b>\$ 87,700</b>	<b>\$ 90,000</b>	
Assets at End of Year	\$ 375,665	\$ 431,665	