



**Annual Meeting
Notice of Public Meeting
Mid-Coast Solid Waste Corporation
Board of Directors
Date: Wednesday July 26, 2017
Time: 7:00 p.m.**

Place: Camden Town Office – Washington St. Conference Room

Agenda

- A. Public Comment** *(please limit public comment to non-agenda items)*

- B. Minutes** - Approval of June 28, 2017 minutes and any remaining unfinished business that properly falls to the outgoing officers.

- C. Election of Officers** - Nominations from the floor to fill the following seats:
 - Board Chair
 - Vice Chair
 - Secretary
 - Treasurer and an alternate authorized to sign warrants (in the past this has been the Chair)

- D. Comprehensive Facility Evaluation and Redesign** – Responses to RFP – Goal is to determine the top three candidates for interview on the 9th of August. Manager will present compiled rankings of proposals and open discussion.

- E. Fiscal Year End**

- F. To go into executive session** to consider the duties of an employee pursuant to 1 M.R.S.A. §405(6)(A), right to privacy.

- G. Adjourn**



**MIDCOAST SOLID WASTE CORPORATION
BOARD OF DIRECTORS
MINUTES OF
JUNE 28, 2017 MEETING**

MEMBERS PRESENT: Owen Casas (Treasurer) – Rockport, Michael Brown – (Vice-Chairman) – Hope, Wendy Pelletier–Hope, David Barrows – Lincolnville, Alison McKellar – Camden, and John French (Secretary) – Camden

MEMBERS ABSENT: Keryn Laite – Lincolnville, Thomas Gray – Rockport,

REPRESENTATIVES PRESENT: Jim Guerra–MCSWC Manager, Richard C. Bates–Rockport Town Manager, David Kinney–Lincolnville Town Administrator

REPRESENTATIVES ABSENT:

Samantha Mank – Hope Town Manager, Representative, Roberta Smith–Interim Camden Town Manager

Guests: Waste Watch Committee Member Josh Garritsen

Acting Chairman Brown called the meeting to order.

A. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Josh Gerritsen introduced himself to the Board of Directors. Josh as been interested in the solid waste process in our local communities and is Chairman of the Mid-Coast Waste Watch Committee.

B. INTRODUCTION OF NEW MEMBERS TO THE BOARD OF MCSW:

Acting Chairman Brown took a moment to introduce Wendy Pelletier of Hope who is also a member of the Hope Select Board and will serve on the MCSWC Board for the foreseeable future. A second new member, Alison McKellar, was introduced; McKellar is also a newly elected member of the Camden Select Board.

C. FACILITY MANAGER’S REPORT:

Sheetrock: Guerra reported the current Vendor for the Sheetrock program has forced us to move in a different direction as they are charging \$100/ton, plus we pay for transport. A fellow in Massachusetts has an agronomic program that utilizes pulverized gypsum. Guerra is looking for a live-bottom trailer set-up to haul the sheetrock from the facility. He is putting out feelers and has a time table of 3 weeks. John French asked why our facility can no longer get rid of it as in the past. CPRC is having some issues with the DEP. Guerra feels we cannot find a place within state to get rid of the separated product as both Casella and Waste Management would require demolition in addition to the sheetrock. McKellar asked about the cost for Casella and Guerra reported they will not take the product as a standalone and pricing depends on your connection with Casella. Brown asked how much we process annually. Guerra stated a few businesses bring in the bulk of the sheetrock at approx. 200 tons a year. It was suggested by Kinney that the hauler to Rockland, Troiano, be contacted and that avenue be explored. Casas questioned if short term solutions were the best direction. Guerra feels the Massachusetts program is a long-term application. Guerra stated that if the new connection isn’t doable, the next best choice would be to landfill the sheetrock at our own facility. The last can to go to CPRC is leaving this week.

French was concerned with the uptick in building during this season and reintroducing the sheetrock into our facility after working to remove the problems associated with it in the past. Guerra will report back in July.

Mixed Plastic: Mixed plastic is in trouble, Guerra feels the program will run until the end of the year but by spring it may no longer be happening. We do not have the proper baler to do rigid plastics. McKellar asked about the plastic recycling education that may be needed because of the change. Guerra was confident it would be worked out and anyone seeing the “dumping” of the plastic would realize that, on occasion, this is the end result of mixed plastics. Casas asked if all corporations similar to ours go through the same process of chasing vendors and markets and asked if there is a better system to identify markets. Guerra spoke about Maine Resource Recovery Association (MRRA) a baled commodity brokers that does this work for us.

Household Hazardous Waste Day: This annual event was held on June 17th and we had no significant events. We collected 175 units of hazardous waste (one unit = 5 gallons, or 20 lbs. and collected 3 tons of paints from the area communities.

Request for Proposals (RFP): Guerra thanked David Kinney for his assistance in writing the proposal package that was available as of June 2nd. The RFP has been advertised and will be required to be submitted by July 12th at 2PM.

Lily Pond Subdivision: A neighbor has inquired about the possibility of purchasing a couple of the adjoining lots owned by MCSWC in the future. Guerra mentioned that the annual Association fees have gone up considerably in recent years. McKellar asked if anyone attends the Association meetings and Guerra stated he has in the past. A lengthy discussion took place about the Lily Pond land and Attorney Gibbons provided some historical background and thought on future needs for consideration. He stressed that once something is gone it won't come back. Guerra will provide an update later this year.

The Mary E. Taylor Middle School rebuild was discussed. A brief discussion on the possibility of the debris coming to MCSW was held. French asked if a letter from the Board would be helpful to inquire if items from the school might be recyclable and to be part of the discussion if there is an intention is to bring debris to MCSWC. McKellar discussed the drive of some local citizens who thought that some items may be salvageable like the gymnasium and locker systems. This was tabled for future consideration.

D. FISCAL YEAR END HOUSEKEEPING

Guerra has spoken with the auditors about how to handle the costs for a final attempt at plugging the gut in November of 2015 which was part of the FY16 budget cycle. The cost for this was \$136,025 and a \$100,000 was expensed against the Closure Account at that time and \$36,025 was covered by undesignated fund balance until it could be applied to the closure escrow at year end. The application to the closure escrow was not made. The FY17 budget is seeing a shortfall in the labor wages line as the Union Contract has impacted the cost of labor for this year. In order to fund at approved levels and cover the added expense of labor Guerra requests that the remaining \$36, 025 be expensed to the Closure escrow account as intended in order to increase capital in FY17. A lengthy discussion took place on the prior work to the gut done previously was effecting the current budget year. French asked how the current year's budget didn't take this into account. Guerra felt the Board decided not to fund a pending union contract until labor rates were known and that the year-end figures were delayed at budget season as the recent audit was late this year. Bates explained the request was to reimburse the general fund by correctly allocating the expense to the closure fund. French was concerned with other

additional shortage in the budget even with the move as it does not appear to cover the entire amount shown.

Acting Chair Brown entertained a motion. Alison McKellar motioned to move \$36, 025 dollars from 1-101-02, Closure escrow to 1-100-00, General Checking. French seconded the motion. McKellar felt that the two issues seemed like it should have been clearer when discussion is about the closure fund. Casas also stated that the closure fund and moving money going forward should always be of an exact nature to the fund, especially as discussion on the Board has been to set clear boundaries on the future use of these funds. Bates stated that the confusion was the addition of the wage discussion that caused the topic to be unclear. Kinney asked about the current status of the labor line for FY18 coming up. Guerra stated the line is funded. Brown called the motion. No further discussion. Motion passed 6-0-0.

E. DISCUSSION REGARDING THE SELECTION OF AN ENGINEERING FIRM TO ASSIST MCSWC IN DETERMINING OPTIMAL DESIGN FOR THE TRANSFER STATION:

In an attempt to keep the project on schedule, Guerra felt that selecting the engineering firm at the next meeting would be optimal or at least have some vetting determined. Guerra asked for a few members to form a subcommittee to review RFP submissions which are due on July 12th. Alison McKellar volunteered and David Kinney will also attend the RFP opening. Guerra invited any Board members who are available on the 12th to be present. There will be two weeks to review the information submitted before the next meeting. Guerra will distribute the packages to the membership after receipt in order to begin narrowing the choices for review in July. McKellar asked where the RFP had been advertised and Guerra provided a rundown of sources and he is hopeful for a good turnout.

F. DISCUSSION OF ELECTRONIC BOARD PACKETS AND MEETING LOCATIONS:

Alison McKellar moved to publish all Board Packets online, including background information, a week ahead of the MCSWC Board of Director meetings in a fashion similar to Camden and Rockport Select Boards with the intent of allowing the Public to have an opportunity to review information ahead of the meeting. John French seconded the motion. Discussion followed on setting a deadline and allowing that sensitive background information is left off an electronic copy. Gerritsen was recognized by Brown and he stated that as a private citizen he feels that this helps people to form questions and give feedback that might be useful to the Board. French agreed that the public is a resource and it would be a good thing. Pelletier questioned members might be looking for feedback on decisions that might come from the process of a meeting setting or public hearing. McKellar felt the packages often answered questions spurred by an agenda and allowed for informed discussions and comments from the public that may attend a meeting. Casas felt the packages were helpful but the Public needs to be driven to the website in order to gain the information. Attorney Gibbons cautioned that too much information too fast can allow things of a sensitive nature to get by that perhaps should not be public and proper procedures need to be followed in order to avoid this action. He suggested having the information reviewed thoroughly before posting.

McKellar amended her original motion to read: All meeting packets shall be published online, including background information, a week ahead of the MCSWC Board of Director meetings in a fashion similar to Camden and Rockport Select Boards; with the intent of allowing the Public to have an opportunity to review information ahead of the meeting. In addition, all agenda submissions will be required by noontime on the Friday prior to the meeting; items not received by then will be placed on the next agenda; and that posting of meeting documents to the website will occur on the Monday

prior to the meeting. John French seconded the amended motion. No further discussion. Motion passed 6-0-0.

G. REVIEW AND DISCUSSION OF FINANCIAL SUMMARIES:

Guerra explained the current financial sheets are not the final year end figures for FY 17 at this time. He foresees some overruns in the expense summary but the year end is showing 81% for expenses and 86% taken in on revenue projections. The labor line as discussed earlier is over, but Guerra explained there was a part time employee added, a key person retired and a new full time position was filled. French asked about the Health insurance line and Guerra responded this was also due to the addition of a full time employee who maintains a CDL and can drive the Freightliner. Kinney asked for clarification on income. The report format caused questions about the year-to-date revenue and expense figures and Guerra will return with tighter figures and answers concerning reserve account funding and allocation and final-year-end figures which will be available on all accounts by July meeting. Guerra presented two accounts that needed to be considered "bad debt accounts" for the year ending FY17. One account involved a bankruptcy and the balance owed was \$ 1,566.89 with an accumulated Finance Charge of \$423.99 included. A second account in the amount of \$83.13 of which \$63.00 was balanced owed and \$20/13 was accumulated Finance Charges. Inability to contact client currently and lack of response over time is the cause. All attempts short of small claims have been made for over a year regarding this debt. Guerra reviewed a third account under consideration has been paid in full and is currently under a 6 month suspension from charges because payments were made regularly recently to catch-up the balance. A general consensus was that the accounts presented were considered bad debts.

H. REVIEW AND APPROVAL OF BOARD MINUTES FOR APRIL 26, 2017:

Acting Chairman Brown entertained a motion to approve the minutes of the May 24, 2017 meeting. Owen Casas made motion to approve the minutes of May 24th as written. French seconded. No Discussion. Motion passed 4-0-2 (McKellar and Pelletier were not present on May 24, 2017)

I. ADJOURN:

Acting Chairman Brown entertained a motion to adjourn at 8:45 pm. Owen Casas motioned to adjourn. French seconded. No Discussion. Motion passed 6-0-0.

Respectfully Submitted

Beth Kwiatkowski, Recording Secretary

SCHEDULED MEETINGS:

July 12, 2017	RFP Submission Meeting – MCSWC Office	2:00 pm
July 26, 2017	Annual Meeting – WSCR at CTO	7:00 pm
August 9, 2017	Special Meeting – RFP Interviews Richardson Room Rockport Town Office	6:30 pm

**MID-COAST SOLID WASTE CORPORATION
BOARD OF DIRECTORS 2017**

<p>Jim Guerra, Manager 591 Camden Road Hope ME 04847 O: 236-2467 Fax: 236-7968 C: 975-5964 H: 763-3084 mcswc@roadrunner.com</p>			<p>Paul Gibbons, Corp. – Attorney P.O. Box 616 9 Washington Street Camden, ME 04843 O: 236-3325 Fax: 236-8611 paul@attorneygibbons.com</p>
CAMDEN	ROCKPORT	LINCOLNVILLE	HOPE
<p>Audra Caler-Bell, Town Manager Town of Camden Camden, ME 04843 O: 236-3353 X 5 Fax: 236-7956 acaler-bell@camdenmaine.gov</p>	<p>Richard C. Bates, Town Manager Town of Rockport 101 Main Street Rockport, ME 04856 O: 236-0806 Fax: 230-0112 townmanager@town.rockport.me.us</p>	<p>David Kinney, Administrator Town of Lincolnville 493 Hope Road Lincolnville, ME 04849 O: 763-3555 Fax: 763-4545 David: tadmin@town.lincolnville.me.us</p>	<p>Samantha Mank, Administrator Town of Hope 441 Camden Road Hope, ME 04847 O: 763-4199 Fax: 763-3528 smank@hopemaine.org</p>
<p>John French – Secretary TERM - 6.30.19 Camden Select Board 23 John Street Camden, ME 04843 O: 236-4490 C: 691-9090 jfrenchjr@camdenmaine.gov</p>	<p>Owen Casas – Treasurer TERM 6.30.19 Rockport Select Board 34 South Street Rockport, ME. 04856 C: 333-0067 ocasas@town.rockport.me.us</p>	<p>David Barrows – Lincolnville TERM 6.30.18 Select Board 391 High Street Lincolnville, ME 04849 C: 991-2791 dave@rankinsinc.com</p>	<p>Michael Brown – Vice-Chairman TERM 6.30.19 Select Board 51 Highfield Road Hope, ME 04847 H: 785-2988 C:596-1687 hwood02.mb@gmail.com mbrown@hopemaine.org</p>
<p>Alison McKellar TERM - 6.30.20 Mechanic Street Camden, ME 04843 amckellar@camdenmaine.gov</p>	<p>Thomas Gray – Rockport TERM 6.30.20 Select Board Rockport, ME 04856 tgray@town.rockport.me.us</p>	<p>Keryn Laite, Jr. – Lincolnville TERM: 6.30.17 Select Board 14 Heal Road Lincolnville, ME 04849 C: 975-3812 klaite@tidewater.net</p>	<p>Wendy Pelletier – Hope TERM 6.30.20 Select Board Hope, ME 04847 wpelletier@hopemaine.org</p>
EXECUTIVE COMMITTEE	STRATEGIC & CAPITOL PLANNING COMMITTEE	PERSONNEL COMMITTEE	FINANCE COMMITTEE
<p align="center">Richard Bates, Town Manager David Kinney, Administrator Samantha Mank, Administrator Audra Caler-Bell, Town Manager</p>	<p align="center">Richard Bates, Town Manager</p>	<p align="center">Samantha Mank, Administrator</p>	<p align="center">David Kinney, Administrator</p>