

TCSWMO MEETING

Zoom

July 30, 2020

The following directors were present: John Shepard, Dana Philippi, Gordon Thebeau, Charlotte Henderson, Norman Casas, Charles Garrigan, Tom Pitzi and Peter Beckett, Elaine Porter by phone.

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

John Shepard, President opened the meeting at 7:15 pm.

SECRETARY'S REPORT: A motion was made by Dana Philippi and seconded by Don Thebeau to accept the minutes of the April 30, 2020 meeting. Motion carried.

TREASURER'S REPORT: The checking account balance is \$171,817.08. The Reserve Account balance is \$75,553.27 and the CD balance is 0 as \$51,263.15 was transferred into the checking account on 5/22/2020. Dana Philippi made a motion to accept the Treasurer's report and Norman Casas seconded. Motion carried.

Gail and David clarified questions regarding the Quarterly Report. Gail corrected a formula error for bag income and explained that the number for payroll on the P&L report doesn't match the number in the Quarterly report because some of the wages are included in the Backhoe, Trailer and Facility Maintenance & Repair accounts. Gail has already confirmed with Nissa that this is okay to report this way. All these wages are included in employees' W2s.

PUBLIC COMMENT: Norman, as a member of the public, also feels that things are going very well.

BOARD REPRESENTATIVE REPORT: Peter has no complaints. John and he both received a request from the auditors asking questions about procedures that we don't have. He's been talking with John and he thinks we should have something in writing in case something happened to David or Gail. This would require a discussion. John felt uncertain about some of the questions on a questionnaire for the auditors and he spoke with Nissa. He has no specific concerns, neither does Peter. John would like some definition from Peter about what he is asking. John would like to clarify with Nissa how to streamline this. John doesn't know if in an organization like this is it common to have written procedures? Peter gave as an example, how we do cash management? Gail does give this info to Nissa annually and David also goes over it with Nissa. David feels that there is more documentation now and he would like to run it all by Nissa. David fills out the review with her too and stated that some of what he and Gail do intersects but not all. Norman stated that this brings up a good point about institutional memory and who knows what. They dealt with this at MOFGA. It would be helpful if info about how we actually run the Station could be consolidated in one place. Charles asked is it an operations and procedures manual? David explained yes, and one does exist but there are a lot of things that don't show up in a manual. David doesn't ever see some Board members at the Station. Gail stated that all the vendors are in QuickBooks and it is pretty logical in the computer. Norman says it's prudent to have things available such as consolidating names of vendors. John knows he doesn't have a clear picture of how to run the Station but would like to work towards that. David will meet with Nissa and provide an outline by the next meeting. Peter wants to know what Nissa knows.

Tom said he is still learning, observing and absorbing. Charlotte says it's a good experience at our transfer station and David is doing a really good job of keeping it looking good. Dana reported on several dumpsters in Liberty Village and he tells people that they are being double taxed when they have one. Norman talked with one of Washington's haulers and he understands that some of the haulers including Riverside have raised their rates significantly on dumpsters, there is a fee for bringing the dumpster to a residential location and he wonders

if this may affect their popularity. He knows several people who have given theirs up. Dana pays \$52/monthly for the dumpster at the veteran's homeless shelter in Searsmont.

Charles says in Appleton all is doing well. John mentioned the Appleton survey that Charles forwarded highlighting the amount of misunderstanding about the station. Norman says Washington had their Town Meeting and they passed their Warrant items, Appleton did and so did Liberty. Somerville isn't having a meeting yet. David said that the two warrant articles were not on Somerville's Warrant and Selectman Chris Johnson had no plan for voting on them. David said Somerville had a vote for officials, etc. but not the Warrant Articles and David pushed him hard but got no answer. Gail suggested as did John, having a municipal ballot in November. Don will talk with the Selectmen. Henry Hall asked Gail to pass on the message that he appreciates the 5-mph speed limit. Union is having a drive-in town meeting on Aug 24th at the fairgrounds.

Peter wondered about putting names of town haulers on the website. David said they regularly give out names of haulers who provide service to our member towns. They are seeing an influx of new customers who have possibly dropped their dumpster. Some haulers limit their customer base, but some will go further afield. Peter will put the info on the website to call the Station or your Town office for hauler names and numbers.

John reported that it has come up that there may be an old cemetery on the TCSWMO property. Irene Hawes from Union has done some research and has found record of a cemetery on the Stone Road. If we find it, we should acknowledge it. David had a lengthy conversation with Ed, and Ed has also done some research. There is a question about which end of the Stone Road the cemetery is on. Daniel Dunbar's name keeps coming up and he owned land on the Clary Hill end not ours. Ed has never seen a grave site or indication of one. He went around with a fiberglass rod to poke the ground and couldn't find anything. Looking at the deeds, Ed is convinced that it is on the other end. David found that Ed has a sincere reverence for burial grounds and David also feels that we have an obligation to have public access to it if we find it. Irene and Ed would agree that the description ties in with the pasture area that we've already decided to selectively cut on. John will speak with Irene.

Facility Manager's Report: Every time we get a quarterly report David checks trash and demo revenues. EPI was not paid until July, so it doesn't show on the Quarterly Report yet. They had a steady stream of customers and even started a half hour early. We overspent that budget but, we had roughly a 56% increase in customers and volume. Last year we had three containers of Paint Care eligible products and this year we had four. We'd worried that the well had dried up. This is a good expense account to run over on.

The trailer has arrived. Communications with the company were very good. We had them do some structural improvements and we need to add an anchoring bracket. David also needs to get it registered. It's in the trailer shed and is a site to behold, a thing of beauty. John said Walt is very proud of it and it's gorgeous. They had an air compressor come into the station and it's been installed and is in use. We've been working around Covid, Don is back, and Kevin is still filling in. David has a depth of experienced personnel that he hasn't had before. He hasn't reopened the free section yet and they don't have the large plastic item section. Good news from MMA is we received a dividend from them. Charlotte will publicize the receipt of the dividend. New speed limit signs have been installed. A patron who comes in does pavement marking and David will have him come in if the signs don't have enough of an effect. Some people still try to go out the wrong way.

Backhoe – we have installed a hydraulic pump and the backhoe is more lively now. David let Charlotte know that we have sunflowers, Hubbard squash and tomatoes growing. David bought brightly colored t-shirts that will make the crew more visible.

David has spoken with Ed and they have more to cut so there will be more income. There has been a rumor floating around Union which Ed heard; that we were planning to sell the property. David explained that we're trying to improve it, not sell it. Ed hasn't worked across the road yet and hasn't come up closer to the Station.

Election of Officers:

John explained to new Board members that every seat is for a year and every year we vote in the Officers. The Secretary and Treasurer are nominal at most times as Gail does it unless something happens.

Peter nominated and everybody seconded John as **President**. Motion Carried, John abstained.
Dana nominated and Don seconded Norman as **Vice President**. Motion Carried, Norman abstained.
Peter nominated and Norman seconded Charlotte Henderson for **Secretary**. Motion Carried. Charlotte abstained.
Norman nominated and Don seconded Peter as **Treasurer**. Motion Carried, Peter abstained.

NEW BUSINESS:

OLD BUSINESS:

Peter made a **motion to move \$18,000 out of the checking account into the Reserve Account to cover infrastructure and heavy equipment replacement**. Charles seconded. No discussion. Motion carried.

Peter asked David if we want to sell the old trailer during the 3 months before the next meeting. David said yes and he has had conversations with some trucking companies and the suggestion is to put it out to bid with the right to accept or reject any and all bids. David would recommend putting any money earned into a heavy equipment fund. It won't be open ended; David will have a deadline in the ad.

Peter made a **motion to allow David to put the old trailer up for sale with the right to reject or accept any and all bids**. Norman seconded. Motion carried.

The next meeting is in Washington on	October 29th.
The Preliminary Budget meeting is in Appleton on	January 7 th
The Final Budget meeting is in Liberty on	January 28 th

Charlotte **made a motion to change our meeting time to start at 6:30 pm**. Peter seconded. Motion carried.

The Second Quarterly Financial reports and the July warrant were emailed or mailed to board members before the meeting.

Gail reported that a copy of the final report for 2019 from the auditor has been emailed to all Board members today. Paper copies of the Audit will be mailed to the Officers and to each Town office. Those members without email will receive a plain paper copy by mail.

Peter made a motion and Dana seconded to adjourn at 9:05 pm.

Submitted by, Gail Philippi, Administrative Assistant