

## TCSWMO MEETING MINUTES

Liberty Town Office

January 24, 2019

The following directors were present: John Shepard, Dana Philippi, Henry Hall, Norman Casas, Gordon Thebeau, Elaine Porter, Heather Wyman and Peter Beckett.

Also present were David Stanley, Facility Manager and Gail Philippi, Administrative Assistant.

John Shepard called meeting to order at 7:12 pm

**SECRETARY'S REPORT:** A motion was made by Peter Beckett and seconded by Charlotte Henderson to accept the minutes of the October 25 meeting. A motion was made by Peter Beckett and seconded by Heather Wyman to accept the minutes of the December 20, 2018 meeting as amended. David Stanley clarified the difference in the budget from last year to this. Motion carried.

**TREASURER'S REPORT:** The checking account balance as of today is \$112,468.24. The Reserve Account balance is \$100,487.18. Charlotte Henderson made a motion to accept the Treasurer's report and Peter Beckett seconded. Motion carried.

Gail will check with CNB to see if we can earn more on the Reserve account.

### **BOARD REPRESENTATIVE REPORT:**

Norman commented on how well the Station looks. John has received good comments on the station.

David talked about dealing with the ice, snow and having more sanding done.

Peter reported that the website is moving ahead, David has provided a lot of information and has some more cost info on prices to get together.

David would like to host a medication take back at the Station, having an event with our name on it.

Peter, Charlotte, Elaine, and Norman are going to the ecomaine workshop on February 7<sup>th</sup> which is open to all the municipalities which use ecomaine.

### **PUBLIC COMMENT:** None.

Norman feels it is good that no one is here (to complain). One comment we all get is that it is too bad we no longer accept #1 plastic. David sees recycling becoming more stringent rather than less so as there is no more overseas demand. Dana heard about a recycling center in Maine closing. David said that corrugated used to be a good market but no longer is.

### **MANAGER'S REPORT:**

Town report letters are next on David's list once the budget is done. He hopes to have them done by the first week of February.

We have new magnetic recycling bin signs and are no longer using the homemade ones. They provide a sharper image.

We'll be ordering more bags in late February/early March. They will be the same quality, size and price as last year when we ordered 75,000 rolled and 35,000 flat. We will probably order more depending on the price, just rolled and keep the price at \$2/bag. The volume of flat bag sales has dropped.

Trash hauling with Gordon Libby is going well.

The new lighting makes a big difference.

David discussed the potential harvesting of wood off the back of the Station property, we have a fair amount of acreage. There are around 100 acres that we have owned since 1992. It was last cut before that.

A name David came up with is Ed Blake. The land would be selectively cut, not clear cut; chipped and cleaned up. Mr. Blake is an abutter so there would only be a charge for hauling and not much trucking. He will walk it with David. We are coming into mud season, but they won't have to go on posted roads.

Heather Wyman commented that Appleton did this using a licensed forester. They went out to bid and

took lowest bidder. We would learn what kind of wood is on the land and have them manage the harvest. David wouldn't necessarily go with lowest bidder and he can get a forester through Robbins. David doesn't see the necessity of bids and would like to keep the business local, Ed is highly recommended. We can make this as complicated or as simple as we want to. We're not going to cut the whole parcel and will stay away from wetlands. Appleton's forester cost \$700. He spent more time than the amount billed and explained the process well. He marked the trees, so the logger knew what to do. There was a forestry committee and they will have the info forever. David said Ed can come up with a forester and can use the Robbins forester. He feels it is winwin for us all and he's a logical person to use. David doesn't have an estimate yet as he has just started talking about this. Ed will also show David other properties he's cut. David asked if we hire a forester, can he commit to Ed? He would do it by summer. Norman commented that the forester would tell us if it needs cutting. John suggested that David start with the forester for his advice. David clarified that we would need to pay a forester. The proceeds of this wood harvesting would be a found revenue stream.

Copies of the proposed **Final 2019 Budget** were handed out and discussed.

**MMA dues** are flat, as we are an Associate member. We don't pay nearly as much as towns do.

**Tipping & hauling** trash and demo totals are based on projections. We pack the trailers as heavy as possible, it depends on the mix of what we get. No private haulers are going to ecomaine.

**Metal and demo** go to Grimmels. Metal prices have dropped but are still okay.

The **Fuel Contingency** is budgeted for, just in case fuel prices go up a lot.

David is optimistic of good participation on **HHW Day** in June.

**Fluorescent** tubes - we pay to have them taken away. Only commercial customers are charged.

David would rather not have internet at the station, he uses his own service at home.

**Heat** – propane prices variable. The downstairs office heater needs to be replaced.

**Office Supplies** – David is not planning on purchasing a new computer this year so we can reduce it a bit.

He would like to add some functions to the Toshiba bought for him by TCSW. Upgrade windows, etc.

Peter suggested just buying a new laptop.

**Printing & adv.** – This is used for employment ads which we hopefully will not need.

**Bags** – we ordered more last year so even if the price goes up this year, we're covered.

**Employee education and mileage** – there are very few relevant courses available.

**Plowing and sanding** – Mike Brown sands on demand.

**Mowing** – we do more than we used to (leach field, brush in ditches by trash building). David will take bush cutting out of miscellaneous but may have to spend \$200 or so.

### **Carry forward accounts -**

**Back Hoe** - Would like to get a split bucket and extend a boom which would add to the versatility of back hoe maintenance. It has 4200 hrs, was built in 2002, bought in 2003, and works for us.

**Live bottom Trailer** – This is the life blood of our shipping trash. David is dedicated to keeping it on the road. We have talked for two years about having the trailer painted. \$3000 is in the budget to do that.

**Paint, Metal, Facility Improvements** – David would put brush cutting here.

**Maint and general repair** – We put new LED lighting in trash and recycling buildings for. \$2700-\$2800. The new office heater will be \$2000 plus installation costs.

**Small tools** – David is getting things together to do repairs at the Station themselves. They repaired the glass crusher themselves.

**Trailer Shed** – The new shed works well to keep snow and ice out of the trailers but cold winds are freezing the trash and then it can't be unloaded. David would like to extend the walls down to the ground. The estimate is in two portions in case we don't do it all in one year. We should bring the walls down first (\$9000) and add doors second (\$7000). The general feeling of the board is that it makes sense to put

\$18,000 in and do it all at once.

**Norman made a motion to take \$20000 from the undesignated funds to be used to extend the walls and add doors to the trailer shed. Peter seconded.**

Heather asked about racking of the building with the sides totally sheathed. David explained it was built to withstand the wind. It can be more dangerous if it isn't closed in. **Motion passed unanimously.**

**Revenue:**

We sold a lot of **bags** this year. There was not a linear drop when Palermo left.

**Shingles** have dropped way off. They are kept in a separate bin.

**HHW Day** cost more than \$1000 but is worth it for what we get in.

We don't lose money on **Freon**.

**Metal** prices dropped but we always make money on metal.

NorthCoast Services discounts for some things and charge for others. They take our **electronics**.

Handling **batteries and hazardous waste** the way we do protects the environment and people want us to do it. It keeps people responsible.

**Other** – We have not designated money to be added to a heavy equipment fund for several years. David wondered about putting \$5000 in or put in the money from the timber harvesting.

Peter would like to talk with the auditor with Gail and David about separate accounts and whether there should be a separate bank account as well as separate accounts in QuickBooks.

In response to a question about the **forester**, it was suggested to take the money out of designated funds.

**Norman Casas made a motion that we put \$2000 into the budget, to be taken out of undesignated funds, for woodlot management. Peter Beckett seconded. Motion passed.**

**Peter Beckett made a motion to transfer \$6,000 from undesignated funds to reduce the cost to taxpayers. Charlotte Henderson seconded. Motion passed unanimously.**

The budget will be essentially flat.

**Peter Beckett made a motion and Charlotte Henderson seconded to accept the Budget as proposed. The motion passed.**

**OLD BUSINESS:**

Peter Beckett is Secretary of the Board and feels that he is supposed to have the minutes produced and go over them. As we are a non-profit corp. the Secretary has an important role. David feels that discussion is helpful. Gail will complete minutes sooner, review them with David, and send them to Peter for review. Gail will send the Interlocal Agreement to everyone.

The Fourth Quarter Financial reports and the January warrant were handed out to Board members.

The next meeting will be in Somerville on April 25 at 7:00 pm.

Peter Beckett made a motion to adjourn and Henry Hall seconded at 10:02 pm.

Respectfully submitted, Gail Philippi, Administrative Assistant