

Draft Minutes
Casco Naples Transfer Station Council
October 10, 2019

Members: Alice Darlington, Jerome Poulin, Richard Cross, John Kimball and Grant Plummer.

Staff: Courtney O'Donnell, John Hawley, John Kimball, Diane Hanscom, Becky Ribas, and Steve Rancourt.

Secretary: Diane Hanscom

Alice asked if we have a quorum, John H said the 2016 Casco Naples Bulky Waste and Transfer joint Agreement states under the law we have a quorum, we have our seven-member board.

Alice opened the meeting at 7:10 p.m.

Motion: Grant Plummer nominated Alice Darlington to be council chairperson.

Vote: Jerome seconded, all in favor.

Alice asked if everyone read the April 11, 2019 meeting.

Motion: Alice motioned to accept April 11, 2019 minutes.

Vote: Richard seconded, all in favor, accept Grant abstained as he was not on the council at that time.

Alice asked if the town managers checked with the town lawyers to see if the Transfer Station and Bulky Waste were a Legal entity. John H said we had the Agreement reviewed by attorneys, according to the attorneys it is a legal organization, it's an interlocal agreement between the communities, and does legally exist, under the law it is a legal entity.

Alice asked if the three-year contract with Pine Tree to haul our obw, demo and trash was looked over by the lawyers, John K said yes it has been and both town managers signed it.

John K told the council fences at the Transfer Station and Bulky Waste have been repaired and some replaced. John also said the new recycling bin was delivered.

The tire company used to leave a trailer at the bulky waste for us to store the tires residents bring in then haul it away, they are not going to leave one anymore, they've had issues with the tire trailers sitting for so long the brakes lock up, etc. They will be picking the tires up with a compactor every two weeks and charge us \$2.00 per tire instead of by the trailer load which was approximately \$2.00 per tire, John isn't sure if it will cost the same or more.

John K said we are still having issues with residents at the Transfer Station not wanting to put the Transfer Station stickers on their vehicles or don't have them at all. We have many prior Council meeting minutes where the council voted, residents need to put the sticker on the left bottom of their windshield or drivers left window or don't enter the facility. The employees at the transfer station have to stop doing what they're doing and approach the vehicle and ask the driver if they have a sticker, many times it ends up being an issue. The resident will not put the sticker on the window and are insulted every time the resident is asked if they have one. There are many vehicle owners who start to swear or just ignore the attendant and dump their trash anyway. There is a ridiculous amount of verbal abuse going on because of it, this is getting out of hand, it is work place harassment. Courtney asked if placards could be a solution, you hang them from your mirror with the town and the vehicle plate number on it. She said there has to be a solution to satisfy the workers and residents. John K said Becky works at the transfer station alone, she would still have to stop what she's doing and check plate numbers to be sure the vehicle owner didn't borrow the placard from a resident. John K said if the rental car has a sticker on plexiglass in the window at least you can see it from a distance. Becky said the people who rent their places out give the sticker on plexiglass to their renters and they don't match the plates. She said she gets many out of town vehicles from Raymond and Otisfield. Courtney asked how often do you look to see if the sticker matches the plate number, Diane said she and Steve look every time they come across the scale and Becky does when she has the time.

Diane said she called surrounding towns to see what their sticker rules are, everyone she called said if they don't have a sticker, they don't use the facility. John H asked what are the employees proposing, John K said enforcement, telling people they can't dump if they don't have a sticker that matches their vehicle plate number or a day pass. Grant said if we are going with the rule no sticker no dump, we need big signs. Becky and John K said there's already a big sign that has been there for years.

Grant said he knows many property owners who rent out their house weekly or daily, there are hundreds of them in the two communities. We have to get our minds around how this is going work; it's going to be a system change in the future. Part of the expense when these home owners rent is handling the trash from the rental, those expenses should land on the home renters. It must be unreal with Saturday and Sunday being turnover day, every other car with no sticker. Richard agreed it be up to the property owner to get rid of the trash not the renter. Grant thinks there should be extra staff to get the Transfer Station into shape, when he goes to the Bulky Waste he is greeted by staff and they check to see everything matches. Courtney thinks it will all come down to education, that means put everything in writing and posting everywhere you can. Create a document with the rules that are very explicit out there continuously, that will help a lot. John K has handed the rules to some people and they threw it on the ground, Becky said she has had people throw it at her. John H wants a list of people who won't put their stickers on, he will send them a letter in a format that will educate them and warn them. For instance, in order to use the Casco Naples Transfer Station, you need to be compliant and here's why. He said with a letter we have a record of who received the warning and documentation of the violation. John H said repeat customers do this all the time and you haven't conditioned the behavior; we need to have a warning process. John H asked if the employees can take down the plate numbers and give them to him so he can do something about the abuse, John and Becky said yes. Diane asked the council if the rules are the rules, no sticker no dump and they all said yes.

Courtney needs a comprehensive document that lists all the rules and procedures for people who don't follow them approved by the council, that is something Courtney can work with. John H said John K, Courtney and Diane can get together to hash out what rules need to be, create a document and bring it to the council to be approved, that document will need to address the progressive discipline plan, how were going to deal with it and will go from there. Courtney said if we put the list of rules at the town offices when the residents register their vehicle, they are more apt to read it, John H said we can put a copy with the town reports also.

Diane wanted the council to know Becky keeps the recycling bins clean as to not get contaminated load charges from ECO Maine where our bins get delivered, the council thanked Becky for doing a great job.

John K. said we have so many commercial haulers using the Transfer Station, they are being paid to pick up residents trash and they are disposing it for free at the Transfer Station, John K thinks in the off season we will be able to get away with only one full garbage trailer haul a week if commercial customers weren't using the Transfer Station. Courtney wants to know why we aren't telling them no, the agreement states tax payers and residents only to use the Transfer Station. Diane explained the commercial haulers open the gate at the hopper, back up and dump into the hopper. John K thinks it would be an OSHA finable offense if they were seen doing this, it is dangerous for them and the worker in the transfer station office pushing the button to push the garbage down into the hopper. John H asked how you would know if what is being dumped in the hopper was appropriate for the hopper, John K said you wouldn't know. Diane said the Gray and New Gloucester transfer stations don't let any commercial haulers in their facilities, they need to go to MidMaine Waste and pay a fee to dump there. Rental properties should have dumpsters or someone to haul their trash to Eco Maine.

Grant asked what if we implemented a tipping fee for commercial users, the agreement reads we could implement a tipping fee for commercial haulers to use the transfer station, they could weigh in on the scales at the bulky waste, go dump and come back and weigh out. We would then bill the haulers; they would be charged by the ton. The agreement states; the transfer station council shall have the exclusive authority to set the tipping fee as well as the manner for charging and collecting the same. You have to have some sort of justification for why your charging the tipping fee, if you did it for all commercial and define what commercial means you'd be good. Justifying your costs, you'd be better off, with back up. Tipping fees need to be based on operating, maintenance expenses, administration expenses, waste processing costs, waste removal costs, shut down or closure costs, operating reserves and other costs. You may want a public hearing about transfer station separation of commercial from residential, it's going to affect all commercial from residential, its going to affect all of the commercial businesses, we aren't picking and choosing what commercial businesses, its going to be across the board.

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John K has asked for estimates for concrete pads at the Bulky Waste, the original pads are breaking up badly. Some estimates are coming in around \$11,000.00 each. The other estimates John has received are for the cement retaining wall down by the glass and shingles, that is leaning pretty bad and broken free from the rest of the retaining wall. The cost of fixing that is around \$27,000.00. Grant explained the newer technology is Geo blocks, concrete blocks that are set with geo cloth like a web that goes out into the grade, the walls are no longer greatly affected by frost because they can move and stay. We can look at those for an option when we talk about replacing the retaining wall. If frost does get a hold of them you can reset them.

John K received an estimate from R.N. Willey & Sons to remove six inches of the bad gravel sand mix at the transfer station, cut and shape so water will run off and replace with six inches of good gravel over entire disturbed travel area and compact, that estimate was around \$13,000.00. John K said he had estimates for paving the transfer station but doesn't think it would be good because of the loader and bins being dragged across the paved lot, they would ruin it. John K said cement the yard, it would be more expensive but it's the only thing feasible that will have longevity to it. The concrete estimate is around \$96,000.00, Courtney asked John K for quotes from other companies, John K said he will he just wanted to start getting prices on all repairs needed to the facilities. Alice said that is ridiculous and she wouldn't do it, it's just too expensive and won't last forever. Grant and John K talked about paving the access road also. Grant asked about a drive through at the transfer station instead of backing up, you'd drive right through. Alice said we've gone over that in length before, we had George Sawyer Engineering draw up a design which was very costly, the cost of the drive through was outrageously expensive. Grant said if were talking about paving we should make a long-term good investment if we are going to spend \$60,000.00 to \$100,000.00, we could plan for years ahead. Courtney agreed with Grant, we will have to have a meeting about the transfer station yard surface in the future. The transfer station was set up 30 years or more ago, we can look to see what we can do for the future because our towns are growing and the transfer station is only going to get more traffic. We also need to take the finances into account we aren't really in a place to recommend one way or another right now.

Courtney suggest we all read the updated 2016 Bulky Waste and Transfer Station agreement, it talks specifically about the council being responsible for setting funds a side for things like this, she's not sure that's been happening. Diane and Alice said we used to do that and don't know why it stopped. The council had always asked for cash flows and what amounts were in the checking accounts, they didn't always get the information they asked for.

Alice asked how much money was in the Capital account, Courtney said all the money was in one account as far as she knows. Courtney also said money allocated to go back to the towns when they did shouldn't be, it should be set aside for capital improvements. Courtney wants a budget with a breakdown showing what was actually spent last year and what was pulled in for revenue, was there actually surplus or did we under budget, what's going on. We all need to get comfortable with where the numbers are and what they actually represent, what we've been looking for the rest of the year and as part of next physical year as well.

John K is going to purchase body cameras for the staff at the Bulky Waste and Transfer Station, this will help with the complaints against the staff at the facilities.

Courtney said our next council meeting we need to go over the facility agreement, there are inconsistencies about who's liable for what. Some of the agreement is contradictory, we need to clean it up. John H explained the budget for the facility are not put together showing the last three years data, this needs to be seen when putting a budget together and that has not happened, we need to see what the trends are, Courtney and John H will help the council with that.

Courtney said both Naples and Casco town managers, Diane, John K will meet to go over the rules and commercial haulers, they will bring these rules back to the council to go over and vote on at the next meeting. The next council meeting is scheduled for November 21, 2019. Grant would like to adopt commercial regulations at our next council meeting for tipping fees at the Transfer Station. Courtney said priority about the tipping fees for commercial users at the Transfer Station and the rules are what we need to do.

Motion: Jerome made a motion to adjourn at 9:05 p.m.

Vote: Richard seconded, all in favor.

Draft minutes

Casco Naples Transfer Station Council

April 11, 2019

Members: Alice Darlington, Richard Cross, George Klauber, Ashley Hanlon, Paul Edes and Jerome Poulin.

Staff: John Hawley, David Morton, John Kimball and Diane Hanscom.

Secretary: Diane Hanscom

Meeting to order: 7:00 p.m.

Alice asked if everyone read the last meeting minutes from April 12, 2018.

Motion: Richard Cross made a motion to accept April 12, 2018 minutes.

Vote: Paul Edes seconded, all in favor except George Klauber abstained where he wasn't at that meeting.
Vote 5 to 1.

Alice asked about the facility report, John said he didn't have one for this meeting.

Alice asked if the budget was done. John Kimball explained Pine Tree Waste was going up considerably on the garbage trailer pull cost and rent of the trailer, he has a contract to sign if the council passes the increases. The cost to haul the garbage as of July 1, 2019 will be \$533.46 per pull and the trailer rent will be \$1,200.00 per month, Pine Tree will be going up to \$160.00 per pull for the Demo and OBW and the cost per ton for disposal will be \$75.00. John said the costs will be going up for the next three years. John would like to keep Pine Tree Waste as the hauler for our garbage trailer, Demo and OBW bins and Almighty Waste to haul our Recyclables and cardboard. Almighty will be going up to \$150.00 per pull and disposal fee will be \$75.00 per ton. The number of pulls per year depends how many bins get filled up, last year we filled 82 demo bins and 111 OBW bins. Dave explained if the council approves the budget you're approving the new prices and keeping the current haulers. Alice asked if we approve will this mean we are approving the contract prices for the next three years. Dave told John before we sign any contract we need our attorneys look at it, the contract needs specific language in there that says "Subject to annual municipal appropriations", even select boards can't commit to multiyear contracts without town meeting approval unless that language is in it. Ashley asked if Pine Tree Waste would do a one year contract or will they only do a three year one, John said he hadn't talked to them about a yearly contract. John Hawley asked John Kimball if from now on he could do a competitive bid process instead of asking for quotes, that would force vendors to sharpen their pencils.

Motion: George made a motion to accept the recommendations to go with Pine Tree Wastes three year contract pending legal review.

Vote: Richard seconded, George said the problem with approving the three year contract John can't go out and look for better prices. All in favor except for George being opposed, he would rather John look for better prices annually, we will be locked in a contract for three years. Vote 5 to 1.

Alice asked if there were any more questions pertaining to the budget.

Motion: George Klauber motioned to accept budget as proposed, at a bottom line total of \$588,945.78.

Vote: Richard Cross seconded, all in favor.

Diane asked if the council will authorize Harriet Naples Finance director to close the Transfer Station checking account, and all monies left in the Transfer Station checking account to be transferred to the Bulky Waste checking account. The Transfer and Bulky Waste used to have separate checking accounts now that they are one entity we only need one checking account.

Motion: George Klauber motioned to close the Transfer Station Checking account and transfer the remaining monies left in it into the Bulky Waste checking account.

Vote: Richard seconded, all in favor.

Diane asked the council to write off the debt Glenn Maines has on his commercial account at the Bulky Waste; it is a total of \$8.37. He has not been in for almost two years, if he does come in he will be paying cash or coupons, he will not be charging anymore.

Motion: George motioned to write off Glenn Maines overdue balance on his commercial account, a total of \$8.37, also close his account with the Bulky Waste.

Vote: Richard seconded, all in favor.

John asked if we could raise brush prices up to five cents per pound from two and a half cents per pound. He explained how they spend too much time cleaning out the brush pile of debris that doesn't belong there because customers throw everything in the brush pile knowing its half price. Getting rid of brush is not free anymore, the vendors we use charge us to grind and take the brush. George would like to change the price on the coupon books Naples gives to its residents. He asked John Hawley if they could hand out an informational sheet explaining brush is now five cents per pound instead of two and a half cents per pound, John said they will do that.

Motion: George motioned to bring the brush disposal price up to five cents per pound for residents, out of town customers will pay the normal seven and a half cents a pound they have been paying right along.

Vote: Richard seconded, all in favor.

John would like to see the fees for out of town customers go up to cover the cost of the disposal fees and pulls from the vendors at the Bulky Waste and Transfer Station; he's asking nonresident non-stickered customers pay seven and a half cents per pound to nine cents per pound. Dave explained if we're going to increase the tip fee we should do it in increments, we could increase out of town and non-stickered rates up one cent to eight and a half cents per pound and see how that carries us this year, and there has never been a rate increase at the Bulky Waste since we opened.

Motion: George motioned to go up on the disposal fee for out of town and non-stickered customers to dispose of their waste at the Bulky Waste. The fee will go up from 7 ½ cents per pound to 8 ½ cents per pound.

Vote: Richard seconded, all in favor.

John Kimball asked the council if there was a way we could ban a recycling customer from the facility after being asked several times to leave when shopping is over. Dave said you need to put up signs posting when shopping/recycling is over. If you then have issues with a recycler then you contact the Casco town manager or the Naples town manager and have them contact the recycler letting them know they're welcome to recycle but if you're not out by 4:30 we are going to have to stop you from recycling. John Hawley said people forget using the Bulky Waste is a privilege not a right; we have a way to revoke that privilege.

John Kimball asked the council to approve buying a second spare recycling bin for the Transfer Station, we have one spare, and a second one would help considerably. John received two quotes, one \$7,828.00 and \$8,450.00 delivered, both are universal so will fit our equipment. Diane mentioned Calvin Nutting when he was on the council asked that they put money aside for the recycling bins from the savings which is a substantial amount. George asked how much money was in the capital reserves, Dave didn't know where we don't have the audit report, Dave thinks there's over a couple hundred thousand dollars in it. Dave asked John Hawley to get everyone an audit report, John said the auditors just finished 2017 report and will get one to everyone.

Motion: George motioned to buy a second spare recycling bin for the Transfer Station for \$7,828.00 including shipping.

Vote: Richard seconded, all in favor.

John asked if he could replace and repair gates and fencing at the Transfer Station and the Bulky Waste. The cost of the quote he received is \$7,500.00. George would like to see John put these kinds of expenses in the budget as fence maintenance.

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Motion: George motioned to use the undesignated fund money to repair and replace fences at the Transfer Station and Bulky Waste, to spend up to and not to exceed \$7,500.00.

Vote: Richard seconded, all in favor.

John Hawley asked if there were established reserve accounts for things like loader replacement and scale replacement. Dave said it was all combined into one Capital Reserve.

John Hawley and Dave have been talking, the new Bulky Waste and Transfer Station auditor has looked at our operation differently than any of the past auditors; they are suggesting that the legal entity we created isn't appropriate for what we are doing. We need to invest some time between auditors and legal counsel to get a clear reading on it. Basically the auditors are saying our association the way we are set up doesn't allow them to do the kind of reporting they want and Dave doesn't understand it all, our arrangement was drawn up by legal counsel when we started. It is something we need to look at and don't have a great deal more information other than something we need to come back to the council at some point and time with. It may require a different inter local agreement arrangement between the communities, this is to be determined. John Hawley read what the 2017 audit report stated under managerial comments, like Dave said it is different than what the agreement we have now. John Hawley said we can run it through MMA legal first to get a free opinion; we can take that information and go from there. If we aren't satisfied with what they give us then we will have to spend some money for our attorney or Casco's, Dave said we will have both legal firms looking at it. John said the auditors explained the common general principles have changed over the last twenty, twenty five years so their standard might be different than when the agreement was initially put together.

George and Alice asked about paving the Transfer Station, John Kimball said he had a list of items that needed attention. Paving or digging the bad places up at the Transfer Station and putting gravel down and getting a good surface will definitely help at the Transfer Station. Concrete pads at the Bulky Waste are all busted up and a retaining wall by the shingles is ready to fall over. Dave told John some of the items on his list should be worked into the regular operating budget, anything under \$7,500.00 threshold should be something you look at in your annual operating budget; maybe you'd need a general facility maintenance account. You would put a certain amount in every year and apply to some of those on your list, some will be capital items. Once we get the audit report we can see the balances and put money aside for big ticket items. Maybe we can bring the auditor in and talk about that and see what's in there for cash in terms of depreciation of materials and undesignated fund balance.

George asked if there's intent to do something about the yard surfaces at the facilities, some are pretty bad between huge mud puddle and big holes. John Kimball said there is a lot of work to be done at both facilities to include the roads, culverts and ditches.

George asked if we want to schedule the next council meeting. Diane said she and John would like to have council meetings every two or three months.

Motion: Richard made a motion to adjourn. 9:00 p.m.

Vote: George seconded, all in favor.