

**TCSWMO MEETING  
Appleton Town Office  
December 19, 2019**

The following directors were present: John Shepard, Norman Casas, Dana Philippi, Elaine Porter, Henry Hall, Charlotte Henderson, Don Thebeau and John Fenner.

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

John Shepard, President opened the meeting at 7:08 pm.

**PUBLIC COMMENT:** None.

**BOARD REPRESENTATIVES REPORT:** Norman Casas reported that the Station looks wonderful, Charlotte agrees that it looks well taken care of. And, she says, they take care of you. There was a discussion about how much material can no longer be recycled. John reported that there is pending legislation (LD 1431) from the National Resources Council of Maine on manufacturers and packaging. It was noted in the House and coming up for a vote in January. David says that packaging is disproportionate to the product. Charlotte mentioned an organization named Green America which is working with Amazon and packaging issues.

**NEW BUSINESS:**

**MANAGER'S REPORT:** As voted on at the last meeting, the **trailer** has been ordered. They require no down payment. It will have beefed up bracing for the landing gear and a steel plate on the front where we tie it off, as we have on our newest trailer. David sent photos of our trailer and they made the modifications for an additional \$1,000. It would probably have cost more if the work had been done after the fact.

We did get an inspection sticker on the old trailer. This buys us a little more time as we had no Plan B without a second trailer. The brakes, tires and lights are all good. We won't put more money or repairs into it. The volume of trash in winter goes down which helps.

The new **heater** is installed in the office, it gets warm in there now.

Chris Armstrong has plowed, and David is happy with him.

**Woodlot** – David contacted Nolan Steel and Ed Blake. Nolan is busy right now, and Ed is waiting for the weather to improve and be less wet.

**Recycling** – Rockland is no longer taking corrugated and is selling their baler. We ship more corrugated by weight and volume than any other recyclable. Purchasing a baler would not be cost effective for us and would require additional space.

Volume and revenue are unpredictable until warmer weather.

We are taking in a fair amount of non-member **demo** and charging accordingly. People are happy to pay the fee. Most are contractors.

**Scales** – We are still working on insulating the scale shack and keeping it open more. Its use is not as seasonal as it was. Ice would be the main reason to shut down temporarily.

**Trailer shed** – The shed is closed in and finished. David is keeping the empty trailers in it and will probably put in some small lights lower down for visibility and safety.

All **lighting** in the Station has been replaced with LEDs. This has also helped with security and safety.

David has a couple comments before handing out the preliminary budget: even though the total of expenses and revenue are overall very similar to 2019, the Town Appropriations have gone up. It's the first year in the past several years that we haven't tapped into undesignated funds to cover expenses. Last year we used \$28,000 from the undesignated funds. The purchase of the trailer is not shown but there is an estimated loan payment. David doesn't know how much Peter was planning on borrowing vs paying for yet.

David put \$7,000 in a Heavy Equipment Replacement Fund. We've talked about doing this and should start saving. We will eventually have to use it and it will cover a down payment or be seed money for a new backhoe or some other wheeled equipment.

The numbers used are estimates based on our actual figures through November.

### **Preliminary Budget:**

**Tipping trash** – ecomaine – As part of our agreement there is a cost index increase that they can put in. It may go up midyear as it did in 2019. Estimated tonnage is the same. Regardless of weight the hauling costs the same.

**Tipping demo** – Libby's does the hauling. We shipped much more than estimated. Much of that is non-member and which may not continue.

**Hauling demo** – Libby charges by the hour.

**Metal tonnage** – David had estimated 100 tons and we shipped 87. He has estimated 94 for next year. It all depends on metal prices which affects how people dispose of metal.

**Shingles** – As mentioned at the last meeting, we stopped taking shingles as shingles and are putting them in with demo. If something changes, we will start taking them as shingles again. For now, have an extra demo can in use. This is part of why demo went up.

**Lincoln County** – David estimated a 3% increase. They never have a number this early.

**Wages** – Minimum wage is going up to \$12 in January. We now have employees earning in the \$13 range. A new employee will start at \$13. David took the lowest paid employee and added a dollar to his wage. David then figured out the % of the change which is 7% and added it to all employees across the board. There is a peril in going with a flat % but you end up with no benefit for seniority when you don't. David doesn't want to lose good employees to a marginally higher paying job.

John Shepard feels this is perfectly valid and 7% sounds like a lot but it's not. When times are good it's hard to keep good employees. We have a good crew and we don't want to lose them. Norman and Charlotte both stated their support. Elaine said it took a long time to find these employees. We're not setting an annual precedent. David went through an MMA salary survey and other Transfer Stations salary. It's like comparing apples to oranges but within line.

**Manager** – In 2007 we were paying the Manager within \$300 of what we are paying now. It is now David's 6<sup>th</sup> year. This proposal also increases the Manager's pay by 7%. John stated that David doesn't have a contract with built in steps and this is negotiated every year. John has researched this and feels that David is not overpaid. John feels he's doing a good job, Norman concurred.

David doesn't expect to have a conversation about an amount of 7% again. John stated that this is partly merit based and catch up. John asked David about having a contract and he prefers to be without a contract, he is not limited, we get more out of him, and it gives more flexibility to the Board.

John asked if everyone comfortable. Norman says as long as he spends the money wisely!

**Tipping ecomaine** – 2020 s/b similar to 2019.

**Demo hauling and tipping** – Flat

**Fuel contingency** – This is not carried forward which would create more bookwork and it is simpler this way. It hasn't been needed in a while. Gordon Libby has worked out well. Flexible. Takes the trailer for inspections.

**HHW Day** – David has estimated a couple hundred extra.

**Freon** – This is a flat fee for each unit.

**Fluorescent tubes** – More people are still swapping out lights for LEDs so David expects bulbs to still come in.

**Health insurance** - Only Walt has it through us. It is going up 3%.

**General liability insurance** may go up. We have added the trailer shed. David should know by the next meeting.

**Office supplies** includes a printer for Gail. We didn't buy one with computer last year.

**Printing & Advertising** – This will be less this year. David only did 2 RFQs this past year. If he must look for help it would be more.

**Bags** - David will be ordering in the spring, probably in April. He will get whatever is most economical and the order is usually no less than 75,000 bags.

**Signs** – Professional signs look better. We need a sign for mixed paper as we are having a big problem with other stuff and trash thrown into that bin. They then must fish it out.

**Employee Education/mileage** – This will be low. David investigated online waste management and recycling classes and found none are available. David is certified by the State as a facility manager. Most classes are offered

on days our Station is open.

**Plowing & Sanding** – David spoke with Chris Armstrong and his price will stay the same. This is a contract price.

**Legal & Professional** – This includes the audit, annual license fee and attorney fees.

**Mowing** – Kennedy does the regular mowing; Merton Moore does the septic area and Walt brings his 0-turn mower to mow constricted areas.

**Loans** – The new trailer loan amount is estimated. Peter and John are still exploring loan sources.

**Maintenance** – Includes diesel for the backhoe.

**Backhoe maintenance** – This is one of four Carry Forward accounts. We spent \$1600 on a fuel tank this past year. which is less than a new backhoe.

**Live Bottom trailer** – The total is less but we need to have some money available.

**Maint & repair – general** – includes finishing scale house.

**Small tools & Equipment** – This is the only line with any flexibility including Misc.

**Misc.** – This includes items such as the crew's yellow jackets. MMA safety grants are available (they pay 2/3).

**Trailer Shed** – Nothing is budgeted for this year; lighting would be under maintenance.

**Woodlot** – We may spend some at the end of 2019 but definitely will in 2020.

**Reserve Funding** – Heavy Equipment Fund is more defined, we should use it for things like that, with wheels. \$7000 is a good down payment if we need it.

## **Revenue**

**Bags** – We sell a lot of bags though David doesn't want to get carried away with over estimating. Trash and demo must pay for themselves. Tipping, hauling and the cost of the bags come out of this.

**Demo** – Must cover itself. Transportation and tipping. The crew's **demo bonus** is an incentive to keep track of all demo coming in.

**Tires** – We no longer charge a flat \$2. There is a tire schedule available.

**HHW Day** – We subsidize this, EPI charges us more than we charge the customer.

**Freon Fee** – We charge a flat fee per unit.

**Metal** is down from the estimated total. We don't separate ferrous from non-ferrous. This is the only item we make money on though we do pay to transport it.

**Interest** – We won't be keeping the same balances once we buy the trailer so this will probably go down.

**Electronics** – Northcoast charges us for fluorescents but we don't charge residents.

**Undesignated Funds** – We could use some to pay for the new trailer. This would come from our Fund Balance to offset our expenses.

**Union tax non-assessment** went down. Union doesn't tax us; we give the Union taxpayers a break. Union Fair is an entity of its own so isn't included here.

**Lincoln Co. Assessment** -We pay them a fee every year to dispose of recyclables. Somerville is the only Lincoln Co. town. As they pay into Lincoln Co. taxes already, they are exempt from paying this part of the assessment.

Note that overall, estimated Revenue is up, and estimated Expense is down. The big jump is because we are not tapping into the Undesignated Funds this year. This is around a 14% increase. The previous year was subsidized by TCSWMO.

The next meeting is on January 23rd at the Liberty Town Office.

Norman made a motion to adjourn and Dana seconded it at 9:16 pm.

Submitted by, Gail Hansen Philippi, Administrative Assistant