

OHSTT SOLID WASTE Board MEETING

Date: May 23, 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. Representatives from Cushing would like to address the board.
- 6.. Vote to accept the 2023 audit.

NEW BUSINESS

7. Report from personnel committee.
8. Report on the facility renovations.
9. Discuss and act on R E Q 15 from Blane Cassey
10. Facility manager's report.
11. Bookkeepers report
12. Sign the warrant
13. Vote on the signed warrant
14. Correspondence.
15. Any and all business to come before the board.
- 16.

. Set date for next meetings June 27, 2024 and July 25, 2024

ADJOURNMENT

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

Tonnage MSW only

Nova: 12.5 Tons per Week

R+D: 3.5 Tons per Week

Gerald Allen: 1 Ton per week

Residents: 4 tons per week (estimated at 32% of Nova)

21 Tons per Week

1,092 Tons per year

OHSTT Transfer Station

Monthly Report May 2024

Disposed Items (4 wks)

tv's	15	\$200.00
stickers	18	\$360.00
tires	15	\$75.00
freon	12	\$175.00
micro	7	\$35.00
monitors	3	\$30.00
washers	5	\$50.00
		total \$925

Commercial Haulers Mon

Patten - 4 wks

Wal-mart	\$81.38
Tractor Supply (gloves)	\$23.20
Interstate Septic #1	\$345.00
Sargents (keys)	\$7.39

All Universal Waste buildings

locked and containers labeled

North Coast pick up 5/9 tv's / bulbs

Freon removed from a/c's 5/13

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

Date: 5-22-24 Time: 1:00

Inspected by: Dan Jacques

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

Issues observed and actions taken:

Computers - 5	Ballast - 7	Total - 96
Printers - 3	Lithiums - 4	
Electronics - 3	Bulbs 4' - 33	
TV's - 3	8' - 30	
Batteries - -		
Tool Batteries - 8		

Referred to:

Follow up performed:

2024

Container # 1 Log

[illegible]

2024

Container # 2 Log

[illegible]

2024

Container # 3 Log

Date	Tons	Pressure		Comments	
12/26	9.74			40 yarder	
12/28	10.43				
1/2	13.6				
1/4	9.7			40 yarder	
1/8	11.00				
1/12	11.43				
1.17	10.74				
1.22	9.79				
1.25	12.14				
1.29	12.63				
2.2	10.20			red light	
2.6	9.95				
2.12	13.51				
2.16	11.65				
2.20	11.66				
2.26	11.39				
2.28	9.79				
3.4	10.47				
3.8	15.67				
3.14	11.39				
3.20	11.48				
3.22	10.54				
3/28	14.3				
4/1	12.44				
4/5	10.0				
4/10	12.10				
4/15	11.58				
4/18	11.63				
4/23	12.80				
4/26	9.31				
5/1	12.65				
5/6	11.29				
5/9	11.51				
5/13	12.10				
5/17	11.83				

2024

Container #4 Log

[illegible]

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

23 May 2024

4/26/24 – Picked up handouts for the Hazardous Waste Event. Paid check #9002 in the amount of \$402.25.

5/18/24 – Received check from ecomaine in the amount of \$382.25 for recycling.

- Received check from Gordon Libby in the amount of \$101.10 for metal salvage.

- Received check from IRS in the amount of \$210.00 for over payment of Federal 940 taxes.

5/21/24 – Sent check to Blane Casey for Req. #14 in the amount of \$6772.67 approved by the Board via email May 17, 2024.

- Transferred \$5,000.00 from the Operating Fund to the Capital Improvement Fund to cover check for Blane Casey. This leaves \$25,000.00 left of the 2023/2024 Budget Capital Improvement budget line.

Reminders:

➤ *June evaluations Heather-Rae Steeves 6/10/24 and John Jacques 6/30/24.*

Current account balances as of today:

Operating Fund –	\$ 36,673.28
Capital Improvement Fund –	\$ 10,197.98
Contingency Fund –	\$ 7,230.92
Hazardous Waste Fund -	\$ 11,008.04
Commercial Loan-	(\$ 350,386.26)

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper

5:35 PM

05/23/24

Cash Basis

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

	<u>Jul '23 - A...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Income				
Haulers				
Guite	0.00	800.00	-800.00	0.0%
Patten	500.00	800.00	-300.00	62.5%
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	2,500.00	4,000.00	-1,500.00	62.5%
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	230.00			
Batteries	35.00			
ecomaine	926.52			
Freon Items	1,185.00			
Grills	45.00			
House Cleanout	240.00			
Metal salvage	2,082.30			
Microwaves	185.00			
Tires	766.00			
TV & Monitors	2,875.00			
Recycled Items - Other	0.00	20,000.00	-20,000.00	0.0%
Total Recycled Items	8,569.82	20,000.00	-11,430.18	42.8%
Refund	625.00			
Stickers				
2023-2024	11,380.00	20,000.00	-8,620.00	56.9%
Total Stickers	11,380.00	20,000.00	-8,620.00	56.9%
Town of Owls Head	175,023.06	204,008.00	-28,984.94	85.8%
Town of South Thomaston	155,966.03	207,932.00	-51,965.97	75.0%
Town of Thomaston	289,030.28	372,707.00	-83,676.72	77.5%
Total Income	645,537.88	834,147.00	-188,609.12	77.4%
Gross Profit	645,537.88	834,147.00	-188,609.12	77.4%
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	9,450.00	10,920.00	-1,470.00	86.5%
Cardboard	52,711.95	50,000.00	2,711.95	105.4%
Fuel charge	0.00	5,000.00	-5,000.00	0.0%
Metal	188.20	1,000.00	-811.80	18.8%
MSW	155,932.95	174,000.00	-18,067.05	89.6%
Set up fee	175.00			
Single Stream	19,594.20	25,000.00	-5,405.80	78.4%
Total Gordon Libby Forest Products	238,052.30	265,920.00	-27,867.70	89.5%
Total Contractural Services	238,052.30	265,920.00	-27,867.70	89.5%
Debit Service	22,309.30	26,772.00	-4,462.70	83.3%

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

	Jul '23 - A...	Budget	\$ Over Bu...	% of Bud...
Disposal and Recycling Services				
ecomaine	207,039.54	239,945.00	-32,905.46	86.3%
Freon Removal	720.00	5,000.00	-4,280.00	14.4%
Hazardous Waste Event	9,760.25	5,000.00	4,760.25	195.2%
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	220,717.76	252,445.00	-31,727.24	87.4%
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	384.03	1,500.00	-1,115.97	25.6%
Supplies	2,205.88	2,000.00	205.88	110.3%
Website	1,008.00	850.00	158.00	118.6%
Total Office Supplies	3,852.93	4,650.00	-797.07	82.9%
Payroll Expenses				
Bookkeeper	23,778.24	28,253.00	-4,474.76	84.2%
Operators	81,712.45	90,896.00	-9,183.55	89.9%
Site Manager	26,593.56	38,986.00	-12,392.44	68.2%
Payroll Expenses - Other	754.51			
Total Payroll Expenses	132,838.76	158,135.00	-25,296.24	84.0%
Payroll Taxes				
Employee				
Medicare	1,926.17			
Social Security	8,236.03			
Employee - Other	0.00	10,250.00	-10,250.00	0.0%
Total Employee	10,162.20	10,250.00	-87.80	99.1%
Employer				
CSSF	77.26			
FUI	278.14			
ME-UC	2,986.55			
UPAF	95.18			
Employer - Other	0.00	1,640.00	-1,640.00	0.0%
Total Employer	3,437.13	1,640.00	1,797.13	209.6%
Total Payroll Taxes	13,599.33	11,890.00	1,709.33	114.4%
Professional Fees				
Annual Report Filing Fee	35.00	35.00	0.00	100.0%
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	940.00	5,000.00	-4,060.00	18.8%
Total Professional Fees	2,245.00	9,635.00	-7,390.00	23.3%
Repair & Maintenance				
Building	374.36	1,500.00	-1,125.64	25.0%
Equipment	3,566.35	9,500.00	-5,933.65	37.5%
Grounds	613.58	2,500.00	-1,886.42	24.5%
Snow Removal	2,825.00	6,000.00	-3,175.00	47.1%
Total Repair & Maintenance	7,379.29	19,500.00	-12,120.71	37.8%

5:35 PM

Owls Head South Thomaston Thomaston Solid Waste Corp

05/23/24

Profit & Loss Budget vs. Actual

Cash Basis

July 2023 through April 2024

	Jul '23 - A...	Budget	\$ Over Bu...	% of Bud...
Training	0.00	400.00	-400.00	0.0%
Utilities				
Electricity	5,681.92	7,500.00	-1,818.08	75.8%
Internet	626.56	500.00	126.56	125.3%
Septic	5,492.50	3,000.00	2,492.50	183.1%
Telephone	640.18	1,000.00	-359.82	64.0%
Total Utilities	12,441.16	12,000.00	441.16	103.7%
Total Expense	672,212.98	784,147.00	-111,934.02	85.7%
Net Ordinary Income	-26,675.10	50,000.00	-76,675.10	-53.4%
Other Income/Expense				
Other Income				
Interest				
Capital	1,185.43			
Contingency	1,145.49			
Hazardous Waste	234.37			
Operating	940.61			
Total Interest	3,505.90			
Total Other Income	3,505.90			
Net Other Income	3,505.90			
Net Income	<u>-23,169.20</u>	<u>50,000.00</u>	<u>-73,169.20</u>	<u>-46.3%</u>

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

OHSTT Solid Waste Board of Directors

Approved Minutes

Thursday, May 25, 2024

Present: Bruce Colson (OH), Gordon Connell (ST), Zel Bowman-Laberge (T), Jeff Northgraves (ST), Jeff Smith (OH), John Young (T), Dave MacNiell (Facility Manager) **Absent:** Zel Bowman-Laberge (T)

Guests: Craig Curry and Mike James (Cushing Selectmen)

6:59 PM Meeting called to order.

Jeff Northgraves motioned to accept the minutes from April 23, 2024 as written. Gordon Connell seconded. Jeff Northgraves, Gordon Connell and Bruce Colson in favor. Jeff Smith and John Young abstained. Motion carries.

Cushing Selectmen, Craig Curry and Mike James inquired about the interest in possibly including Cushing at the facility. The following was discussed

- 1. Services required*
- 2. What services OHSTT offers to residents*
- 3. Potential tonnage coming into facility*
- 4. Become member (requiring towns to vote) or pay as you go (as Maine State Prison did in the past)*
- 5. Changes in hours of operation*

Jeff Northgraves motioned to accept the June 30, 2023 Annual Audit. John Young seconded. All in favor.

No report from the Personnel Committee.

The Board discussed the final bill for the renovation project, Req. #15 in the amount of \$62,991.47.

Jeff Northgraves motioned to borrow \$49,000.00 at the best rate for the shortest amount of time. Gordon Connell seconded. All in favor.

Jeff Northgraves motioned to not pay the interest but to pay Req. #15 as soon as the funds are available. Jeff Smith seconded. All in favor.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

The Facility Manager's Report reviewed.

Items discussed:

1. Drain #3 blockage
2. North Coast Services picked up
3. Freon removal
4. Container weights

Bookkeeper's Report reviewed.

Bruce Colson informed the Board of receiving an email from Haley Ward billing OHSTT over \$20,000.00. The Board discussed:

1. *Not willing to pay for flaws in the designs*
2. *Having multiple discussions with Haley Ward*
3. *Additional costs paid due to design flaws*

Jeff Northgraves recommended that Bruce Colson and Zel Bowman-Laberge have a conversation with Haley Ward.

Warrants were reviewed and signed.

Gordon Connell motioned to accept the signed warrants. Jeff Smith 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.

Jeff Smith motioned to adjourn. Jeff Northgraves seconded. All in favor.

8:35 PM Meeting adjourned.

Respectfully submitted,

Heather-Rae Steeves
Recording Secretary