

OHSTT SOLID WASTE Board MEETING

Date: March 28, 2024 Time:7:00 PM...Place: Thomaston Town Office (Selectman's room)

1. Call To Order
2. Recognize Guest.
3. Public Comments,

OLD BUSINESS

- 4 Vote on last meetings minutes
5. Discuss grants from MMA
- 6.. progress on D.E.P report
7. signage progress

NEW BUSINESS

8. Report from personnel committee.
9. Facility manager's report.
10. Bookkeepers report
11. Sign the warrant
12. Vote on the signed warrant
13. Correspondence.
- 14 Any and all business to come before the board.

. Set date for next meetings April25, 2024 and May23, 2024

ADJOURNMENT

Meetings may be viewed live @
TownHallstreams.com/towns/Thomaston me

OHSTT Transfer Station

**Monthly Report March 2024
Disposed Items (4 wks)**

tv's	15	\$215.00	
stickers	20	\$400.00	
tires	8	\$40.00	
freon	2	\$30.00	
micro	4	\$20.00	
monitors	3	\$45.00	
washers	3	\$30.00	
Cleanout	1	\$80.00	total \$860

**Commercial Haulers Mon
Patten / R&D 4 wks**

Wal-mart total	\$53.84
Union farm (hydr-oil)	\$15.16
Tractor Supply (rain gear)	\$ 52.74
Fabian (diesel)	\$ 37.47
Interstate Septic #1	\$ 517.50
Interstate Septic #2 on hill	\$ 345.00

*** New trailer for Pope bottles
delivered .**

2024

Container # 1 Log

[illegible]

2024

Container # 2 Log

[illegible]

2024

Container # 3 Log

[illegible]

2024

Container #4 Log

[illegible]

2024

Container #

Cardboard Log

[illegible]

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

28 March 2024

3/11/24 – Received text from Ron Porter letting me know the credit card has been taken care of.

3/16/24 – Received a check from Gordon Libby Forest Products in the amount of \$188.50 for metal salvage.

3/19/24 – Emailed signed contract to Brett Rogers at Environmental Projects.

3/23/24 – Received a check from ecomaine in the amount of \$46.12 for recycling.

Updates:

- Mindy Cyr with Maine Municipal Audit Services started Annual Audit. Currently waiting for more information which is has been sent via mail.
- Waiting to confirm location of the 2024 Hazardous Waste Event to have the Handouts printed. Planning to start handing them out May 1, 2024.
- Purchased Laptop for the Facility Manager on 3/28/24 using the Visa Credit Card.
Would like the Board to consider upgrading the Bookkeeper's laptop within the next couple of years as it was purchased in 2016.

Current account balances as of today:

Operating Fund –	\$ 69,596.33
Capital Improvement Fund –	\$ 5,164.06
Contingency Fund –	\$ 7,194.86
Hazardous Waste Fund -	\$ 11,353.45
Commercial Loan-	(\$ 353,044.82)

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper

JULY 2023 -- JUNE 2024 1.50						JULY 2024 -- JUNE 2025					
INCOME		BUD	ACT	PROJ		BUD		ACT			
Comm Haulers		\$4,000	\$1,600	\$4,000		\$4,250	0.20%				
PT Waste	1	\$800	\$1,200	\$800		\$850	0.20%				
R&D	2	\$800	\$0	\$800		\$850	0.20%				
R Robinsor	3	\$800	\$400	\$800		\$850	0.20%				
Dodge	4	\$800	\$0	\$800		\$850	0.20%				
Patten	5	\$800	\$0	\$800		\$850	0.20%				
Hazardous Waste			\$14,700	\$14,700		\$500					
Off Hours		\$5,500	\$1,914	\$2,871		\$5,500	0.00%				
Recycled		\$20,000	\$7,707	\$11,560		\$20,000	0.00%				
Stickers		\$20,000	\$10,110	\$15,165		\$125,000	100%				
Towns		\$784,647	\$521,798	\$784,647		\$784,647	0.00%				
OH	26.00%	\$204,008	\$134,705	\$204,008		\$204,008	0.00%				
STH	26.50%	\$207,932	\$138,621	\$207,932		\$207,932	0.00%				
TH	47.50%	\$372,707	\$248,471	\$372,707		\$372,707	0.00%				
Interest			\$3,228	\$3,828.21							
TOTAL INCOME		\$834,147	\$561,056	\$836,770		\$939,897	12.68%				
		\$0	-\$28,161	-\$39,308							
TOTAL EXPENSES		\$834,147	\$589,207	\$876,079		\$939,897	12.89%				
Advertisement		\$1,000	\$57	\$85		\$500	50.00%				
Clothing		\$1,000	\$444	\$667		\$1,000	0.00%				
Contract Services											
Gordon Libby		\$265,920	\$199,022	\$298,112		\$308,920	16.17%				
Can Rental		\$10,920	\$7,560	\$10,920		\$10,920	0.00%				
Cardboard		\$50,000	\$47,250	\$70,875		\$65,000	30.00%				
Fuel Charge		\$5,000	\$0	\$0		\$3,000	40.00%				
Metal		\$1,000	\$202	\$302		\$1,000	0.00%				
Single Stream		\$25,000	\$13,500	\$20,250		\$26,000	4.00%				
Transf Sta Dis		\$174,000	\$130,510	\$195,765		\$203,000	16.67%				
EcoMaine		\$239,945	\$197,736	\$296,604		\$280,000	16.89%				
Freon Removal		\$8,000	\$1,302	\$1,952		\$3,000	40%				
Recycling		\$1,000	\$3,163	\$4,744		\$2,000	100%				
Hazard Mat Event		\$5,000	\$8,858	\$13,287		\$5,000	0.00%				
Tire Removal		\$1,500	\$55	\$83							
Employee Training		\$400	\$0	\$0		\$400	0.00%				
Insurance		\$15,000	\$12,754	\$12,754		\$15,000	0.00%				
General Liability		\$8,500	\$6,643	\$6,643		\$8,500	0.00%				
Workers Comp		\$6,500	\$6,111	\$6,111		\$6,500	0.00%				
Office		\$4,660	\$3,140	\$4,206		\$7,200	54.84%				
Postage		\$300	\$70	\$105		\$200	33.33%				
Quickbooks		\$1,500	\$227	\$340		\$1,500	0.00%				
Stickers			\$0	\$0		\$1,400					
Supplies		\$2,000	\$1,835	\$2,753		\$3,000	60.00%				
Website		\$850	\$1,008	\$1,008		\$1,100	28.41%				
Payroll		\$170,025	\$118,472	\$177,708		\$177,080	4.10%				
Bookkeeper		\$28,253	\$19,613	\$29,419		\$29,102	3.00%				
Operators		\$90,896	\$65,655	\$98,482		\$93,623	3.90%				
Site Manager		\$38,986	\$22,938	\$34,406		\$40,156	3.00%				
Other											
Employee Taxes		\$10,250	\$9,147	\$13,720		\$12,460	21.60%				
Employer Taxes		\$1,640	\$1,120	\$1,680		\$1,739	6.04%				
Professional Fees		\$9,635	\$2,926	\$6,784		\$7,005	27.30%				
Annual Rep		\$35	\$239	\$239		\$35	0.00%				
Audit		\$3,500	\$0	\$3,500		\$3,600	2.80%				
Fees/Membership		\$1,100	\$1,972	\$1,972		\$1,100	0.00%				
Legal		\$5,000	\$715	\$1,073		\$2,270	84.60%				
Maint/Repair		\$52,072	\$31,388	\$44,257		\$80,572	54.73%				
Building		\$1,500	\$324	\$487		\$7,000	100.00%				
Equipment		\$9,500	\$1,701	\$2,552		\$12,000	28.32%				
Grounds		\$2,500	\$381	\$577		\$7,500	200%				
Capital Improve		\$5,000	\$5,422	\$8,133		\$20,500	310%				
Snow Removal		\$6,000	\$5,650	\$5,650		\$6,000	0.00%				
Debt Service		\$26,772	\$17,847	\$26,771		\$26,772	0.00%				
Fuel		\$800	\$62	\$93		\$800	0.00%				
Utilities		\$12,000	\$9,890	\$14,836		\$12,220	1.93%				
Electricity		\$7,500	\$4,349	\$6,524		\$7,500	0.00%				
Septic		\$3,000	\$4,630	\$6,944		\$3,000	0.00%				
Internet		\$500	\$456	\$684		\$720	44.00%				
Telephone		\$1,000	\$456	\$684		\$1,000	0.00%				
Contingency		\$50,000	\$0	\$0		\$40,000	20.00%				

8		2023 -- 2024 ACTUAL										
	INCOME	july	aug	sep	oct	nov	dec	jan	feb	mar		
\$333	Comm Haulers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600	\$0	
\$67	1									\$1,200		
\$67	2											
\$67	3									\$400		
\$67	4											
\$67	5											
	Hazardous Waste	\$9,500		\$5,200								
\$458	Off Hours	\$512								\$1,401		
\$1,667	Recycled		\$1,870	\$493	\$1,320	\$870	\$2,235	\$653	\$265			
\$1,667	Stickers	\$3,340	\$1,980	\$1,150	\$1,200	\$440	\$840	\$680	\$480			
\$65,387	Towns	\$65,387	\$48,387	\$73,097	\$71,145	\$65,945	\$65,945	\$65,945	\$65,945	\$0		
\$17,001	OH	\$17,001		\$24,710	\$22,759	\$17,559	\$17,559	\$17,559	\$17,559			
\$17,328	STH	\$17,328	\$17,328	\$17,328	\$17,328	\$17,328	\$17,328	\$17,328	\$17,328			
\$31,059	TH	\$31,059	\$31,059	\$31,059	\$31,059	\$31,059	\$31,059	\$31,059	\$31,059			
	Interest	836.71	615.37	428.82	460.56	388.54	175.17	167.25	155.79			
	TOTAL INCOME	\$79,576	\$62,852	\$80,368	\$74,126	\$67,644	\$69,195	\$67,446	\$69,848	\$0		
	\$38,316	\$19,450	\$7,811	\$13,488	\$6,809	\$760	-\$9,007	-\$6,185	-\$6,161	-\$6,161		
	TOTAL EXPENSES	\$88,701	\$64,834	\$74,329	\$92,860	\$55,418	\$78,617	\$64,624	\$69,824	\$0		
	Advertisement	\$0					\$57					
	Clothing	\$0				\$105	\$339					
	Contract Services											
\$22,160	Gordon Libby	\$33,510	\$23,340	\$28,060	\$23,515	\$15,630	\$31,260	\$21,853	\$21,853	\$0		
\$910	Can Rental	\$1,260	\$840	\$1,050	\$840	\$630	\$1,260	\$840	\$840			
\$4,167	Cardboard	\$8,250	\$4,500	\$6,000	\$5,250	\$3,000	\$8,250	\$6,000	\$6,000			
\$417	Fuel Charge	\$0										
\$83	Metal	\$0			\$175			\$13	\$13			
\$2,083	Single Stream	\$2,250	\$1,500	\$2,250	\$1,500	\$750	\$2,250	\$1,500	\$1,500			
\$14,500	Transf Sta Disp	\$21,750	\$16,500	\$18,760	\$15,750	\$11,250	\$19,500	\$13,500	\$13,500			
\$19,995	EcoMaine	21121	\$21,121	\$21,623	\$26,950	\$48,464	\$24,066	\$19,603	\$17,955	\$17,955		
\$417	Freon Removal		\$0		\$720	\$582						
\$83	Recycling		\$823	\$1,414		\$582			\$344			
	Hazard Mat Event		\$8,858									
\$125	Tire Removal		\$0			\$55						
	Employee Training		\$0									
	Insurance		\$6,643	\$0	\$0	\$0	\$0	\$6,111	\$0	\$0	\$0	
	General Liability		\$6,643									
	Workers Comp							\$6,111				
	Office		\$755	\$1,317	\$114	\$455	\$126	\$104	\$110	\$159	\$0	
	Postage					\$66			\$4			
	Quickbooks		\$37	\$6,93	\$32	\$32	\$44	\$44	\$38			
	Stickers											
	Supplies		\$718	\$309	\$82	\$358	\$81	\$60	\$69	\$159		
	Website			\$1,008								
	Payroll		\$13,211	\$13,610	\$15,987	\$15,188	\$10,812	\$15,902	\$16,881	\$16,881	\$0	
	Bookkeeper		\$2,070	\$2,329	\$2,717	\$2,717	\$1,630	\$2,717	\$2,717	\$2,717		
	Operators		\$7,596	\$7,133	\$9,229	\$9,073	\$6,096	\$8,975	\$8,777	\$8,777		
	Site Manager		\$2,604	\$2,363	\$2,909	\$2,228	\$2,258	\$3,014	\$3,782	\$3,782		
	Other		\$0									
	Employee Taxes		\$929	\$1,782	\$1,121	\$1,090	\$764	\$1,123	\$1,169	\$1,169		
	Employer Taxes		\$12	\$4	\$11	\$80	\$65	\$74	\$437	\$437		
	Professional Fees		\$0	\$786	\$245	\$0	\$0	\$981	\$675	\$239	\$0	
	Annual Rep									\$239		
	Audit											
	Fees/Membership			\$356				\$941	\$675			
	Legal			\$430	\$245			\$40				
	Maint/Repair		\$2,811	\$2,241	\$2,438	\$3,502	\$2,337	\$2,287	\$5,265	\$10,508	\$0	
	Building		\$242		\$32			\$39	\$12			
	Equipment		\$305			\$1,261	\$106			\$30		
	Grounds		\$34	\$10	\$175				\$162			
	Capital Improve									\$5,422		
	Snow Removal								\$2,825	\$2,825		
	Debt Service		\$2,231	\$2,231	\$2,231	\$2,231	\$2,231	\$2,231	\$2,231	\$2,231		
	Fuel					\$10		\$17	\$35			
	Utilities		\$970	\$503	\$536	\$1,017	\$1,124	\$1,972	\$1,884	\$1,884	\$0	
	Electricity		\$377	\$390	\$423	\$423	\$530	\$738	\$734	\$734		
	Septic		\$480			\$480	\$480	\$1,120	\$1,035	\$1,035		
	Internet		\$57	\$57	\$57	\$57	\$57	\$57	\$57	\$57		
	Telephone		\$56	\$56	\$56	\$57	\$57	\$57	\$58	\$58		
	Contingency		\$0									

**Does not reflect March Warrant*

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03/28/24

Cash Basis

Owls Head South Thomaston Thomaston Solid Waste Corp

Profit & Loss Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Haulers				
Guite	0.00	800.00	-800.00	0.0%
Patten	0.00	800.00	-800.00	0.0%
Pine Tree Waste	1,200.00	800.00	400.00	150.0%
R & D	400.00	800.00	-400.00	50.0%
Robinson	400.00	800.00	-400.00	50.0%
Thomaston Recycling	0.00	0.00	0.00	0.0%
Total Haulers	2,000.00	4,000.00	-2,000.00	50.0%
Hazardous Waste	530.00	0.00	530.00	100.0%
Off hours	1,913.69	5,500.00	-3,586.31	34.8%
Recycled Items				
Appliances	180.00			
Batteries	25.00			
ecomaine	883.02			
Freon Items	1,145.00			
Grills	45.00			
House Cleanout	240.00			
Metal salvage	1,926.10			
Microwaves	175.00			
Tires	756.00			
TV & Monitors	2,715.00			
Recycled Items - Other	0.00	20,000.00	-20,000.00	0.0%
Total Recycled Items	8,090.12	20,000.00	-11,909.88	40.5%
Refund	625.00			
Stickers				
2023-2024	10,660.00	20,000.00	-9,340.00	53.3%
Total Stickers	10,660.00	20,000.00	-9,340.00	53.3%
Town of Owls Head	157,464.17	204,008.00	-46,543.83	77.2%
Town of South Thomaston	138,638.36	207,932.00	-69,293.64	66.7%
Town of Thomaston	289,030.28	372,707.00	-83,676.72	77.5%
Total Income	608,951.62	834,147.00	-225,195.38	73.0%
Gross Profit	608,951.62	834,147.00	-225,195.38	73.0%
Expense				
Advertising	56.92	1,000.00	-943.08	5.7%
Bank Service Charges	0.00			
Capital Improvements	5,421.97	5,000.00	421.97	108.4%
Clothing	444.86	1,000.00	-555.14	44.5%
Contractural Services				
Gordon Libby Forest Products				
Can rental	7,560.00	10,920.00	-3,360.00	69.2%
Cardboard	44,250.00	50,000.00	-5,750.00	88.5%
Fuel charge	0.00	5,000.00	-5,000.00	0.0%
Metal	188.20	1,000.00	-811.80	18.8%
MSW	128,250.00	174,000.00	-45,750.00	73.7%
Set up fee	175.00			
Single Stream	15,750.00	25,000.00	-9,250.00	63.0%
Total Gordon Libby Forest Products	196,173.20	265,920.00	-69,746.80	73.8%
Total Contractural Services	196,173.20	265,920.00	-69,746.80	73.8%
Debit Service	17,847.44	26,772.00	-8,924.56	66.7%

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03/28/24

Cash Basis

Owls Head South Thomaston Thomaston Solid Waste Corp
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Disposal and Recycling Services				
ecomaine	172,326.99	239,945.00	-67,618.01	71.8%
Freon Removal	720.00	5,000.00	-4,280.00	14.4%
Hazardous Waste Event	9,358.00	5,000.00	4,358.00	187.2%
Recycling	1,268.52	1,000.00	268.52	126.9%
Tire Removal	35.00	1,500.00	-1,465.00	2.3%
Disposal and Recycling Services - Other	1,894.45			
Total Disposal and Recycling Services	185,602.96	252,445.00	-66,842.04	73.5%
Fuel	61.93	800.00	-738.07	7.7%
Insurance Expense				
General Liability	6,643.00	8,500.00	-1,857.00	78.2%
Workers Comp	6,111.00	6,500.00	-389.00	94.0%
Total Insurance Expense	12,754.00	15,000.00	-2,246.00	85.0%
Office Supplies				
Postage	69.92	300.00	-230.08	23.3%
Quickbooks payroll system	301.74	1,500.00	-1,198.26	20.1%
Supplies	1,549.92	2,000.00	-450.08	77.5%
Website	1,008.00	850.00	158.00	118.6%
Total Office Supplies	2,929.58	4,650.00	-1,720.42	63.0%
Payroll Expenses				
Bookkeeper	21,061.44	28,253.00	-7,191.56	74.5%
Operators	72,421.68	90,896.00	-18,474.32	79.7%
Site Manager	23,656.08	38,986.00	-15,329.92	60.7%
Payroll Expenses - Other	754.51			
Total Payroll Expenses	117,893.71	158,135.00	-40,241.29	74.6%
Payroll Taxes				
Employee				
Medicare	1,709.46			
Social Security	7,309.44			
Employee - Other	0.00	10,250.00	-10,250.00	0.0%
Total Employee	9,018.90	10,250.00	-1,231.10	88.0%
Employer				
CSSF	58.71			
FUI	268.63			
ME-UC	2,705.33			
UPAF	73.79			
Employer - Other	0.00	1,640.00	-1,640.00	0.0%
Total Employer	3,106.46	1,640.00	1,466.46	189.4%
Total Payroll Taxes	12,125.36	11,890.00	235.36	102.0%
Professional Fees				
Annual Report Filing Fee	0.00	35.00	-35.00	0.0%
Audit	0.00	3,500.00	-3,500.00	0.0%
Dues, Fees and Memberships	1,270.00	1,100.00	170.00	115.5%
Legal	715.00	5,000.00	-4,285.00	14.3%
Total Professional Fees	1,985.00	9,635.00	-7,650.00	20.6%
Repair & Maintenance				
Building	324.32	1,500.00	-1,175.68	21.6%
Equipment	1,603.96	9,500.00	-7,896.04	16.9%
Grounds	206.02	2,500.00	-2,293.98	8.2%
Snow Removal	2,825.00	6,000.00	-3,175.00	47.1%
Total Repair & Maintenance	4,959.30	19,500.00	-14,540.70	25.4%

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Owls Head South Thomaston Thomaston Solid Waste Corp

03/28/24

Profit & Loss Budget vs. Actual

Cash Basis

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Training	0.00	400.00	-400.00	0.0%
Utilities				
Electricity	4,631.23	7,500.00	-2,868.77	61.7%
Internet	512.64	500.00	12.64	102.5%
Septic	3,595.00	3,000.00	595.00	119.8%
Telephone	517.78	1,000.00	-482.22	51.8%
Total Utilities	9,256.65	12,000.00	-2,743.35	77.1%
Total Expense	567,512.88	784,147.00	-216,634.12	72.4%
Net Ordinary Income	41,438.74	50,000.00	-8,561.26	82.9%
Other Income/Expense				
Other Income				
Interest				
Capital	1,151.51			
Contingency	1,109.43			
Hazardous Waste	177.53			
Operating	816.66			
Total Interest	3,255.13			
Total Other Income	3,255.13			
Net Other Income	3,255.13			
Net Income	44,693.87	50,000.00	-5,306.13	89.4%



Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Bookkeeper's Report reviewed.

Items discussed:

1. New laptop for Bookkeeper in the next couple of years.
2. Fiber / modem for facility. Heather-Rae Steeves will contact Consolidated Communications.
3. Town of Thomaston approved location for Hazardous Waste Event.
4. Board reviewed budget tracking spreadsheet created by Jeff Northgraves.
5. Stickers increased to \$50.00 for 2024/2025
6. Budget for 2024/2025

The Board discussed replacing the temporary conduit for the scale.

Gordon Connell has been in contact with Alyssa at Apparel Impact.

Gordon informed the Board of the following regarding the textile container:

1. Apparel Impact will need access to the facility at all times. Driver will need code to gate.
2. Education for crew and residents
3. Container needs to produce a certain amount
4. Holding a container for the facility

The Board discussed not having a gate house and the need of slowing down traffic coming into the facility.

Education Day for ecomaine was discussed. Possibly in June.

Zel Bowman-Laberge informed the Board of a change order that the facility was double charged for. The change order was voided.

Bruce Colson informed the Board of Change Orders #9, 10 and 11 that were not signed.

Zel Bowman-Laberge motioned to approve and authorize Bruce Colson to sign change orders #9, 10 and 11. Jeff Northgraves seconded. All in favor.

Bruce Colson informed the Board of the break down of compactors #3 and 4. Gordon Connell did get compactor #4 running. Atlantic Recycling Equipment was called to fix compactor #3. Atlantic fixed temporarily.

Gordon Connell also found an issue with hoses dry rotting. Gordon Connell will address this issue as soon as possible.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Bruce Colson reminded the Board that a quote for the doors in the new building are needed.

Warrants were reviewed and signed.

Gordon Connell motioned to accept the signed warrants. Jeff Northgraves seconded. All in favor.

Gordon Connell motioned to adjourn. Jeff Northgraves seconded. All in favor.

8:13 PM Meeting adjourned.

Respectfully submitted,

Heather-Rae Steeves

Recording Secretary