

OHSTT SOLID WASTE Board MEETING

Date: April 25, 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. Update on grants
- 6..update on DEP annual report
7. Report on signage.
8. Progress on adding scale markers.

NEW BUSINESS

- 9. discussion on opening the facility to the public for four hours Monday mornings**
10. Report from personnel committee
12. Facility manager's report.
13. Bookkeepers report
14. Sign the warrant
15. Vote on the signed warrant
16. Correspondence.
17. Any and all business to come before the board.
- 18.

. Set date for next meetings May 23, 2024 and June 27, 2024

ADJOURNMENT

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

OHSTT Transfer Station

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

tv's	5	\$85.00
stickers	15	\$300.00
tires	2	\$10.00
freon	2	\$30.00
micro	2	\$20.00
monitors	1	\$15.00
washers	4	\$40.00 total \$500

**Commercial Haulers Mon
Patten - 4 wks R/D 2 wks**

Wal-mart		\$44.05
Lowes	(gas can)	\$31.63
Tractor Supply	(chain)	\$10.32
Napa	(dry floor)	\$32.98
Interstate Septic #1		\$ 452.50
Interstate Septic #2 on hill		\$ 345.0
Sargents	(keys)	\$18.41

**All Universal Waste buildings
locked and containers labeled**

**WEEKLY INSPECTION CHECKLIST FOR
UNIVERSAL WASTE STORAGE AREAS**

Date: 4-23-24 Time: 10AM

Inspected by: Dave M

Observation	Yes	No
Was the storage area locked when you arrived?	X	
Are any containers of waste open?		X
Do all containers have a universal waste label?	X	
Do you have access to each container, and can you read the label?	X	
Are all containers marked with the first date the waste was placed in that container?	X	
Are any of the dates on the containers over 365 days old?		X
Are all the containers in good condition and intact?	X	
What is the total number of universal waste items in the storage area?	606	

Issues observed and actions taken:

CFL 23

Batteries 14

Lithium 86

4' Bulbs 274

8' 11 139

Ballast 4

TV's 53

Towers 10

Printers 3

606

Referred to:

Follow up performed:

Issues corrected on (date):

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

25 April 2024

4/8/24 – Received the draft Annual Audit from Mindy Cyr, Maine Municipal Audit Services.

4/13/24 – Received check from Gordon Libby Forest Products in the amount of \$156.20 for metal salvage.

4/20/24 – Received check from ecomaine in the amount of \$43.50 for recycling.

Updates:

- *Handouts for the Hazardous Waste Event have been ordered and should be ready Friday, April 26, 2024.*

Current account balances as of today:

Operating Fund –	\$ 48,155.64
Capital Improvement Fund –	\$ 5,185.23
Contingency Fund –	\$ 7,213.16
Hazardous Waste Fund -	\$ 11,382.30
Commercial Loan-	(\$ 351,732.00)

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper

1:07 PM

04/25/24

Cash Basis

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

	<u>Jul '23 - ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of B...</u>
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	8,610.00	10,920.00	-2,310.00	78.8%
Cardboard	48,844.20	50,000.00	-1,155.80	97.7%
Fuel charge	0.00	5,000.00	-5,000.00	0.0%
Metal	188.20	1,000.00	-811.80	18.8%
MSW	143,556.15	174,000.00	-30,443.85	82.5%
Set up fee	175.00			
Single Stream	18,047.10	25,000.00	-6,952.90	72.2%
Total Gordon Libby Forest Products	219,420.65	265,920.00	-46,499.35	82.5%
Total Contractural Services	219,420.65	265,920.00	-46,499.35	82.5%
Debit Service	20,078.37	26,772.00	-6,693.63	75.0%

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Cash Basis

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

	Jul '23 - ...	Budget	\$ Over Bu...	% of B...
Disposal and Recycling Services				
ecomaine	189,310.12	239,945.00	-50,634.88	78.9%
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	202,586.09	252,445.00	-49,858.91	80.2%
Fuel	99.40	800.00	-700.60	12.4%
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	255.02	300.00	-44.98	85.0%
Quickbooks payroll system	339.72	1,500.00	-1,160.28	22.6%
Supplies	2,027.38	2,000.00	27.38	101.4%
Website	1,008.00	850.00	158.00	118.6%
Total Office Supplies	3,630.12	4,650.00	-1,019.88	78.1%
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	3,133.67	9,500.00	-6,366.33	33.0%
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	6,489.01	19,500.00	-13,010.99	33.3%

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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	4,630.00	3,000.00	1,630.00	154.3%
Telephone	517.78	1,000.00	-482.22	51.8%
Total Utilities	10,291.65	12,000.00	-1,708.35	85.8%
Total Expense	613,277.11	784,147.00	-170,869.89	78.2%
Net Ordinary Income	-4,325.49	50,000.00	-54,325.49	-8.7%
Other Income/Expense				
Other Income				
Interest				
Capital	1,172.68			
Contingency	1,127.73			
Hazardooous Waste	206.38			
Operating	880.68			
Total Interest	3,387.47			
Total Other Income	3,387.47			
Net Other Income	3,387.47			
Net Income	<u><u>-938.02</u></u>	<u><u>50,000.00</u></u>	<u><u>-50,938.02</u></u>	<u><u>-1.9%</u></u>

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

OHSTT Solid Waste Board of Directors

Approved Minutes

Thursday, April 25, 2024

Present: Bruce Colson (OH), Gordon Connell (ST), Zel Bowman-Laberge (T), Jeff Northgraves (ST)

Absent: Jeff Smith (OH), John Young (T)

Guests:

7:05 PM Meeting called to order.

Zel Bowman-Laberge motioned to accept the minutes from March 28, 2024 as amended. Jeff Northgraves seconded. All in favor.

Heather-Rae Steeves reported missing the deadline for the MMA grant.

The Board discussed getting estimates and placing of cameras for the scale.

Jeff Northgraves motioned to start taking estimates for cameras for the scale. Zel Bowman-Laberge seconded. All in favor.

Zel Bowman-Laberge will contact companies for estimates.

The Board discussed grant writing options. Jeff Northgraves informed the Board he could help after July as he has grant writing experience. Bruce Colson suggested finding someone to work with Jeff Northgraves to learn how to write grants. Jeff Northgraves agreed to if the Board could find someone interested in learning.

The Repair & Maintenance Committee reported meeting at the facility to discuss what signage is needed at the facility.

- 1. Gates and Buildings needing to be numbered or lettered*** - for the fire department
- 2. Metals*** - DEP compliance
- 3. White goods/appliances*** - DEP compliance
- 4. Stop - See Attendant*** - safety and information regarding where things go or any changes

Zel Bowman-Laberge informed the Board that the Facility Manager, Dave MacNeill started to do weekly inspections required by DEP.

Zel Bowman-Laberge also reported that printers are required by DEP to be taken by North Coast Services.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Zel Bowman-Laberge gave an update regarding the progress of the laptop for the Facility. Jeff Northgraves informed the Board that the internet at the facility was dial up. The Board directed Heather-Rae Steeves to contact Consolidated Communications to upgrade the internet.

Bruce Colson informed Dave MacNeill (Facility Manager) of upcoming training that is required. Bruce suggested that Dave and the Lead Operator should take it together.

Zel Bowman-Laberge informed the Board that the DEP Annual Report is almost complete. Bruce Colson informed Dave MacNeill that a spreadsheet will be created for him to keep all information for the annual reports.

Bruce Colson suggested that the new subcommittee, **Repair & Maintenance Committee**, should draw up guidelines of what the committee does and how often they should meet. The Board agreed.

No progress on the scale markers.

The Board discussed the possibility of opening the facility for 4 hours on Mondays.

Jeff Northgraves motioned to table the discussion of opening the Facility for 4 hours on Mondays until the July meeting. Gordon Connell seconded. All in favor.

No report from the Personnel Committee.

The Facility Manager's Report reviewed.

Items discussed:

1. MSW can weights
2. Cardboard can weights
3. Reclaim for potholes
4. Dave MacNeill thanked Repair & Maintenance Committee as it has been very helpful

Bookkeeper's Report reviewed.

Items discussed:

1. Hazardous Waste handouts have been printed and ready for pick up.
2. Annual Audit 2022/2023.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Zel Bowman-Laberge motioned to authorize Heather-Rae Steeves to pay Staples for the Hazardous Waste handouts from the Hazardous Waste Fund. Jeff Northgraves seconded. All in favor.

Zel Bowman-Laberge motioned to authorize Heather-Rae Steeves to reimburse Gordon Connell in the amount of \$63.56 for materials for a master lock box. Jeff Northgraves seconded. Gordon Connell abstained. Motion carries.

Zel Bowman-Laberge motioned to table the June 30, 2023 Annual Audit until the next meeting. Jeff Northgraves seconded. All in favor.

The Board also reviewed and discussed:

1. Req. #14 (\$6,772.07). Testing in April?
2. Req. #13 (\$24,560.31). Unclear what it is for.
3. Remaining balance of renovation.
4. Retainage for project
5. Electrical issues

Jeff Northgraves motioned to retain \$20,000.00 of the renovation balance. Zel Bowman-Laberge seconded. All in favor.

Warrants were reviewed and signed.

Gordon Connell motioned to accept the signed warrants. Zel Bowman-Laberge seconded. All in favor.

Gordon Connell purchased the lock box for the gate. Bruce Colson will help Gordon Connell install the lock box for the fire department until a knox box can be installed.

Zel Bowman-Laberge motioned to adjourn. Jeff Northgraves seconded. All in favor.
8:27 PM Meeting adjourned.

Respectfully submitted,

Heather-Rae Steeves
Recording Secretary