

TCSWMO MEETING
Union Town Office (in person)
July 21, 2022
6:30 pm

The following directors were present: Peter Beckett, Scott Esancy, Dana Philippi, Thomas Pitzi, Alexandra Crocco, Henry Hall, Norman Casas, and Lee Shane.

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

There was not a quorum present as the Town of Somerville was absent, so the meeting was not opened.

TCSWMO MEETING
Washington Town Office (in person)
August 4, 2022
6:30 pm

The following directors were present: Dana Philippi, Thomas Pitzi, Alexandra Crocco, Henry Hall, Norman Casas, Elaine Porter, Gordon Thebault, Peter Beckett, Sara Bullard, and Lee Shane.

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

Tom Pitzi, President opened the meeting at 6:31 pm.

We went around the room and introduced ourselves to the new member.

SECRETARY'S REPORT: A motion was made by Peter and seconded by Norman to accept the minutes of the May 26, 2022, meeting. Motion carried unanimously.

TREASURER'S REPORT: The checking account balance is \$187,401.42. The Reserve Account balance is \$120,133.99. The total is \$307,535.41. Norman made a motion to accept the Treasurer's report and Lee seconded. Motion carried unanimously.

PUBLIC COMMENT: None

BOARD REPRESENTATIVE REPORT: Norman said everything seems great.

FACILITY MANAGER'S REPORT:

The generator is working very well. They test it every Friday morning and have needed it a few times. It kicked right in after 10 seconds and kept everything running. We are recouping some of our investment by being able to keep the scale going.

We received a safety grant for speed bumps and signs which are on the way. After they are installed the painting of new lines will be done. It should all be completed within a month.

We have the trailers power washed by Whitten's Washin'. The price has gone up to \$1500 each time to do both. David would like to do it twice a year. The trailers have been undercoated by Donnie Bowman. David turned down a pressure washer a few years ago but we are at the point now where it might make sense to invest in one. David looked into Chris Vigue who is right in Washington which is convenient. He sells Alkota pressure washers. They are not inexpensive but will last. It has a stainless casing, 2 – 50' hoses, it heats the water up and runs on diesel. We already have clean diesel on site for the backhoe. The washer would be stored in the office, so it won't freeze up. The air compressor is also kept there now. The washer comes all set up. With service included it would be \$5,353. It has a 7-year Warranty on the major stuff – heater coils, etc. The Town of Union

has one and is happy with it.

Peter made a motion to take up to \$5,400 from the Reserve Account to be used for a hot water pressure washer. Ali seconded. Motion passed unanimously.

David said that when defunct pressure washers come in, he takes the Honda motors to the Amish.

Lee asked at what point do we need to be concerned about competitive bids. David explained that when we bought the generator, we requested quotes from various vendors.

David said we don't have a policy. With something large like the trailer and shed we also requested quotes from vendors.

Bags - We talked about buying more bags at the last meeting. They've been selling at a phenomenal rate. They come 200/box whether rolled or flat. David checked into ordering 40,000 in rolls of 10 for \$13350 The more you order the better price you get. We ordered 100,000 last January and are getting low. David ordered in June and doesn't expect them until around our next meeting in October. They add hexene and metallocene which gives the bags linear strength and cold temperature durability.

We have gone over budget on bags. If we waited until the end of the year or next year, we'd run out. This will take us well into next year. Not many rolls of 10 are selling in large quantity. The crew rolls the rolls of 5 as needed which is a lot less money than paying someone outside to do it.

Lee made a motion to move \$23,100 from the Reserves to checking to pay for the bag order and Peter seconded. Norman moved the question. Motion passed unanimously.

Household Waste Day – The day went well, there were a few less units. The cost was \$10 each for the customer. David utilizes alternatives for disposal outside of HHW e.g., PaintCare which has been going on for three years for recycling paint, and a source for waste oil. David signed an agreement with EPI and PaintCare, so they take paint on HHW for no charge.

Crack sealing – We've had the pavement cracks sealed. We have been doing this every six years. The company charges by the foot. We did 7523' for \$9403. You do get what you pay for. We've used Midcoast Seal Coating twice. This prevents having to repave as often and David doesn't see a need to repave now. One small area near the mixed paper bin, which is minor, still needs work. Hopefully we will just need to seal cracks again in six years. We do get a fair amount of heavy traffic. Some demo that would once have gone to Rockland is now coming to us and they are willing to pay a higher fee to do so. Demo is \$8/100 for TCSW. Others from outside of our five towns pay \$10/100.

Hiring – David has not had a big sea of applicants. We have been doing well using resources we have. Our group works well together. Everyone is appreciative of the \$2 increase in pay. There is a lot of competition for employees these days. There has also been positive feedback on having a female employee. David will continue to accept qualified applications. Starting pay would be \$16/hour.

Credit card – David spoke with CNB in a long conversation regarding Elan who holds the credit cards. They are looking at "Community Cards" for Municipalities and coming up with an application. We now have a contact at the corporate level.

ELECTION OF OFFICERS:

Peter nominated and Lee seconded Tom for **President**. Motion Carried, Tom abstained.

Ali nominated and Lee seconded Norman for **Vice President**. Motion Carried, Norman abstained.

Peter nominated and Lee seconded Alexandra for **Secretary**. Motion Carried. Alexandra abstained.

Lee nominated and Norman seconded Peter for **Treasurer**. Motion Carried, Peter abstained.

NEW BUSINESS:

Document Control – Tom put this on the agenda because of questions about knowing which is the newest version of a document. He suggests we keep one digital copy, and all other copies are stamped “Unofficial”. We have a Personnel Policy, Interlocal Agreement (ILA). There is also an Operations Manual but any changes to that require the blessing of DEP.

On all copies, we need dates at the bottom. Ali suggested a virtual shared drive. Tom asked Ali to set up a Google Drive for holding our documents. We control who has read only and who has edit access. We must have one person who can update the files.

Charging bags to Towns. Peter, who is the one who picks up bags for Appleton, suggested billing towns for the bags right after they are picked up.

We do already have a system: We have records of bags picked up and by whom going back to the beginning of bag use. We keep an inventory, and each town does their own inventory at the end of business on December 31. It is not always a Town official who picks up bags. Gail explained that this is not an income stream for Towns. The Towns are providing TCSW and more importantly the Towns’ citizens a service. The amount of money collected by Towns needs to be put on a Warrant for Treasurers to generate a check. Some towns don’t do a weekly warrant. David said individual towns can decide how they want to do it. Tom said board members should go back to our own towns and find out how they feel about being billed for boxes of bags.

Subcommittee to review hiring policy with regard to relatives. It was discussed and decided that we should keep the policy as is and let the board decide on a case-by-case basis.

Subcommittee to review overall salary changes. Ali is looking for people to join the committee. She’ll send an email again and put a deadline to respond by the end of the month.

Norman made a motion to move ¼ of the annual amount that is allocated to the “Heavy Equipment replacement fund” into the equipment replacement savings bank account before the end of every quarter. Ali seconded. Motion passed unanimously.

A suggestion was made to revise the budget to account for the increase in pay voted in at the last meeting.

OLD BUSINESS:

The Second Quarterly Financial reports and the July warrant were previously emailed or sent by U.S. mail to one board member who doesn’t have email.

The next meeting is on October 27th in Washington.

The Preliminary Budget Meeting is on January 5th in Appleton.

The Final Budget Meeting is January 26th in Liberty.

Peter made a motion and Lee seconded to adjourn at 8:19 pm.

Submitted by, Gail Philippi, Administrative Assistant