

Essential Staff Hours Worked 3/20/2020 thru 11/20/2020 for Hazard Pay Calculation  
3/21-4/17 (last wk of pd furlough)

	Hours	PTO Hrs	Hours Worked for Hazard Pay Consideration	if we pd out at an additional 1.25 per hour	
Boyce, Ray	731.5		731.5	914.38	
Chapman, Dale	1112.5		1112.5	1390.63	
Haas, Jennifer	223.25	32	191.25	239.06	
Hewitt, Jason	128.5	38.5	90	112.50	
King, Butch	446.5	60	37	349.5	436.88
Beaulieu, Mark	1603.5		1603.5	2004.38	
Joyner, Henry	765.75		765.75	957.19	
Bartemy, Selina	1279.75		1279.75	1599.69	
Gagne, Celeste	20.5		20.5	25.63	
Gratton, Parker	297.25		297.25	371.56	
Hodge, John M	104	60.75	43.25	54.06	
Morris, Peter	261.5		261.5	326.88	
Ogden, Travis	70.25		70.25	87.81	
Ogden, Victoria	379		379	473.75	
Pittila, Robert	398.75		398.75	498.44	
Underwood, Todd	1355.75		1355.75	1694.69	
Duprey, Jeff	474.25		474.25	592.81	
Jordan, Jon	47.25		47.25	59.06	
Place, Karleen	7.75		7.75	9.69	
Obrien, Matthew	27.5		27.5	34.38	
Deiter, Jean	807.75	108.75	22	677	846.25
Domina-Cox, Jenn	93.75	32	9.75	52	65.00
Schramm, Paula	141	24	5	112	140.00
<b>Total Hours</b>			10347.75	12934.69	
Backer, Rich	1400		1400	1750.00	
Shepard, Aaron	1400		1400	1750.00	
Plant, Shannon	1400		560	700	
Acosta, Nathaniel				don't have his hours readily avail would guess 1K	
Grand Total			at additional 1.00 14707.75	at additional 1.25 18134.69	

## Director's Report 12-2-2020

Well things have been a bit quieter around the district offices in the past month as our operations have slowed down as we enter this late fall slump in waste activity. However the behind the scenes work carries on and we continue handle our resident's waste materials in a way that focuses on keeping valuable resources out of the landfill. From reduction to reuse to recycling, NWSWD staff has been busy.

Our website has been only partially operational for the last couple of weeks. We are working to fix the issues that have been caused by old plug-ins and deferred updates. Once the site is up and running it will have an online appointment system for Household Hazardous Wastes (HHW) customers! This is an exciting development that will make it easier for the public to make appointments and for us to keep track of them. We will also be looking into getting the information up to date and making it easier to keep that way.

This warmer weather winter has given us time to get our drop-off sites ready for the winter weather that we know is coming! We were able to finish all improvements to the Bakersfield Drop-off site completed in the early part of November. The new wide deck has been completed and the roll-off boxes have been moved. All of this has resulted in more customer access to the boxes and less foot print on the site which allowed us to pull the boxes away from the road and fit more users on the site. As winter approaches it will also assist with snow removal. We have also been reading sites with shovels, sand, and salt and making sure we are ready for when the snow flies.

We are working on the 2020 Annual report. We have spent the last month compiling the facts and figures as well as examining our programs and operations over the past year. This report will be completed in the next few weeks and forwarded to you all. Please let us know if you would like to personalize the report or send it to your town offices directly, or if you would like the NWSWD office to forward it to town officials. I am excited about all of the great work that the District has been completing and I really look forward to sharing our success with our residents in a way that's accessible to more people so if you have any suggestions about to distribute the annual report, please let us know.

We have been continuing to work on managing the large amount of plastic that comes from agricultural operations in our region. Maple sap tubing, ag film, and bale wrap are all examples of this material that we collect. However, they are not all recycled or managed in the same way because they are all different materials. One outlet that turns this waste plastic into diesel fuel in New Hampshire has been renovating their facility and has not accepted any material in a year. So, we have been searching for alternatives and it seems that there are several facilities that process waste plastic into fuel. We have sent samples to one facility that was very interested. This will hopefully be an alternative in case the NH facility does not return. It is not a home for all our plastics but does help us keep a portion out of the landfill.

Onward - John

# Northwest Vermont Solid Waste Mgt District

## Profit & Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Composite Collection				
Commercial Route Compost	29,608.25	65,000.00	-35,391.75	45.6%
Brush Collection	127.00	1,000.00	-873.00	12.7%
Residential Route Composting	14,476.25	36,000.00	-21,523.75	40.2%
Compost Collection - Other	55.00			
<b>Total Compost Collection</b>	<b>44,266.50</b>	<b>102,000.00</b>	<b>-57,733.50</b>	<b>43.4%</b>
Computer/Electronic Recy Income	9,329.65	29,000.00	-19,670.35	32.2%
<b>Grants</b>				
Pesticide Grant	2,450.00	4,000.00	-1,550.00	61.3%
SWIP Grant	32,538.20	46,800.00	-14,261.80	69.5%
<b>Total Grants</b>	<b>34,988.20</b>	<b>50,800.00</b>	<b>-15,811.80</b>	<b>68.9%</b>
Hauler Licensing	1,450.00	1,300.00	150.00	111.5%
Haz Waste Fees	9,478.45	26,000.00	-16,521.55	36.5%
Interest Income	121.33	1,600.00	-1,478.67	7.6%
Miscellaneous Income	65.25	2,000.00	-1,934.75	3.3%
Municipal Assessments	51,352.00	51,354.00	-2.00	100.0%
Recycling Income	42,425.76	65,000.00	-22,574.24	65.3%
Sale of Recyclables	7,919.20	22,000.00	-14,080.80	36.0%
Trash Income	148,104.04	330,200.00	-182,095.96	44.9%
Surcharge Income	319,068.24	871,944.00	-552,875.76	36.6%
Composter Sales	1,620.00	6,000.00	-4,380.00	27.0%
Compost Bucket Set Sales	0.00	200.00	-200.00	0.0%
Recycle Bin Sales	360.00	875.00	-515.00	41.1%
<b>Total Income</b>	<b>670,548.62</b>	<b>1,560,273.00</b>	<b>-889,724.38</b>	<b>43.0%</b>
<b>Cost of Goods Sold</b>	516.16			
<b>Cost of Goods Sold</b>	<b>516.16</b>			
<b>Total COGS</b>	<b>516.16</b>			
<b>Gross Profit</b>	<b>670,032.46</b>	<b>1,560,273.00</b>	<b>-890,240.54</b>	<b>42.9%</b>
<b>Expense</b>				
Administration Expenses				
Advertising	0.00	2,000.00	-2,000.00	0.0%
Bank Service Charges	0.00	125.00	-125.00	0.0%
Copier Lease	766.62	1,600.00	-833.38	47.9%
Dues	3,156.30	8,500.00	-5,343.70	37.1%
Insurance	29,907.00	62,242.00	-32,335.00	48.0%
Misc.	3,227.42	750.00	2,477.42	430.3%
Office Equipment	688.32	2,500.00	-1,811.68	27.5%
Office Supplies	835.01	3,000.00	-2,164.99	27.8%
Postage and Delivery	720.80	1,600.00	-879.20	45.1%
Training/Development	950.00	7,000.00	-6,050.00	13.6%
Utilities				
Telephone	1,200.25			
Utilities - Other	2,508.52	15,000.00	-12,491.48	16.7%
<b>Total Utilities</b>	<b>3,708.77</b>	<b>15,000.00</b>	<b>-11,291.23</b>	<b>24.7%</b>
Payroll Clearance	-5,705.72			
<b>Total Administration Expenses</b>	<b>38,254.52</b>	<b>104,317.00</b>	<b>-66,062.48</b>	<b>36.7%</b>

## Northwest Vermont Solid Waste Mgt District Profit & Loss Budget vs. Actual July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Personnel Expenses</b>				
Benefits				
ER 457 Cont	8,057.96	25,191.00	-17,133.04	32.0%
Benefits - Other	103,583.45	222,537.00	-118,953.55	46.5%
<b>Total Benefits</b>	<b>111,641.41</b>	<b>247,728.00</b>	<b>-136,086.59</b>	<b>45.1%</b>
ER Taxes	16,316.47	56,703.00	-40,386.53	28.8%
Gross Wages	206,762.38	639,969.00	-433,206.62	32.3%
Payroll Processing	1,618.24	3,750.00	-2,131.76	43.2%
Temporary Help	14,071.92			
<b>Total Personnel Expenses</b>	<b>350,410.42</b>	<b>948,150.00</b>	<b>-597,739.58</b>	<b>37.0%</b>
Board of Supervisors				
Board Meetings/Retreats	0.00	900.00	-900.00	0.0%
Legal/Accounting	4,250.00	10,000.00	-5,750.00	42.5%
Property Taxes	9,667.51	9,500.00	167.51	101.8%
Sheldon Land Note-Contingency	0.00	3,000.00	-3,000.00	0.0%
VMBB Bond Expense	67,361.25	67,362.00	-0.75	100.0%
<b>Total Board of Supervisors</b>	<b>81,278.76</b>	<b>90,762.00</b>	<b>-9,483.24</b>	<b>89.6%</b>
Facilities/Equipment Expenses				
Administration Rental Space	0.00	14,400.00	-14,400.00	0.0%
Mobile Equipment Maint/Repairs	7,131.64	18,000.00	-10,868.36	39.6%
Capital Maintenance	0.00	45,944.00	-45,944.00	0.0%
New Equipment	0.00	1,000.00	-1,000.00	0.0%
Building Improvements	0.00	2,000.00	-2,000.00	0.0%
Building Maintenance / Repairs	128.41	2,500.00	-2,371.59	5.1%
Equipment Supplies/Maintenance	3,485.41	10,000.00	-6,514.59	34.9%
Mobile Equipment Fuel	5,661.46	35,000.00	-29,338.54	16.2%
Plowing/Mowing	1,320.00	3,500.00	-2,180.00	37.7%
Warehouse Supplies	1,449.91	5,000.00	-3,550.09	29.0%
<b>Total Facilities/Equipment Expenses</b>	<b>19,176.83</b>	<b>137,344.00</b>	<b>-118,167.17</b>	<b>14.0%</b>
Direct Services				
Trash Disposal	33,828.71	113,000.00	-79,171.29	29.9%
Enforcement	949.33	2,000.00	-1,050.67	47.5%
Community Assistance	0.00	2,500.00	-2,500.00	0.0%
Drop Off Site Expenses	14,962.60	9,000.00	5,962.60	166.3%
Composting				
Brush Collection	0.00	8,000.00	-8,000.00	0.0%
Commercial Route Compost	17,370.00	39,020.00	-21,650.00	44.5%
Residential Compost Route	0.00	6,680.00	-6,680.00	0.0%
Composting - Other				
<b>Total Composting</b>	<b>27,504.88</b>	<b>53,700.00</b>	<b>-26,195.12</b>	<b>51.2%</b>
Recycling	25,789.71	47,500.00	-21,710.29	54.3%
Computer/Electronic Collection	1,535.85	6,000.00	-4,464.15	25.6%
Education Outreach	2,585.59	10,000.00	-7,414.41	25.9%
Hazardous Waste	14,494.90	36,000.00	-21,505.10	40.3%
<b>Total Direct Services</b>	<b>121,651.57</b>	<b>279,700.00</b>	<b>-158,048.43</b>	<b>43.5%</b>
Cost of Composters Sold	1,211.36			
<b>Total Expense</b>	<b>611,983.46</b>	<b>1,560,273.00</b>	<b>-948,289.54</b>	<b>39.2%</b>

**Northwest Vermont Solid Waste Mgt District**  
**Profit & Loss Budget vs. Actual**  
 July through November 2020

3:59 PM  
 11/30/20  
 Accrual Basis

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	58,049.00	0.00	58,049.00	100.0%
Net Income	58,049.00	0.00	58,049.00	100.0%



4:17 PM

11/30/20

Cash Basis

# Northwest Vermont Solid Waste Mgt District

## Receipts

November 2020

	<u>Nov 20</u>
Addison County Solid Waste District	85.00
Alburgh Elementary	124.00
Alburgh, Town of	358.00
All Cycle-Williston	35,204.40
All Cycle - Highgate	69,754.80
All Metal Recycling	968.40
Bakersfield Elementary/Middle School	34.00
Bennett, Kathy	10.00
Berkshire School	40.00
BFA-St. Albans City (c)	80.00
Boudreau, Lisa	10.00
Bougor, Amy	10.00
Bradford, Nancy	10.00
Bradley, Susan	10.00
Brooks, Vance	10.00
Brookside Condos 1 & 3	175.00
Brookside Condos 2	30.00
Bruley, Diane	10.00
Butler, Bridget	10.00
Cahill, Sonja	10.00
Casella-Montpelier	2,296.56
Cash	454.00
Cherry Tree Court Apartments	75.00
Clair, Bonnie	10.00
Clark, Tim	10.00
Cristman, Sandra	10.00
Cross, Ruth	10.00
Crowder, Rachel	10.00
Curry, Lisa	10.00
Dairy Center	110.00
Desautels, Lynn	10.00
Devarney, Michelle	10.00
Draper, Pattie	10.00
Drop Off Sites	28,217.30
Duffy, Don	20.00
Dumont, Mark	10.00
Enosburg Elementary School (c)	88.00
Erling, Debbie	10.00
Fairfield Center School (c)	40.00
Fairfield Community Center	14.00
Farmer, Heather	10.00
Fletcher Town School District	30.00
Fletcher, Town of	1,334.00
Flynn, Carolyn	10.00
Fontana-Smith, Donna	10.00
Food City	125.00
Four Winds - Cathedral Square	115.00
Franklin County Rehab	170.00
Franklin Elementary (c)	51.00
Fresn, Amanada	10.00
Gagner, Steven	10.00
Georgia Town School District (c)	85.00
Godin, Deb	10.00
Good Point Recycling, American Retroworks	967.31
Gordon, Cassie	10.00
Grand Isle, Town of	406.56
Greenfield, Diane	10.00
Grice Brook Gardens	315.00
Hathaway, Genevieve	10.00
Hawks Nest Housing	110.00
Heritage Lane Apartments	75.00
Heyer, Brianne	10.00
Hickey, Elizabeth	10.00
Highgate Elementary	110.00
Holy Angels Apartments	60.00
Homestead Mobile Home Park	232.50

4:17 PM

11/30/20

Cash Basis

# Northwest Vermont Solid Waste Mgt District

## Receipts

November 2020

	<u>Nov 20</u>
Hurley, Jane	10.00
Irwin, Katelyn	10.00
Jaquith, Julie	10.00
Jarvis, Arlene	10.00
Jeff's Seafood	100.00
Johnson, Laura	10.00
Keefe, Molly	10.00
Kuhn, Kathleen	10.00
Lambesis, Arthur	10.00
Lanoue, Leila	30.00
Lawton, Janet	10.00
Leahy, Ed	20.00
Lehning, Alex	10.00
Lucas, Chris	10.00
Manahan, Becky	10.00
Marrin, Catherine	10.00
Mayo, Grieg	10.00
Mayo, Michael	10.00
Mill River Brewing	140.00
Montgomery Elementary School	71.00
Mueller, Tina	10.00
Myers	9,991.92
North Hero House	148.00
Northwest Counseling Services	45.00
Northwest Medical Center/Hospitality (c)	250.00
Paquette, Nicole	10.00
Paquin-Kittell, Florence	10.00
Pelkey, Mary	10.00
Perrigo	194.50
Pfeiffer, Rebecca	15.00
Pie in the Sky -c	95.00
Pierce, Anna	10.00
Popple, Scott	10.00
Preedom, Stephanie	10.00
Quarles, Phyllis	10.00
Rand, Samantha	10.00
Ransom, Lisa	10.00
Ravlin, Renee	10.00
Richford Health Center	81.00
Richford High School	171.00
Rose, Christina	10.00
Routhier, Adam	10.00
Sato, Elizabeth	10.00
Schweers, Kay	10.00
Seale, Courtney	75.00
Sheldon School (c)	65.00
Shepard, Mariette	10.00
Simon's Island Beverage	34.00
Smith, Joyce	10.00
Smith, Richard	20.00
Snowshoe Lodge	100.00
St. Albans City School (c)	115.00
St. Albans Coop	575.50
St. Albans Town School	95.00
Ste. Marie, Ruth	10.00
Stevens, Desiree	10.00
Stone, Sara	10.00
Swanton Elementary School-customer	165.00
Sylvesters Rubbish Removal, LLC	7,316.16
Thibodeau, Kim	10.00
Traveled Cup - c	60.00
Tuttle's Trucking-Customer	6,201.36
Underwood, Abbey	20.00
Vermont's Premier Suites	70.00
Villa, The	105.00
Warner's Snack Bar	120.00



4:17 PM  
11/30/20  
Cash Basis

**Northwest Vermont Solid Waste Mgt District**  
**Receipts**  
**November 2020**

	<u>Nov 20</u>
Warner Home	75.00
Wells, Albert	10.00
Wells, Scott	10.00
West, Janet	10.00
White, Lisa	10.00
Wright, Linda	10.00
Wright, Phyllis	10.00
Yankee Farm Credit-c	20.00
No name	-1.00
<b>TOTAL</b>	<b><u>169,668.27</u></b>



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11/30/20

Cash Basis

# Northwest Vermont Solid Waste Mgt District

## Payments

November 2020

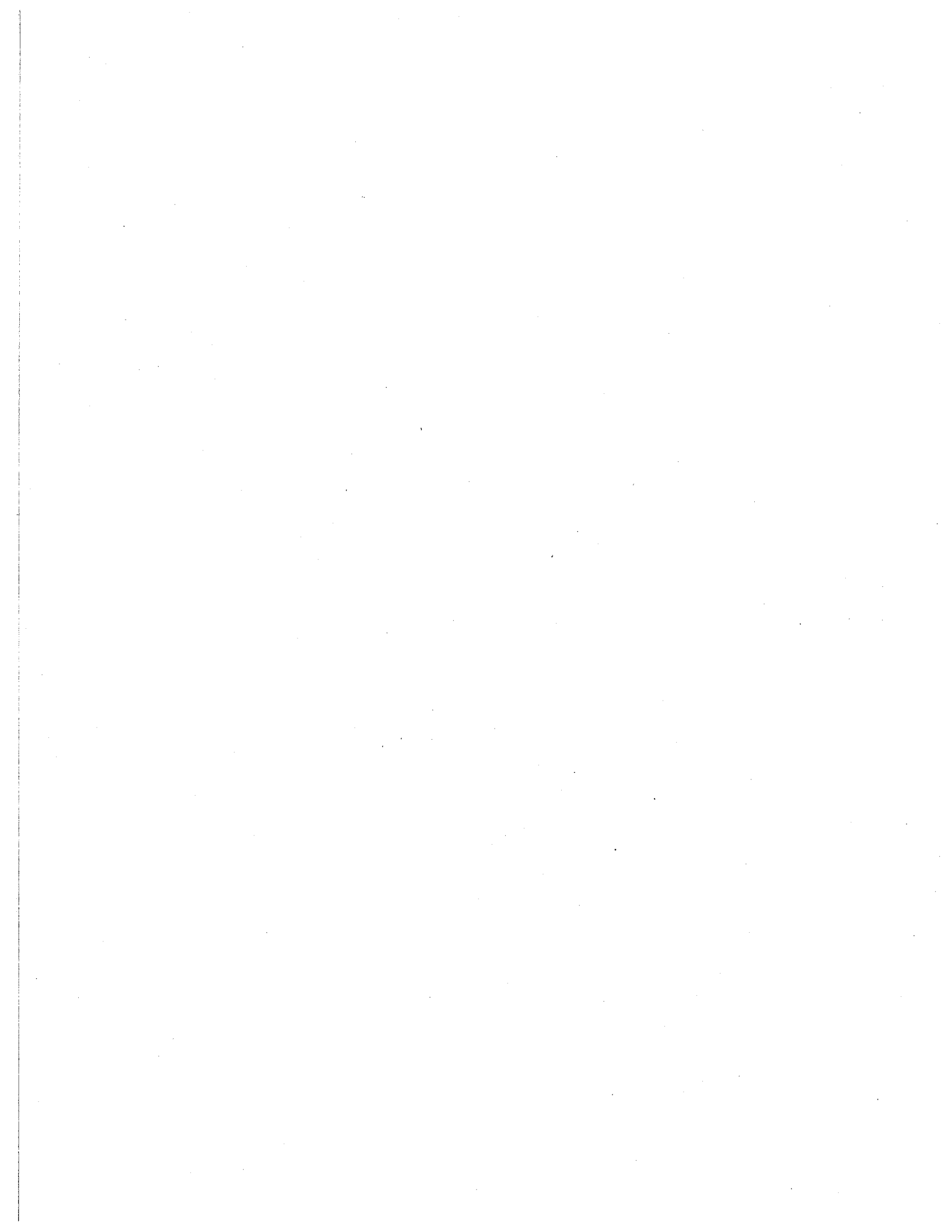
	<u>Nov 20</u>
Air Oasis, LLC	-2,392.98
All-Metals Recycling	-1,870.00
All Cycle - Highgate Transfer	-23.05
Backer, Richard	-25.48
Beaulieu, Mark	-89.99
Blue Cross and Blue Shield of VT	-13,065.24
Chapman, Dale	-42.56
Chittenden Solid Waste District	-1,550.40
Clarks Truck Center	-1,143.93
Comcast Business	-242.42
Cross Engineering	-1,381.50
De Lage Landen Financial Services, Inc.	-127.77
Domina, Barry	-286.35
Enpro Services of Vermont, Inc *	-3,190.02
Georgia Auto Parts	-42.58
Good Point	-320.20
Green's Ace Hardware	-9.99
Green Mountain Power	-526.28
Hudak Farms	-6,706.75
I-Themes Media LLC	-80.00
Infinity Trust VSP	-294.95
Interstate Refrigerant Recovery, Inc	-340.00
J&L Hardware, Inc.	-322.91
King, Butch	-143.18
Lincoln National Life Insurance Company	-216.88
Lussier's Sawmill	-300.00
Myers Recycling Center	-2,182.56
Nathaniel Acosta	-10.35
Northeast Delta Dental	-692.57
Northern Safety and Industrial	-50.62
Paul Frank + Collins	-110.00
PayData	-45,383.40
Pittala, Robert	-150.00
Queen City Steel	-468.00
R.R. Charlebois Inc.	-51.30
Shepard, David Aaron	-97.18
Sleep Well Recycling	-3,204.00
Stone's Auto Repair	-591.55
TDI Repair Facility, LLC	-2,581.49
Tracfone	-48.78
Uline	-646.21
US Postmaster	-220.00
Vermont Electric Coop	-27.00
Vermont Employment Agency	-3,918.00
VT Gas Systems	-66.46
<b>TOTAL</b>	<b><u>-95,234.88</u></b>



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11/30/20  
Accrual Basis

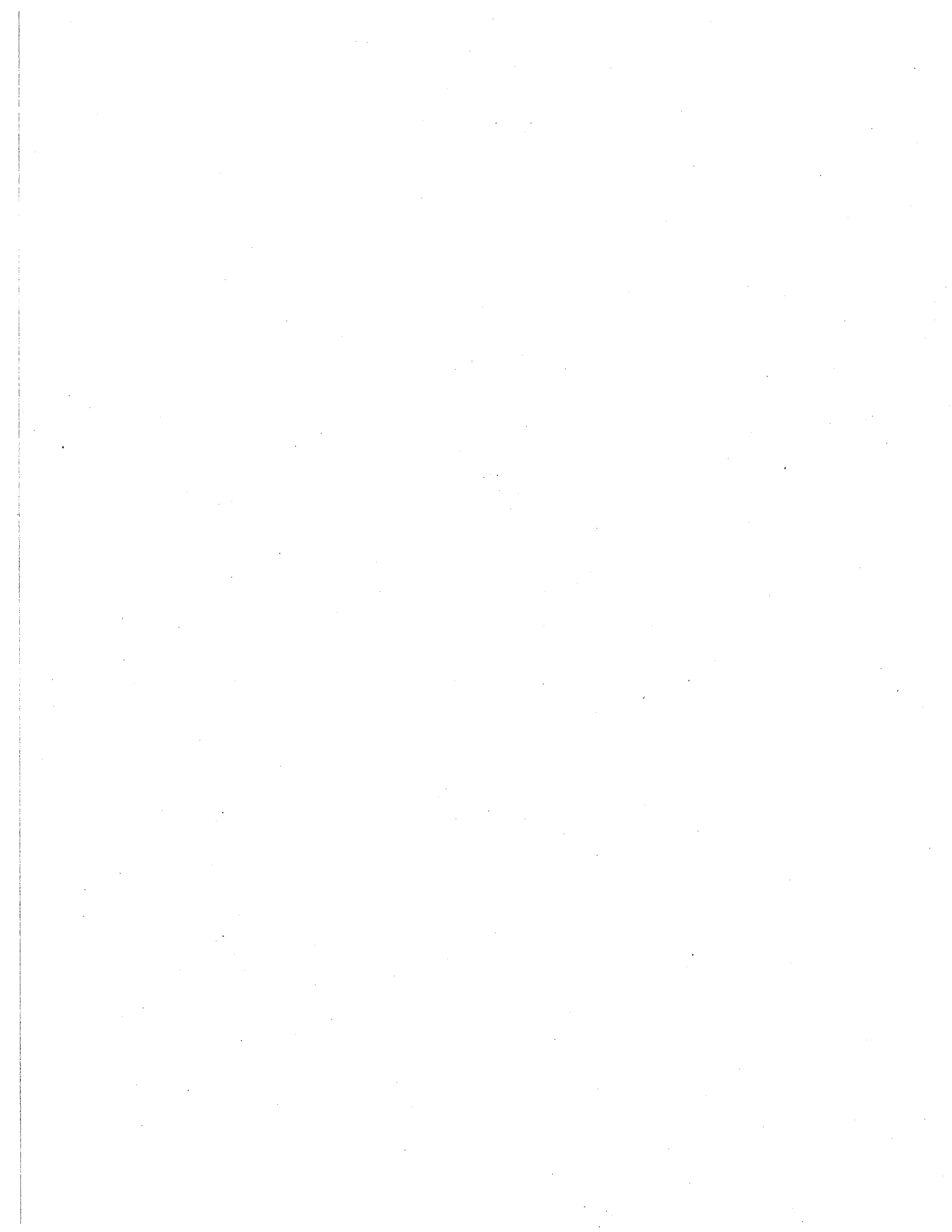
**Northwest Vermont Solid Waste Mgt District**  
**Bakersfield Profit & Loss**  
November 2020

	<u>Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Computer/Electronic Recy Income	61.00
Haz Waste Fees	0.00
Recycling Income	0.00
Trash Income	2,903.80
<b>Total Income</b>	<u>2,964.80</u>
<b>Gross Profit</b>	2,964.80
<b>Expense</b>	
<b>Personnel Expenses</b>	
ER Taxes	43.88
Gross Wages	450.00
<b>Total Personnel Expenses</b>	<u>493.88</u>
<b>Direct Services</b>	
Drop Off Site Expenses	466.81
<b>Total Direct Services</b>	<u>466.81</u>
<b>Total Expense</b>	<u>960.69</u>
<b>Net Ordinary Income</b>	<u>2,004.11</u>
<b>Net Income</b>	<u><u>2,004.11</u></u>



**Northwest Vermont Solid Waste Mgt District**  
**Bakersfield Profit & Loss**  
July through November 2020

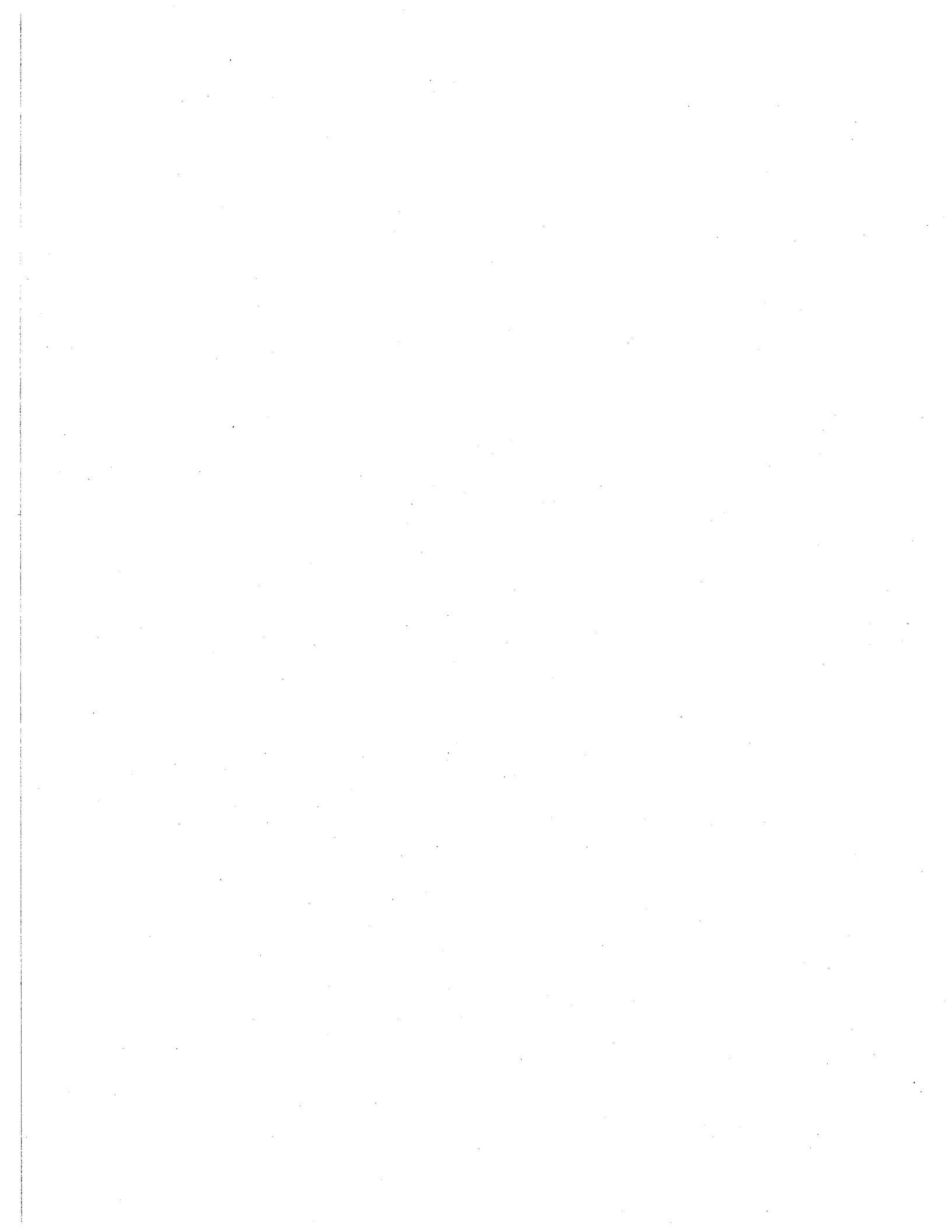
	<u>Jul - Nov 20</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	143.00
Haz Waste Fees	0.00
Miscellaneous Income	6.00
Recycling Income	0.00
Trash Income	20,543.65
Total Income	<u>20,692.65</u>
Gross Profit	20,692.65
Expense	
Personnel Expenses	
ER Taxes	263.27
Gross Wages	2,700.00
Total Personnel Expenses	<u>2,963.27</u>
Facilities/Equipment Expenses	
Equipment Supplies/Maintenance	1,310.08
Total Facilities/Equipment Expenses	<u>1,310.08</u>
Direct Services	
Trash Disposal	3,377.99
Drop Off Site Expenses	6,134.55
Recycling	715.46
Total Direct Services	<u>10,228.00</u>
Total Expense	<u>14,501.35</u>
Net Ordinary Income	<u>6,191.30</u>
Net Income	<u><u>6,191.30</u></u>





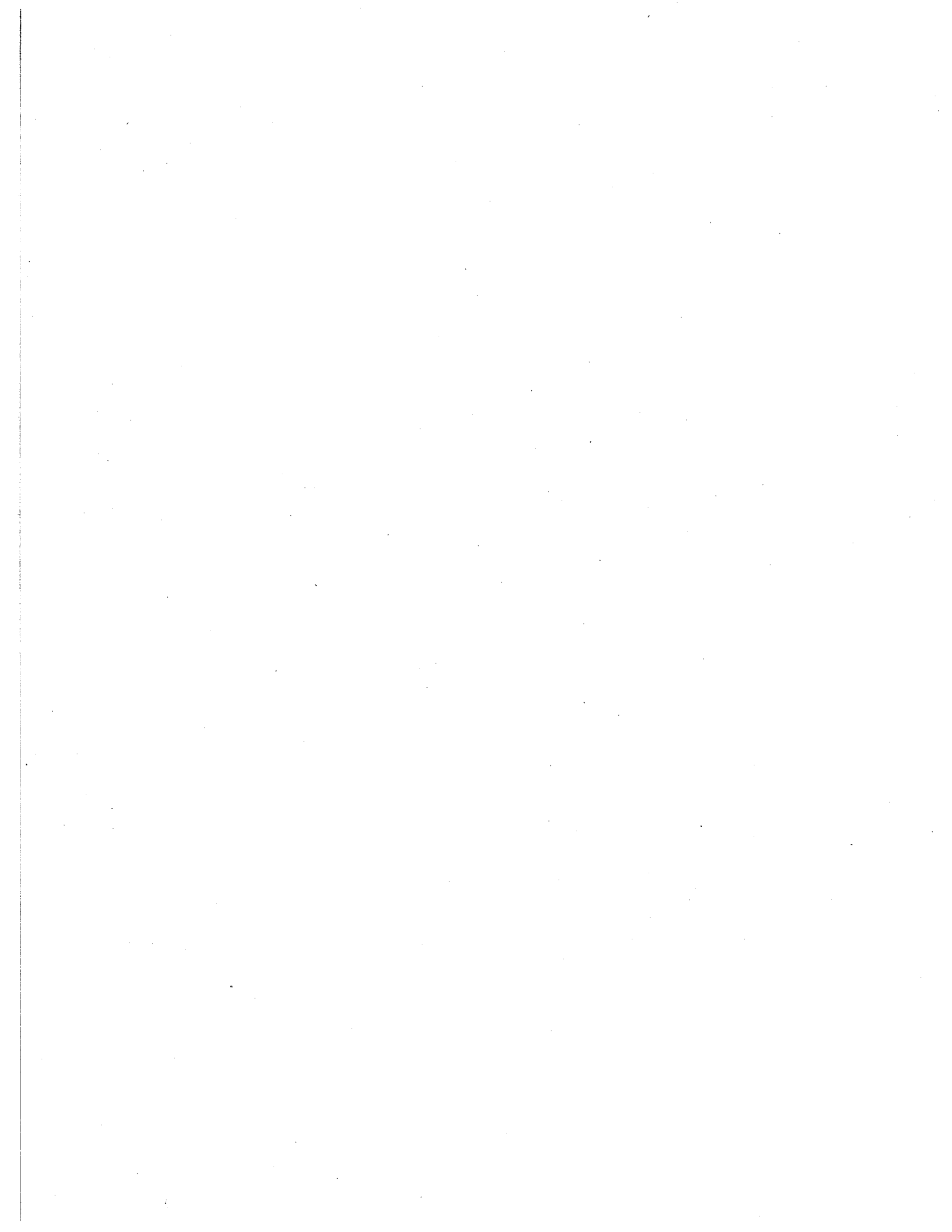
**Northwest Vermont Solid Waste Mgt District**  
**Georgia Drop Off Site Profit & Loss**  
November 2020

	<u>Nov 20</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	720.50
Haz Waste Fees	927.00
Recycling Income	4,978.50
Sale of Recyclables	366.80
Trash Income	10,797.50
Composter Sales	180.00
Recycle Bin Sales	18.00
Total Income	<u>17,988.30</u>
Cost of Goods Sold	
Cost of Goods Sold	20.29
Total COGS	<u>20.29</u>
Gross Profit	17,968.01
Expense	
Personnel Expenses	
ER Taxes	823.44
Gross Wages	8,445.52
Total Personnel Expenses	<u>9,268.96</u>
Direct Services	
Drop Off Site Expenses	398.83
Recycling	1,332.00
Total Direct Services	<u>1,730.83</u>
Cost of Composters Sold	134.60
Total Expense	<u>11,134.39</u>
Net Ordinary Income	<u>6,833.62</u>
Net Income	<u><u>6,833.62</u></u>



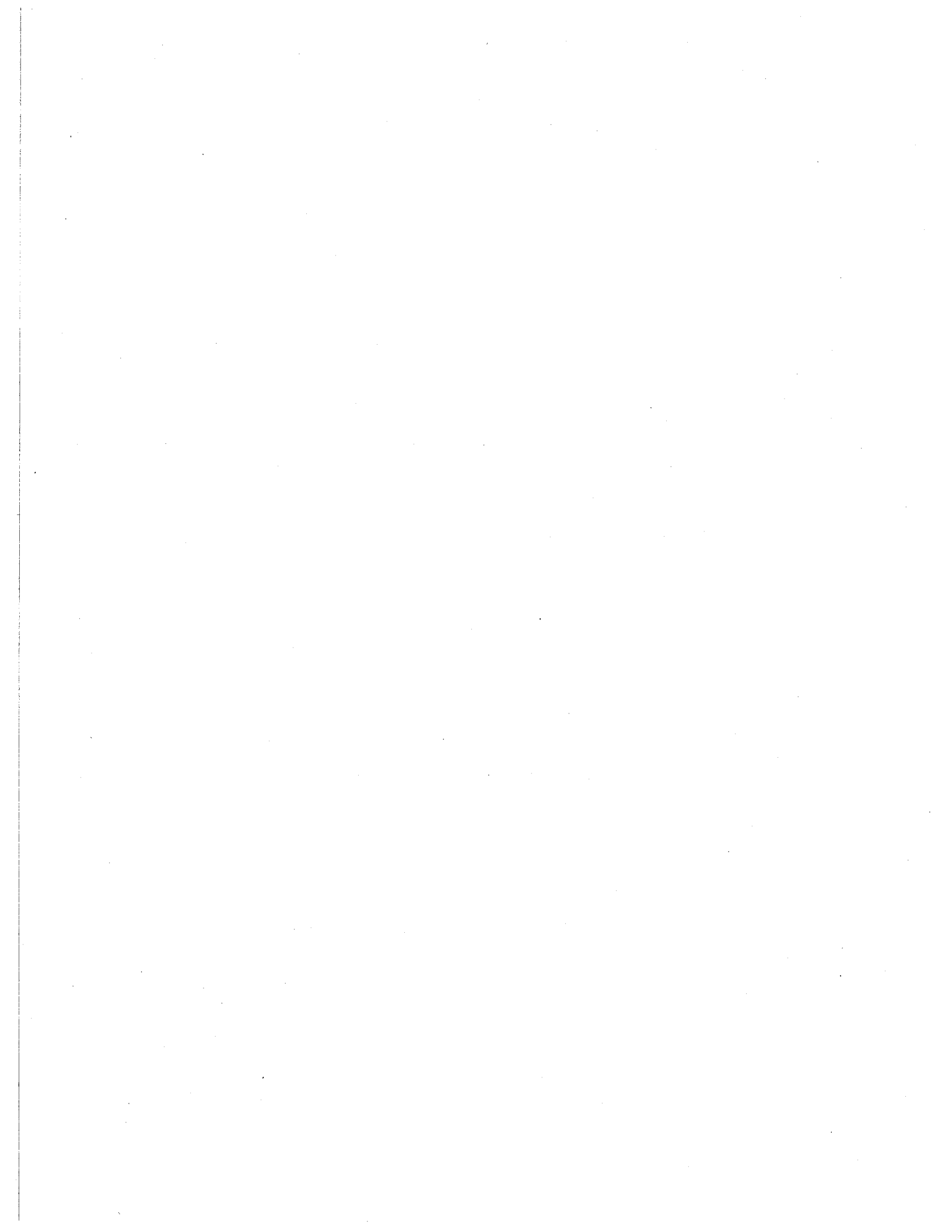
**Northwest Vermont Solid Waste Mgt District**  
**Georgia Drop Off Site Profit & Loss**  
July through November 2020

	<u>Jul - Nov 20</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	10.00
Compost Collection - Other	10.00
Total Compost Collection	<u>20.00</u>
Computer/Electronic Recy Income	8,811.65
Haz Waste Fees	8,548.95
Miscellaneous Income	57.75
Recycling Income	34,924.71
Sale of Recyclables	4,725.70
Trash Income	77,056.34
Composter Sales	1,485.00
Recycle Bin Sales	198.00
Total Income	<u>135,828.10</u>
Cost of Goods Sold	
Cost of Goods Sold	243.27
Total COGS	<u>243.27</u>
Gross Profit	135,584.83
Expense	
Personnel Expenses	
ER Taxes	4,749.11
Gross Wages	48,576.03
Total Personnel Expenses	<u>53,325.14</u>
Direct Services	
Trash Disposal	19,384.32
Drop Off Site Expenses	4,109.07
Recycling	19,462.06
Computer/Electronic Collection	1,309.45
Total Direct Services	<u>44,264.90</u>
Cost of Composters Sold	1,110.41
Total Expense	<u>98,700.45</u>
Net Ordinary Income	<u>36,884.38</u>
Net Income	<u><u>36,884.38</u></u>



**Northwest Vermont Solid Waste Mgt District**  
**Montgomery Profit & Loss**  
November 2020

	<u>Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Computer/Electronic Recy Income	53.00
Haz Waste Fees	51.00
Recycling Income	430.00
Trash Income	2,866.00
Recycle Bin Sales	12.00
<b>Total Income</b>	<u>3,412.00</u>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	13.53
<b>Total COGS</b>	<u>13.53</u>
<b>Gross Profit</b>	3,398.47
<b>Expense</b>	
<b>Administration Expenses</b>	
Utilities	27.00
<b>Total Administration Expenses</b>	27.00
<b>Personnel Expenses</b>	
ER Taxes	106.72
Gross Wages	1,094.40
<b>Total Personnel Expenses</b>	1,201.12
<b>Direct Services</b>	
Drop Off Site Expenses	398.83
<b>Total Direct Services</b>	<u>398.83</u>
<b>Total Expense</b>	<u>1,626.95</u>
<b>Net Ordinary Income</b>	<u>1,771.52</u>
<b>Net Income</b>	<u><u>1,771.52</u></u>



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11/30/20

Accrual Basis

**Northwest Vermont Solid Waste Mgt District**  
**Montgomery Profit & Loss**  
July through November 2020

	<u>Jul - Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Computer/Electronic Recy Income	252.00
Haz Waste Fees	54.50
Recycling Income	1,363.00
Sale of Recyclables	105.60
Trash Income	20,142.35
Composter Sales	135.00
Recycle Bin Sales	30.00
<b>Total Income</b>	<u>22,082.45</u>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	33.82
<b>Total COGS</b>	<u>33.82</u>
<b>Gross Profit</b>	22,048.63
<b>Expense</b>	
<b>Administration Expenses</b>	
Utilities	87.39
<b>Total Administration Expenses</b>	87.39
<b>Personnel Expenses</b>	
ER Taxes	584.80
Gross Wages	5,997.64
<b>Total Personnel Expenses</b>	6,582.44
<b>Direct Services</b>	
Trash Disposal	3,568.09
Drop Off Site Expenses	605.03
Recycling	1,724.39
Computer/Electronic Collection	108.60
<b>Total Direct Services</b>	6,006.11
<b>Cost of Composters Sold</b>	100.95
<b>Total Expense</b>	<u>12,776.89</u>
<b>Net Ordinary Income</b>	9,271.74
<b>Net Income</b>	<u><u>9,271.74</u></u>

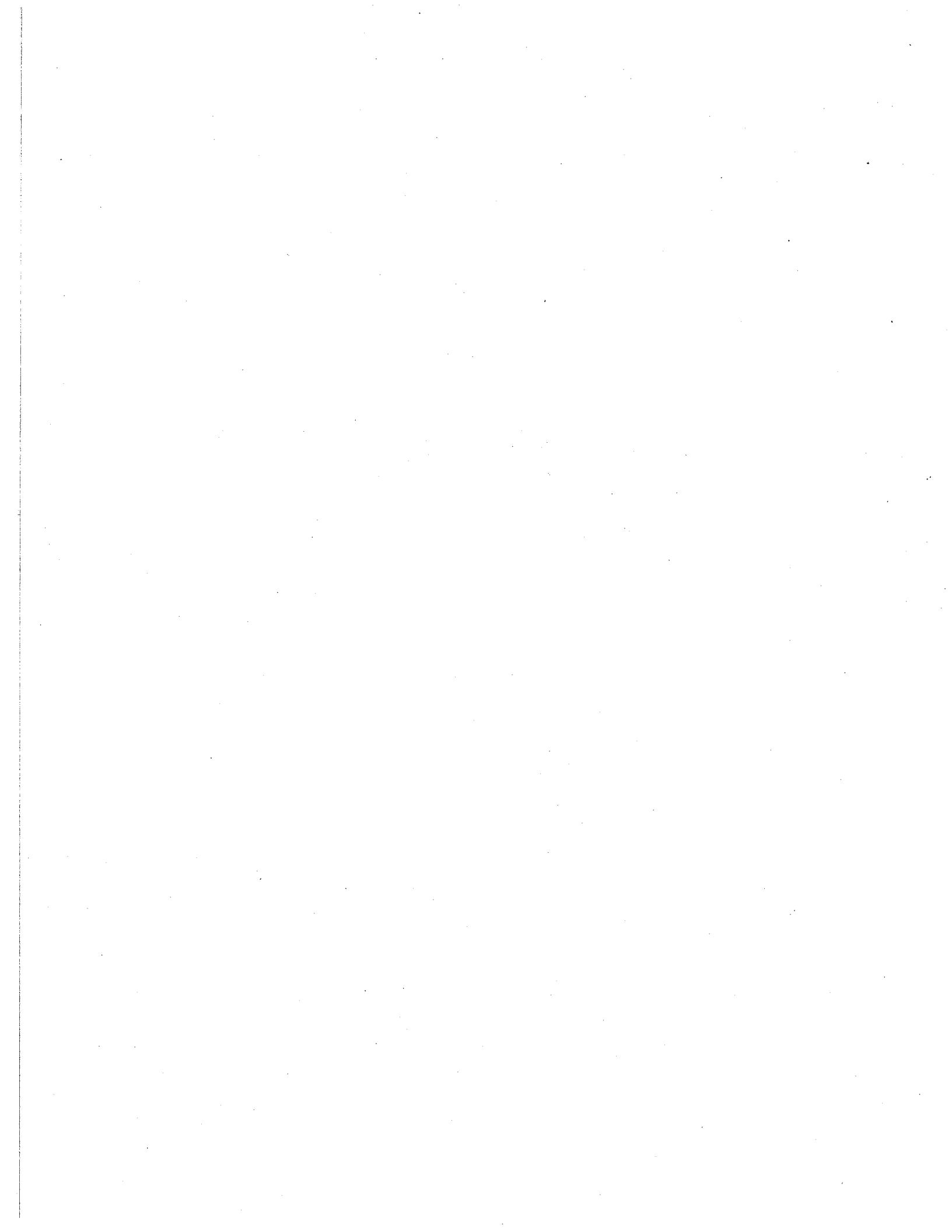




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Accrual Basis

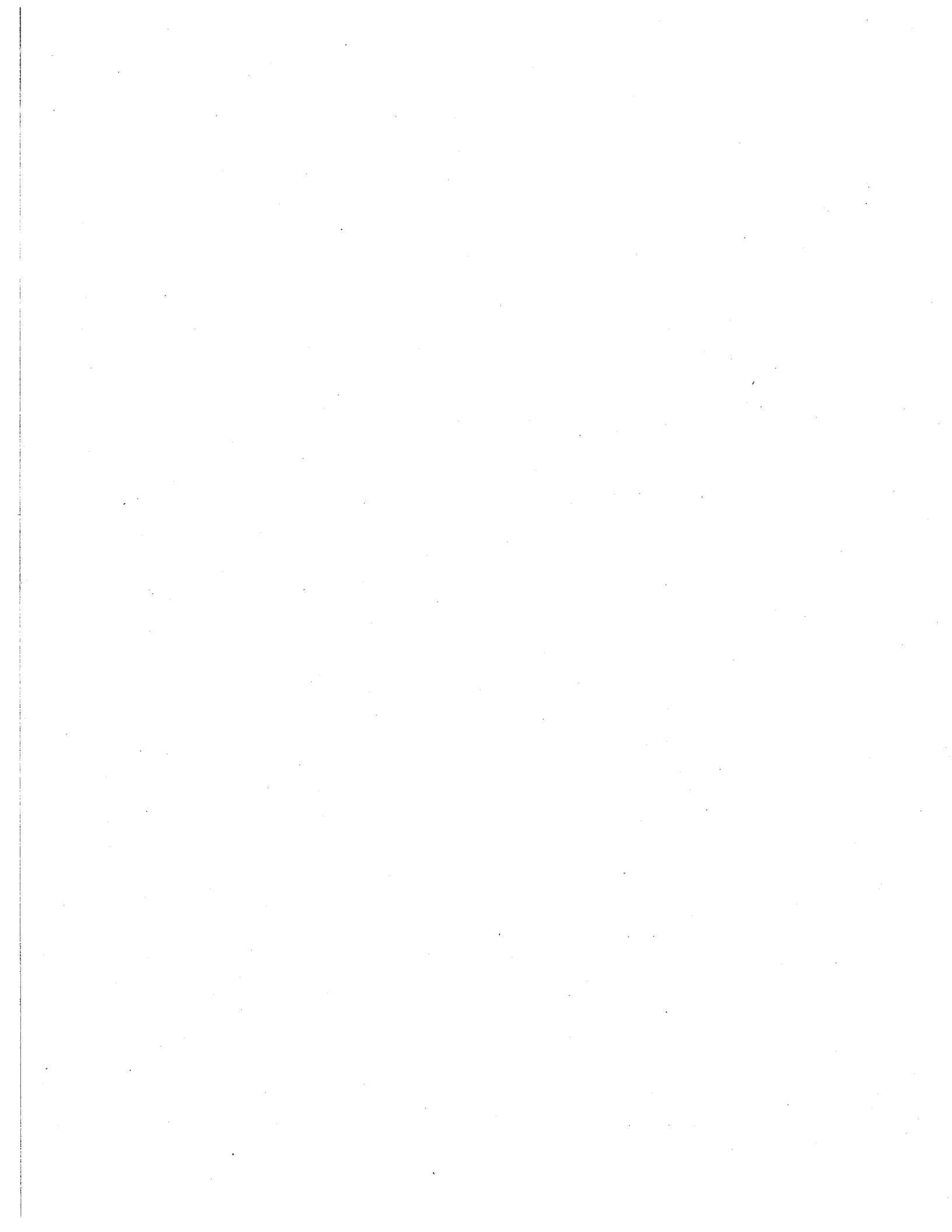
**Northwest Vermont Solid Waste Mgt District**  
**No. Hero Profit & Loss**  
**November 2020**

	<u>Nov 20</u>
<b>Ordinary Income/Expense</b>	
Income	
Compost Collection	
Brush Collection	20.00
<b>Total Compost Collection</b>	<u>20.00</u>
Computer/Electronic Recy Income	6.00
Recycling Income	653.70
Trash Income	2,641.30
<b>Total Income</b>	<u>3,321.00</u>
<b>Gross Profit</b>	3,321.00
Expense	
Personnel Expenses	
ER Taxes	84.24
Gross Wages	864.00
<b>Total Personnel Expenses</b>	<u>948.24</u>
Direct Services	
Drop Off Site Expenses	424.81
<b>Total Direct Services</b>	<u>424.81</u>
<b>Total Expense</b>	<u>1,373.05</u>
<b>Net Ordinary Income</b>	<u>1,947.95</u>
<b>Net Income</b>	<u><u>1,947.95</u></u>



**Northwest Vermont Solid Waste Mgt District**  
**No. Hero Profit & Loss**  
**July through November 2020**

	<u>Jul - Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Compost Collection	
Brush Collection	117.00
<b>Total Compost Collection</b>	<u>117.00</u>
Computer/Electronic Recy Income	123.00
Haz Waste Fees	3.50
Miscellaneous Income	1.50
Recycling Income	5,102.80
Sale of Recyclables	212.00
Trash Income	20,727.75
Recycle Bin Sales	12.00
<b>Total Income</b>	<u>26,299.55</u>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	13.53
<b>Total COGS</b>	<u>13.53</u>
<b>Gross Profit</b>	26,286.02
<b>Expense</b>	
<b>Personnel Expenses</b>	
ER Taxes	432.88
Gross Wages	4,439.75
<b>Total Personnel Expenses</b>	<u>4,872.63</u>
<b>Direct Services</b>	
Trash Disposal	4,346.51
Drop Off Site Expenses	1,030.78
Recycling	3,412.20
Computer/Electronic Collection	117.80
<b>Total Direct Services</b>	<u>8,907.29</u>
<b>Total Expense</b>	<u>13,779.92</u>
<b>Net Ordinary Income</b>	<u>12,506.10</u>
<b>Net Income</b>	<u><u>12,506.10</u></u>



**Northwest Vermont Solid Waste Mgt District**  
**St. Albans Profit & Loss**  
November 2020

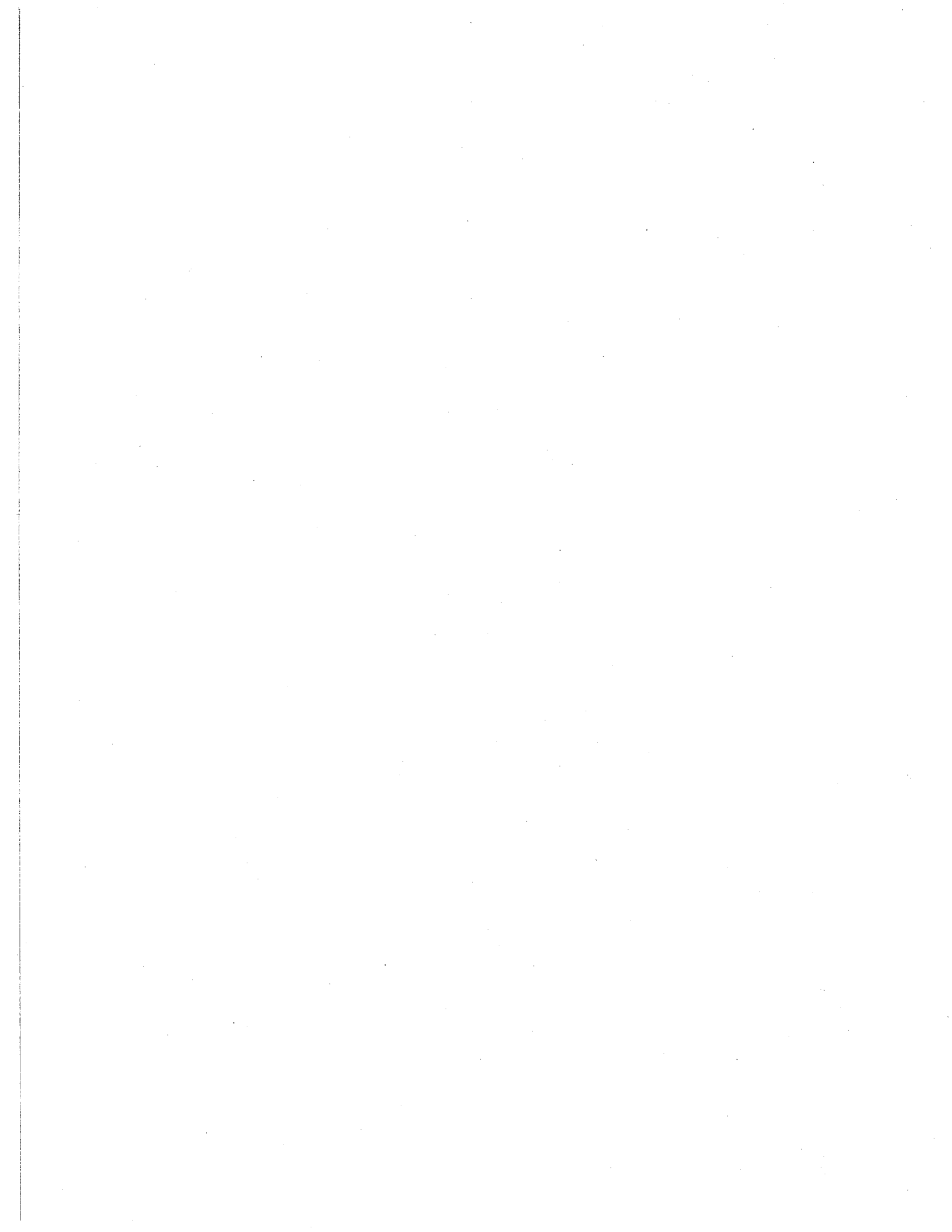
	<u>Nov 20</u>
Ordinary Income/Expense	
Income	
Trash Income	1,844.00
Total Income	<u>1,844.00</u>
Gross Profit	1,844.00
Expense	
Personnel Expenses	
ER Taxes	30.44
Gross Wages	312.00
Total Personnel Expenses	<u>342.44</u>
Facilities/Equipment Expenses	
Equipment Supplies/Maintenance	4.04
Total Facilities/Equipment Expenses	4.04
Direct Services	
Drop Off Site Expenses	424.81
Total Direct Services	<u>424.81</u>
Total Expense	<u>771.29</u>
Net Ordinary Income	<u>1,072.71</u>
Net Income	<u><u>1,072.71</u></u>



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11/30/20  
Accrual Basis

**Northwest Vermont Solid Waste Mgt District**  
**St. Albans Profit & Loss**  
July through November 2020

	<u>Jul - Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Trash Income	9,641.00
<b>Total Income</b>	<u>9,641.00</u>
<b>Gross Profit</b>	9,641.00
<b>Expense</b>	
<b>Personnel Expenses</b>	
ER Taxes	192.82
Gross Wages	2,110.00
<b>Total Personnel Expenses</b>	<u>2,302.82</u>
<b>Facilities/Equipment Expenses</b>	
Equipment Supplies/Maintenance	61.41
<b>Total Facilities/Equipment Expenses</b>	<u>61.41</u>
<b>Direct Services</b>	
Trash Disposal	975.13
Drop Off Site Expenses	734.93
Recycling	325.60
Hazardous Waste	12.08
<b>Total Direct Services</b>	<u>2,047.74</u>
<b>Total Expense</b>	<u>4,411.97</u>
<b>Net Ordinary Income</b>	<u>5,229.03</u>
<b>Net Income</b>	<u><u>5,229.03</u></u>





**NWSWD FY22 BUDGET**

**FY22**

**FY21 - Approved Budget**

07/01/2020 - 06/30/2021

**INCOME**

Hazardous Waste Income	25,000.00	26,000.00
Trash Income	330,000.00	330,200.00
Sale of Recyclables	20,000.00	22,000.00
Recycling Income	55,000.00	65,000.00
Municipal Assessments	51,354.00	51,354.00
Landfill Buy In	-	-
Hauler Lisencing	1,500.00	1,300.00
Electronic Recycling	19,500.00	29,000.00
Kitchen Carriers - no longer	-	-
Composters	5,000.00	6,000.00
Recycle Bins	875.00	875.00
Compost Buckets	-	200.00
Surcharge	873,082.00	871,944.00

SWIP Grant	47035	46800
Pesticide Grant	4000	4000
Compost Grant	-	-
Misc.	1,000.00	2,000.00
Interest	4,200.00	1,600.00

**Compost Collection**

Commercial	110,000.00	65,000.00
Residential	50,000.00	36,000.00
Brush	500.00	1,000.00

**TOTAL INCOME**

**1,598,046.00**      **1,560,273.00**

Inc inc/dec over last yrs budget %

2.36

**EXPENSE**

**ADMINISTRATION**

Training and Development	5,000.00	7,000.00
Insurance - P & C	62,000.00	62,242.00
Utilities	13,600.00	15,000.00
Office Supplies	3,000.00	3,000.00
Copier Lease	1,600.00	1,600.00
Postage and Delivery	1,600.00	1,600.00
Dues	8,500.00	8,500.00
Misc.	1,000.00	750.00
Advertising	1,800.00	2,000.00
Office Equipment	2,500.00	2,500.00
Bank Service Charges	100.00	125.00
<b>Total Administration</b>	<b>100,700.00</b>	<b>104,317.00</b>

**Personnel**

Payroll Processing	3,900.00	3,750.00
Gross Wage	684,906.49	639,969.00
Benefits	239,115.27	222,537.00
ER 457	27,111.83	25,191.00
ER Tax	60,446.97	56,703.00
<b>Total Personnel</b>	<b>1,015,480.56</b>	<b>948,150.00</b>

**Board of Supervisors**

Bond Payment	65,019.00	67,362.00
Legal / Accounting	10,000.00	10,000.00
Property Taxes	9,500.00	9,500.00
Meetings / Retreats	500.00	900.00
Contingency	3,000.00	3,000.00
<b>Total Board of Supervisors</b>	<b>88,019.00</b>	<b>90,762.00</b>

**Facilities / Equipment**

Plowing / Mowing	3,000.00	3,500.00
Building Maintenance	2,000.00	2,500.00
Building Improvements	2,000.00	2,000.00
Mobile Equipment Fuel	37,000.00	35,000.00
Mobile Equipment Maintenance / Repairs	18,000.00	18,000.00
Equipment Supplies / Maintenance	15,000.00	10,000.00
Warehouse Supplies	5,000.00	5,000.00
Business Loan	-	-
New Equipment	2,000.00	1,000.00
Rental Space - Administration	-	14,400.00
Capital Maintenance	45,944.00	45,944.00
<b>Total Facilities / Equipment</b>	<b>129,944.00</b>	<b>137,344.00</b>

**Direct Services**

Education / Outreach	7000	10,000.00
Hazardous Waste	32000	36,000.00
Trash Disposal	105000	113,000.00
Recycling	37000	47,500.00
E-Waste	3000	6,000.00
<b>Composting</b>		
Commercial Compost	50000	39,020.00
Residential Compost	5700	6,680.00
Brush/Food Scrap Management	7500	8,000.00
DO Site	8500	9,000.00
Community Assistance	1000	2,500.00
Enforcement	2000	2,000.00
<b>Total Direct Services</b>	<b>258,700.00</b>	<b>279,700.00</b>

**Total Expense**

**1,592,843.56**      **1,560,273.00**

Exp inc/dec over last yrs budget %

2.04

**Net**

5,202.44

-

## Minutes

### NWSWD Board of Supervisors Meeting and Organizational Meeting of the Board and Public Hearing on the NWSWD Draft Solid Waste Implementation Plan.

November 4, 2020

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held a public hearing on November 4, 2020 via zoom at 6:00 PM and their regularly scheduled board meeting on November 4, 2020 via zoom at 6:30 PM.

Chairman Al Voegele called the meeting to order at 6:21 PM.

#### Supervisors Present:

Buermann, Bob – So. Hero  
Danielle Choiniere - Alburgh  
David Clark, - Fletcher  
Doremus, Mark - Bakersfield  
Fegard, Charen - Berkshire  
Green, Tim - Richford  
Kade, Barry – Montgomery  
Kemsley, Mike - Grand Isle

Lambert, Paul – Georgia  
Leitz, Tom - St. Albans City  
Richards, Jim - No. Hero  
St. Francis, April - Highgate  
Studebaker, Hugh - Franklin  
Tibbits, Jaime – Fairfield  
Tuck, Joyce – Isle La Motte  
Voegele, Al - St. Albans Town

#### Supervisors Absent:

Jennifer Bright, Enosburg  
Kittell, Jeffrey - Sheldon

Micheli, Carlo - Swanton

#### Others Present:

John Leddy, Executive Director  
Pam Bolster, Business Manager

#### Guests:

### Full Board Meeting

#### 1) Agenda Review-Additions/Deletions:

Mr. Kade requested an addition be made to Item 4. New Business on the agenda, "Shall the Board authorize a portion of the FY20 Budget surplus set aside to be included in the Capital Maintenance Fund and/or Revenue Reserve Fund, (Mr. Kade's Addition) and if so what portion ?. Mr. Clark asked for a correction of Capital to Capital to the same section on the agenda.

#### 2) Vote: Minutes of the October 7, 2020 NWSWD Board Meeting:

Dave Clark moved to approve the minutes as written, Mr. Buermann seconded. Mr. Kade asked for An addition to #5 New Business; A. Personnel Policies, which reads; 3<sup>rd</sup> line down – "He noted the following identified critical areas for discussion: Probationary periods, at will employment, termination processes, drug use assessment testing. Mr. Kade made the motion...." He asked that Following Discussion be added prior to "Mr. Kade made the motion". Changes accepted and the motion passed.

#### 3) Old Business:

##### a) Directors Report:

Mr. Voegele initiated a discussion on plastic packaging in relation to Mr. Leddy's Director's Report about the Single Use Product Working Group he is a part of and the EPR programs (extended producer responsibility) and the group proposed law he discussed.

Mr. Leddy noted the resignation of Aaron Shepard the District's Compost and Education and

Outreach Coordinator. Discussion occurred.

**b) Finance Report:**

Ms. Bolster reviewed the income on the P&L and noted the Surcharge Inc for Sept 2020 at 82.4K and increase over Sept 2019 at 76.3K. In August Surcharge Income was down over last year by 9%. Trash Income for Sept was up any 9.6% over last year. A discussion occurred about the increase of trash and the possible reasons. Ms. Bolster explained that this does not necessarily mean that households are generating more trash. This could be higher levels of public usage of District sites, amongst other things. Discussions occurred. AR was reviewed and discussed.

**5) New Business:**

**a) Discussion and Vote: Shall the Board hold a Public Hearing on the Draft FY2022 District Administrative Budget on Wednesday, December 2, 2020 at 6:00 PM via Zoom.**

Ms. Bolster reviewed the work that the administrative committee did in relation to the proposed budget. They wanted the board to see what things would look like if we instituted periodic increases to our 457 retirement plan as well as if we increased the surcharge to \$25.00 from the current \$24.00 per ton, as well increasing it to \$24.50. In depth discussion ensued. Covid impacts were discussed. New equipment was discussed. The 457 retirement plan was discussed and it was decided to look at this more carefully prior to action along with salary review discussions. Mr. Leddy noted that he received a benefits study recently from the Windham District who had polled numerous districts in relation to benefits and wages. The study has not been reviewed so could not be utilized effectively for this budget. The budget proposal for new personnel & current employee wage and planned increases was reviewed.

Finalization of the Draft Budget includes paying for any new equipment with capital funds rather than entering a loan reducing our budget burden of about 20K for the year, increasing the surcharge to \$24.50 which is in line with inflation as noted by Mr. Richards. Mr. Leddy noted that he received a benefits study recently from the Windham District who had polled numerous districts in relation to benefits and wages. Mr. Leitz made the motion to increase the surcharge to \$24.50, keep personnel as planned, pay for the new truck from reserves and eliminate the increase to the 457 plan. Mr. Kemsley seconded the motion. Mr. Kade abstained from the vote. The rest were in favor and the motion passed.

**b) Discussion and Vote: Shall the Board authorize a portion of the FY20 Budget surplus set aside to be included in the Capital Maintenance Fund and/or Revenue Reserve Fund?**

Ms. Bolster reviewed the reserve funds and what needed to be decided upon with the board, the re-allocations of unused funds from last year's allocation, and the allocation of new funds. Mr. Clark made the motion to re-allocating the 10K for the tire program allocated last year for the same program in FY21 and all unused previously allocated funds to remain in reserve funds. The 47K from FY20 surplus to be added to Capital Reserve Funds. All were in favor and the motion passed.

**6) Public Comment: None – No public attendees at the public hearing.**

Mr. Voegelé asked for a motion to adjourn. Mr. Clark made the motion, all were in favor and the motion passed. Board Adjourned at 8:21

# Northwest Vermont Solid Waste Management District

158 MORSE DRIVE, FAIRFAX, VT 05454  
802-524-5986 • FAX: 802-524-5987

## NOTICE

### BOARD OF SUPERVISORS

### BOARD MEETING

**DATE:** December 2, 2020  
**TIME:** 6:00 PM  
**PLACE:** Zoom meeting: <https://us02web.zoom.us/j/4456759564>  
Dial by your location +1 646 876 9923 US (New York)  
Meeting ID: 445 675 9564

### PUBLIC HEARING

NWSWD Draft Solid Waste Implementation Plan  
(SWIP)  
NWSWD Draft FY2022 Operational Budget

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### BOS MEETING AGENDA

1. Review Agenda
2. **VOTE:** Minutes Board Meeting of November 4, 2020 (Enclosed)
3. Old Business.
  - a) Director's Report (Enclosed)
  - b) Financial Report (Enclosed)
4. New Business
  - a) **DISCUSSION AND VOTE:** Shall the Board adopt the draft FY2022 District Administrative Budget (Enclosed) as warned or amended?
  - b) **DISCUSSION AND VOTE:** Shall the Board set the FY2022 District municipal assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2021, and direct the District Treasurer to issue warrants to member municipalities?
5. Other Business.
6. Public Comment.
7. Adjourn.

### EXECUTIVE COMMITTEE

In the event of lack of quorum of the full board the executive committee will meet to deal with the above agenda items for which it is authorized.

### MEMBER COMMUNITIES

ALBURGH • BAKERSFIELD • BERKSHIRE • ENDSBURG • FAIRFIELD • FLETCHER • FRANKLIN • GEORGIA • GRAND ISLE  
HIGHGATE • ISLE LA MOTTE • MONTGOMERY • NORTH HERO • RICHFORD • ST. ALBANS CITY • ST. ALBANS TOWN  
SHELDON • SOUTH HERO • SWANTON