



**MIDCOAST SOLID WASTE CORPORATION  
BOARD OF DIRECTORS  
MINUTES OF  
JULY 22, 2015  
MEETING**

**MEMBERS PRESENT:** Chairman Jim Kierstead-Camden, John French, Camden, Tracy Lee Murphy, Rockport, Bill Chapman-Rockport, Tom Ford-Hope, Jim Annis-Hope, Art Durity-Lincolnvillle

**MEMBER ABSENT:**

**MEMBER VACANCY:** **Lincolnvillle Representative - pending appointment by Town Administrator**

**REPRESENTATIVES PRESENT:** Jim Guerra-MCSWC Manager, Pat Finnigan-Camden Town Manager, Jon Duke-Hope Town Administrator, Richard C. Bates, Rockport Town Manager

**REPRESENTATIVES ABSENT:** David Kinney-Lincolnvillle Town Administrator

Chairman Jim Kierstead called meeting to order @ 7:15 p.m.

**1. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

Guest, Alison McKellar reported that the program for diverted items for NuDay Seria was going well.

**2. AGENDA ADJUSTMENTS:**

Jim Guerra requested to remove item 4 from meeting agenda. Tom Ford provided that the Manager contract was not yet fully completed and needed to be vetted by an attorney. The committee will try and have it for the September, 2015 meeting.

**3. APPROVE MINUTES OF JUNE 24, 2015 MEETING:**

*The date on the current draft copy of the minutes required a date correction to read June 24, 2015. Tracy Lee Murphy made motion to approve minutes with the corrected date as read. Jim Annis seconded the motion. Jim Kierstead, Chairman, called for a vote. Motion passed 7-0-0*

**4. ANNUAL ELECTION OF OFFICERS:**

Jim Guerra said By Laws require that he state the weighted vote at the annual meeting. They are as follows:

Weighted Votes FY'15 – 16 Total equals 100%

Camden – 41.73, Rockport - 31.83%, Lincolnvillle - 16.61%, Hope - 9.83%

Jim Kierstead opened the nomination for Chairperson. **Jim Kierstead nominated Art Durity. Bill Chapman seconded. Jim Annis moved to cease nominations Tom Ford seconded.** Vote Passed 6-0-1

Approved: September 23, 2015

(Art Durity abstained). Bill Chapman moved that the secretary cast one ballot for Art Durity for Chairman for the coming year. John French seconded. Vote Passed 6-0-1 (Art Durity abstained).

Art Durity, Chairman, opened the nomination for Vice Chairperson. **Tracy Lee Murphy nominated Bill Chapman. Jim Kierstead seconded. Jim Kierstead moved to cease nomination. Tracy Lee Murphy seconded.** Vote Passed 6-0-1 (Bill Chapman abstained). Bill Chapman moved that the secretary cast one ballot in favor of Bill Chapman for Vice Chairman for the coming year. Art Durity seconded. Vote Passed 6-0-1 (Bill Chapman abstained).

Art Durity, Chairman, opened the nomination for Treasurer. Discussion followed. **Bill Chapman nominated Jim Kierstead. Tracy Lee Murphy seconded. Bill Chapman moved to cease nominations. Tracy Lee Murphy seconded.** Vote Passed 6-0-1 (Jim Kierstead abstained). Bill Chapman moved that the secretary cast one ballot for Jim Kierstead for Treasurer for the coming year. Jim Annis seconded. Vote Passed 6-0-1 (Jim Kierstead abstained).

Art Durity, Chairman, opened the nomination for Secretary. **Tracy Lee Murphy nominated Tom Ford. Jim Kierstead seconded. Jim Kierstead moved to cease nominations Tracy Lee Murphy seconded.** Vote Passed 6-0-1 (Tom Ford abstained). Bill Chapman moved that the secretary cast one ballot for Tom Ford for Secretary for the coming year. Tom Ford seconded. Vote Passed 6-0-1 (Tom Ford abstained).

Jim Guerra discussed the committee structure as laid out by the By-Laws and he will update the Board on committee assignment suggestions – he will set them and then send them out within a couple of weeks.

FYE '16 Committee requirements as per By-Laws of Mid-Coast Solid Waste Corporation:

Executive Committee – **Tasks:** Assist facility manager in day to day operations and with development of all written policies and procedures. **Composition:** Four Ex Officio Members and Board Chair (has vote) or representative (**Chair** not indicated)

Finance Committee – **Tasks:** developing Annual Budget, recommendation to Board on purchase, lease or bond in excess of \$5,000. **Composition:** three Directors and two Ex Officio. Each town has representation. Finance Committee **Chair** – Treasurer

Personnel Committee – **Tasks:** development and periodic review of policies and job descriptions, annual review of manager and periodic review of staffing levels. **Composition:** two Directors and two Ex Officio. Personnel **Chair** – Secretary

Capital and Strategic Planning Committee – **Tasks:** develop annual CIP by 10/1, develop and propose a five year C&SP by September 1 of each year. C&SP **Chair** – (Not indicated)

## 5. **MANAGERS UPDATE**

**Annual Report DEP** - The report is a collection of information on engineering changes and analytical data that is collected over the year is now submitted to the DEP. The report is a three way effort between Emery Garrett Groundwater and Sevee & Mahar and Jim Guerra.

**Grout Wall Pilot Project:** The project is slated to begin on Monday, July 27<sup>th</sup>, it will last a week. If the test pilot is successful the project can start in September.

**DEP / Cell Development:** Jim had the DEP on site to review cell development plan. His concentration was on the shape of the active area to have a good closure. The straighter the landfill lines the easier and more cost effective closure will be. Ultimately this may create additional air space that can lend another two to four years to the landfill and add space to the grinding area. Discussion followed.

**Grout Wall/JQN Stormwater:** The DEP Tech Services is being consulted with regard to storm water overflow from the northern end of the quarry when the wall is in place. The Maine Water Bureau and Marine Biologist will be consulted if the wall is successful. Discussion followed.

**Teamsters Union 340:** MCSW has received a copy of the Report of Fact Finding from the Maine Labor Relations Board. The document is confidential and becomes public on the 29<sup>th</sup> of July. Discussion followed.

**MRC Board Meeting:** The MRC Board of Directors is meeting in Rockland at 10:00 am on the 29<sup>th</sup> of July. MRC has turned in information on five permits and they will share the financing and technical aspects of the project. This is a public meeting – Jim encouraged questions and people to attend. The meeting may be recorded and the MRC website will make it available. MRC.org is where information on post 2018 can be found. We will look at linking this site on our website as well. John French suggested that future meeting times be considered to promote more public participation and to reach those communities they represent better to inform them of their plans. Discussion followed.

**Facility Design Concept:** Jim presented a layout concept for single sort to accommodate solid waste and recycling needs for the four towns for years to come. The proposal for maximizes the efficiency of hauling MSW and single sort recycling by using live bottom trailers that are over 100 yards and situated below grade. The plan is efficient labor wise and is centered all under one roof. We will divert more demo wood and use a design similar in design to Tri-County. It is a drive through facility separating commercial haulers from the public. Other options with this design would be to open only to commercial haulers, or to limit public access to specific days of the week or times allowing for better flow. A larger small sized excavator will be used in the building to punch the trash into the bins. The landfill will need to incur some expenses to build a suitable road to allow public access (even when it rains). The right side of this concept facility is the existing recycling building (using current infrastructure) and the rest would need to be constructed. A discussion regarding the fact this was a concept not a proposal and other ramifications of switching to single stream followed.

**NOTE:** Jim requested that the drill rig on site for the wall pilot study would be convenient to do some drilling around the building to see if they hit some refusal. Art Durity reminded the Board that Jim would look at the ideal plan without restriction and then that would get reviewed and adjusted as economic reality and other factors dictated. Art also reminded Jim that he has only been approved to spend the \$40,000 for the Pilot Study and no other additional project funds or parameters have been set at this point

Jim did request that the board approve his use of budgeted engineering funds in order to pursue the reality of this concept in regard to turning radiuses, number of cars an hour, building design, wind breaks and below grade bedrock issues. Art asked if Jim if all other sources in the community had been exhausted to see if MCSW was heading in the right direction because the use of funds assumes certain policy decisions and directions that haven't been decided yet are in place. Art was not sure action on Jim's request can be taken without a vote to use funds. Jim reminded that \$20,000 was budgeted and he was hoping to use approximately \$10,000 going forward to do a traffic study and engage an engineering firm to get some feel for the design of the building and have them do a traffic study using Google. Jim plans to use Sevee and Mahar. Art asked if it was policy to bid this work due to pending cost amount. In these instances it was agreed that the historical site knowledge is helpful to use the current firm that is contracted. Jim's first step will be to plan a meeting with haulers to see how these development and post 2018 will affect them. Jon Duke questioned past budgeting changes like the

delay in repairs to the compactor area waiting on how the facility design would change. Jim Annis added it was important to consider safety of the public and workers as a main concern while working on these changes. Discussion followed.

## 5. **FINANCIALS & CARRY FORWARDS**

**Revenues:** Yearend revenues were at 98.80%. Demolition sales were better than projected. Jon asked why bags were at 91%. Jim answered the per ton is at 103% and that means that the per bag people are filling up the bags better and therefore less are being sold.

**Expenses:** A number of lines are currently red. A number of breakdowns occurred in the MSW Compactor area and the Bulldozer is getting old. Jim will be presenting a proposal to purchase a new bulldozer because, as reported, the landfill will last another 9 –10 years. A repair on average is \$7000. Facility Maintenance Line: Art asked if the line not being used would catch up with us? Jim explained there was a carryover of a repair to the fire suppression system in that figure and was completed today for approx. \$5000.

Hauling Chips – No Demo Wood chips were sold. Art asked if we could expect an increase in funds in this area for next year. Jim felt even with a build up, we would not see a surplus. There was inertia on our part, but the storm this winter caused us to focus on green chips. That line also considered \$2000 in testing fees. Jim has located a new source to sell to and that company in Canada does not require the high test fees.

**Account Receivable Summary:** Glenn Russwick continues to be past due. Tom Ford asked why some customers owed so much and it was explained that many were our bag vendors and Casella who we bill back our private hauls from the area and that they pay on a regular basis. We reviewed the payment policy for charge accounts. Discussion followed.

Chairman, Art Durity entertained for a motion to adjourn. ***Bill Chapman moved to adjourn the meeting. Jim Kierstead seconded. Motion passed 7-0-0.***

The meeting was adjourned at 8:40 p.m.

Respectfully Submitted

Beth Kwiatkowski, Recording Secretary

## **SCHEDULED MEETINGS:**

**The Board scheduled the following meetings:**

September 23, 2015     Rockport Town Hall     7:00 pm

**Committee Meetings**

**TBA**