



Central Vermont Solid Waste Management District  
137 Barre Street  
Montpelier, VT 05602  
(802) 229-9383  
[www.cvswwd.org](http://www.cvswwd.org)

## MEMORANDUM

TO: CVSWMD Member Municipalities  
FROM: Lisa Liotta, General Manager  
DATE: October 6, 2021  
  
RE: CVSWMD FY23 Preliminary Budget and Per Capita Assessment – Public Hearing

Central Vermont Solid Waste Management District (CVSWMD) is holding a public hearing remotely and in-person at CVSWMD's administrative offices on Monday, October 25<sup>th</sup> at 4 PM to take public comments regarding the preliminary FY23 budget and capital assessment. Comments may also be made in writing until Thursday, October 28<sup>th</sup> at noon. Information is attached about attending the public hearing, along with details about the preliminary budget and options for offering comments.

Please note that the per capita assessment for member municipalities is set at \$1 per person for FY23. This rate has been in place for numerous years, with the exception of FY21, when CVSWMD's Board reduced the per capita assessment rate to \$.50 for one year in response to the COVID-19 financial challenges anticipated for that year. Municipal officials are encouraged to comment on the municipal per capita assessment or any other aspect of the budget.

Please note that CVSWMD continues to work toward the purchase of land and construction of the Household Hazardous Waste collection facility. The FY23 budget will be adjusted as that project takes shape, and funding committed by CVSWMD's Board of Supervisors for the project are reflected in the Capital Plan for FY23, which is also included with this memo. CVSWMD will communicate with member municipalities with any budget changes associated with that project.

Please do not hesitate to contact me if you have any questions about the FY23 budget or CVSWMD programming.

Thank you for your ongoing partnership with CVSWMD!

Lisa Liotta  
General Manager (she/her)  
Central Vermont Solid Waste Management District  
Office: 802.229.9383 x 108

# Public Hearing Notice

## CVSWMD Hearing on Per Capita Assessment and Preliminary FY 2023 Budget

Monday, October 25, 2021 at 4 pm  
Zoom Meeting ID: 811 1287 6858  
Zoom Meeting Password: 695858  
Zoom Meeting Call-In Number: +1 929 205 6099 US

Members of the public do not need a computer to attend this meeting, they may attend in person at CVSWMD's office at 137 Barre Street, Montpelier where a computer (or phone) and online access will be provided.

The Central Vermont Solid Waste Management District (CVSWMD) will hold a hearing to take public comments about the per capita assessment, capital budget, and the preliminary draft budget for fiscal year FY2023 (beginning July 1, 2022).

The proposed FY2023 Per Capita Assessment will be \$1 per person. Copies of the FY2023 preliminary draft budget and budget summary are available at [cvswmd.org](http://cvswmd.org) or by calling 802-229-9383, ext. 100, or email: [administration@cvswmd.org](mailto:administration@cvswmd.org).

Written comments on the capital and program budgets, per capita assessment, and CVSWMD programs are welcome until noon, on Thursday, October 28, 2021. Comments may be sent by email to [administration@cvswmd.org](mailto:administration@cvswmd.org) or by US mail: 137 Barre St, Montpelier VT 05602.



Central Vermont Solid Waste Management District 137 Barre Street, Montpelier, VT

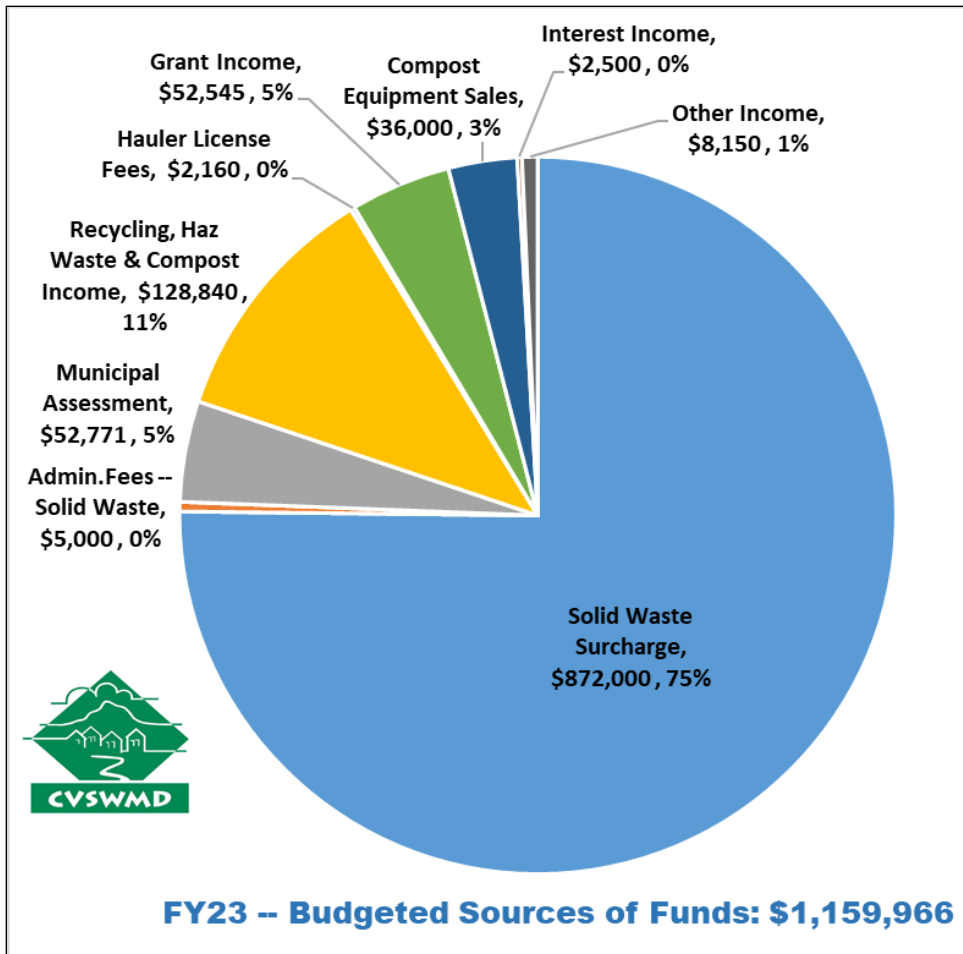
[cvswmd.org](http://cvswmd.org) | 802-229-9383

## FY-2023 Budget Summary

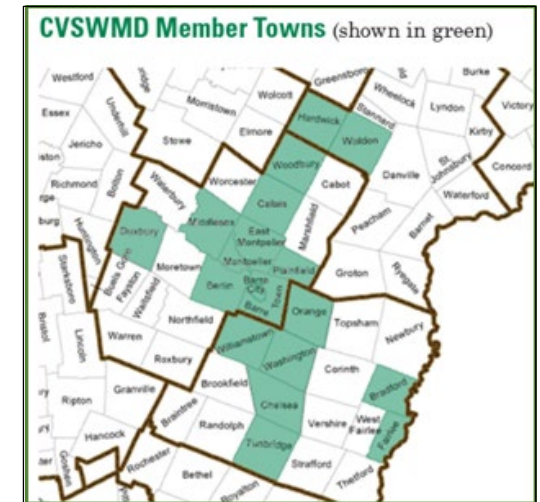
The Central Vermont Solid Waste Management District is a union municipality, created by the General Assembly for the “purpose of providing for disposal of solid waste generated by member municipalities and their residents. The means of disposal may include collection, transportation, resource recovery, recycling, land disposal, or any combination of these<sup>1</sup>.”

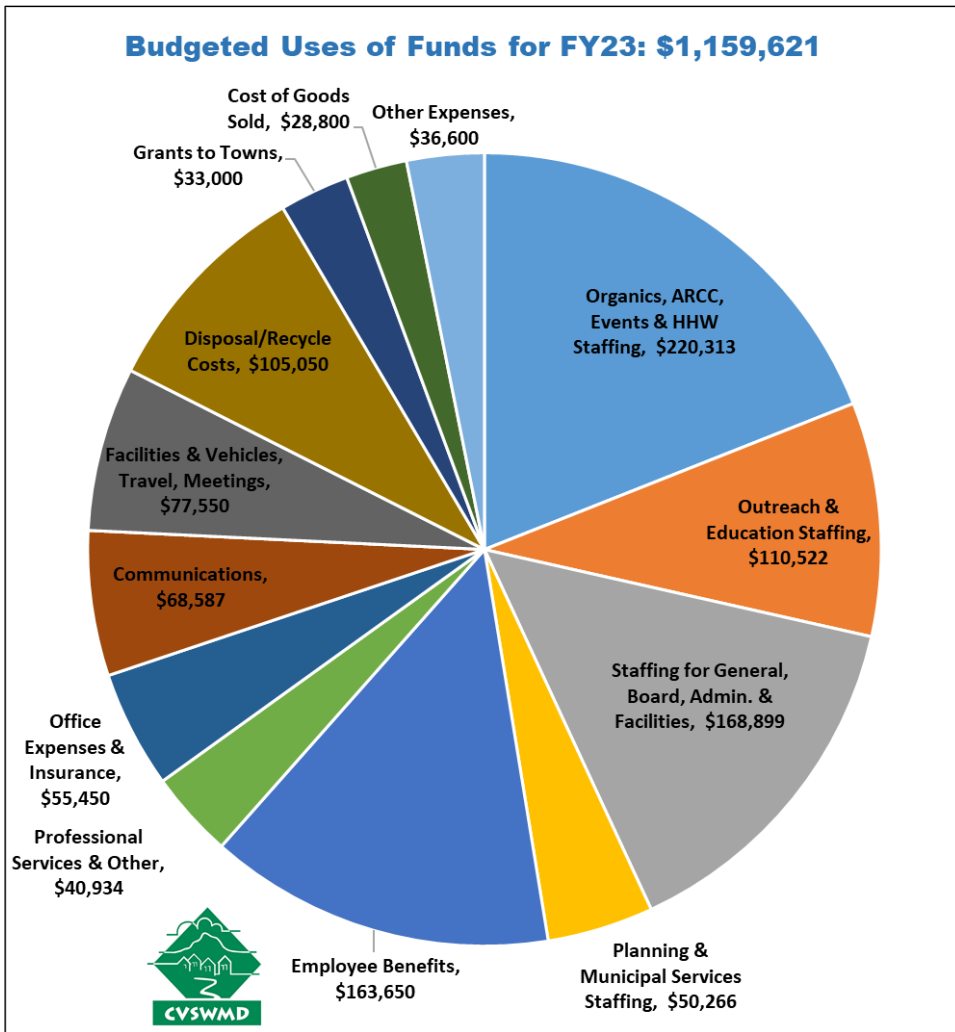
CVSWMD is one of more than a dozen solid waste management entities recognized by the State of Vermont, and consists of 19 member municipalities. CVSWMD member municipalities will pay a yearly assessment of \$1 per resident, in FY23, totaling less than 5% of our annual budget.

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 by commercial haulers. Other FY23 income sources are State grants, fees on disposal of Construction/Demolition waste, user fees for processing



Household Hazardous Waste, sales of composting equipment to help residents comply with Act 148’s ban of food scraps in the landfill (effective July 1, 2020), income from reprocessing recyclable materials, and user fees at our Additional Recyclables Collection Center (ARCC) in downtown Barre City, Vermont.





Information shown at the left provides a breakdown of all CVSWMD expenses into traditional financial categories. CVSWMD has 9 FTE (full-time equivalent) and 2 part-time staff; including officers and administrative, communications, and operations staff. CVSWMD provides grants to member municipalities, contracts for a range of professional and material transfer services, and has an active outreach and citizens’ awareness program as part of the District’s **Solid Waste Implementation Plan**, which we are required to submit to the State of Vermont – see <http://www.cvswwmd.org/our-plan.html> for details.

COVID-19 is having an impact on program delivery during FY22, and may continue to do so in FY23. The FY23 budget is not built on any assumptions that COVID-19 adjustments will be needed, but the Board of Supervisors will consider that factor before the FY23 budget is finalized in May or June of 2022.

Disposal of hazardous waste, recycling of materials, and other CVSWMD activities all have costs, as does managing the programs administratively. CVSWMD strives to provide the public with high quality outreach and education. CVSWMD staff work with all the public schools in the District to support environmental education and composting. CVSWMD continuously works to increase our efficiencies and lower cost to District residents for our programs.

CVSWMD is currently developing a permanent, year-round Household Hazardous Waste facility in central Vermont, and has been awarded \$600,000

in grant funding from the State of Vermont for facility construction. Funds that have been committed by CVSWMD’s Board of Supervisors toward the facility, and to meet grant match requirements, are reflected in CVSWMD’s FY23 Capital Plan. Upon securing a site and finalizing an operating budget for a permanent facility, CVSWMD will revise the FY23 budget to expand Hazardous Waste collection services.

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



<b>CVSWMD DRAFT PRELIMINARY FY23 BUDGET</b>		<b>Approved by CVSWMD Board of Supervisors, 9/1/21</b>
<b>INCOME/REVENUES</b>		
4000	Per Ton Surcharge	\$872,000
4002	Admin Fee (Beneficial Resuse)	\$5,000
4010	Assessments	\$52,771
4030	Recycling Income - ARCC	\$100,000
4040	Composting Income	\$9,200
4050	Hazardous Waste Income	\$19,640
4055	Hauler License Fees	\$2,160
4060	Grant Income	\$52,545
4070	Interest Income	\$2,500
4080	Merchandise Sales Income	\$36,000
4999	Miscellaneous Income	\$0
	4900 - Rent Income	\$7,150
	4999 - Miscellaneous Income	\$1,000
<b>TOTAL INCOME</b>		<b>\$1,159,966</b>
<b>EXPENSES</b>		
5000	Cost of Equipment Sold	\$28,800
6000	Payroll	\$550,000
6003	Retirement Contribution	\$17,175
6004	Employee Benefits	\$146,475
6006	Professional Services	\$40,934
6020	Insurances	
	6021 - Unemployment Insurance	\$1,250
	6030 - Insurance - General Liability	\$23,000
	6040 - Insurance - Workers Comp	\$16,200
	6020 - Insurances - Other	\$0
6051 - Operating Expenses		
	6050 - Operating/Office Supplies	\$15,000
	6051 - Other operating	\$0
	6055 - Grant Equipment Not Sold	\$0

6080 - Advertising	\$20,200
6090 - Tel-Comm. Expense	\$9,600
6100 - Postage Expense	\$7,782
6110 - Dues & Subscriptions	\$20,955
6120 - Conferences / Meetings	\$7,000
6170 - Rent/Leases Expense	\$37,050
6180 - Printing Expense	\$10,050
6190 - Utility Expense	\$16,200
6200 - Travel Expense	\$1,500
6210 - Bank Charge Expense	\$0
6220 - Interest Expense	\$0
6060 - Repair & Maintenance	\$10,800
6070 - Vehicle Expense	\$5,000
6140 - Recycling Expense - ARCC	\$11,000
6145 - Trash Expense	\$3,050
6150 - Hazardous Waste Expense	\$85,000
6155 - Composting Expense	\$6,000
6230 - Contributions & Match & Grants	
6231 - School Zero Waste Grants	\$7,500
6232 - Organizational Waste R&R Grants	\$2,500
6233 - Green Up Day Grants	\$6,000
6234 - Municipal Services Grants	\$15,000
6242 - Emergency Mun. Response Grants	\$2,000
6230 - Contributions & Match & Grants	\$0
XXXX - EcoAmeriCorps Match	\$8,800
6300 - Taxes & Fees, State and Local	\$1,900
6690 - Reconciliation Discrepancies	\$0
7000 - Miscellaneous Expense	\$400
7100 - Bad Debt	\$500
9000 - Depreciation Expense	\$25,000
<b>TOTAL EXPENSES</b>	<b>\$1,159,621</b>
<b>Net Income</b>	<b>\$345</b>



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<b>CVSWMD Draft FY23 Capital Plan -- Approved by CVSWMD Board of Supervisors 9-1-21</b>	<b>FY23</b>	<b>COMMENTS / REVISIONS</b>
<b>*July 1, 2022: Expected Beginning Capital Asset Value:</b>	<b>\$344,940</b>	
Minivan replacement	\$35,000	* Transfer forward from FY22
HHW facility Equipment	\$52,000	* Transfer forward from FY22
HHW facility: Construction, land, building, improvements	\$605,190	* Transfer from FY22: funds committed by CVSWMD BOS for Household Hazardous Waste Facility project
<b>FY23 capitalized annual assets acquired</b>	<b>\$ 692,190</b>	
<b>** FY23 Net balance capital assets - Year End</b>	<b>\$ 1,037,130</b>	

*\* Expected value at beginning of FY23, if all planned capital plan items for FY22 are acquired during the fiscal year and if depreciation for FY22 equals \$25,000 as projected.*

*\*\* Fiscal Year-End Balance does not reflect annual depreciation expense*