



**MIDCOAST SOLID WASTE CORPORATION  
BOARD OF DIRECTORS  
MINUTES OF  
NOVEMBER 18, 2015  
MEETING**

**MEMBERS PRESENT:** Art Durity (Chairman) -Lincolnville, Cindy Gerry -Lincolnville, Jim Kierstead (Treasurer) - Camden, John French (Camden Board of Selectmen) -Camden, Tracy Lee Murphy -Rockport, Bill Chapman (Vice-Chairman) -Rockport, Tom Ford (Secretary) -Hope, Jim Annis -Hope

**MEMBERS ABSENT:** None

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

**REPRESENTATIVES ABSENT:** None

Public Guests: Maggie Christie, Alison McKellar

Chairman Art Durity called meeting to order @ 7:02 p.m.

**1. PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

**2. AGENDA ADJUSTMENTS:**

*Art Durity proposed that executive sessions should be moved to the end of the agenda so that the guests present would not need to vacate the meeting. Jim Annis seconded. Discussion followed: Jim Guerra wanted to maintain the executive session regarding the teamster information remain in place because information was pertinent to the draft budget discussion. Jim also mentioned that the manager's contract session was being put off until the next meeting. Chairman, Art Durity called for a vote. No Discussion. Motion passed 8-0-0*

**3. APPROVE MINUTES OF SEPTEMBER 23, 2015 MEETING:**

*Art Durity entertained a motion to approve the minutes of the September 23<sup>rd</sup> meeting. Jim Kierstead motioned to approve minutes as presented with no corrections. Bill Chapman seconded the motion. Chairman, Art Durity called for a vote. No Discussion. Motion passed 8-0-0*

**4. MANAGERS UPDATE:**

Personnel Changes: An employee has requested a leave of absence and a second employee will be on a planned vacation. Additionally an employee has requested a job change from the recycling area based on health issues. The operation will be advertising for up to two seasonal employees. A discussion on wage scales in the area was held. The requirements of job, cross training and possible new equipment were discussed.

Landfill Odor: The landfill his exhibiting frequent odors.

Snow Emergency Policy: Bill Chapman wanted clarification. Jim stated that we follow the lead of the town offices. Discussion followed

**7. Executive Committee Presentation – Manager Contract:**

Jon Duke reviewed the October 2015 meeting of the Executive Committee; also attended by Chairman Art Durity, where the historical charge to assess the needs of the Corporation to advance the concept of a contract with our Manager was discussed. The Personnel Committee had begun developing a contract and a final draft will be formed by December 2, 2015 as a template to work from so it can be used for all future managers. Jon Duke also added that the Personnel Committee is in agreement that a solid description of the position and the duties and the responsibilities is needed to help dictate the direction and any actions of the corporation going forward. John French asked what was driving this need for a contract. Jon Duke gave a brief history and explained that a contract creates strong terms and conditions along with the job description, pay scale, discipline actions and the ability to negotiate the timing of a resignation/dismissal. Jim Guerra was asked if he was done with his responsibility at Tri-County and he responded that he is no longer an employee there. Discussion followed.

**5. EXECUTIVE SESSION:**

*Bill Chapman moved that the Board go into executive session under 1 M.R.S.A. section 406 (6)(D) to discuss Labor Contract with the Teamsters 340 in connection with the corporation budget needs. Jim Annis seconded. No discussion. The motion passed 8-0-0 with unanimous approval. Executive session was called to order at 7:22 pm by Art Durity.*

*Tracy Lee Murphy moved to leave executive session at 7:45 pm. Jim Kierstead seconded the motion. No discussion. The motion passed 8-0-0 with unanimous approval.*

**9. Line By Line - FY 17 DRAFT Budget Review 11/18/2015**

Jim Guerra stated that the budget has been within range of where it has been in the past 6-7 years while keeping our assessments in line. There isn't a lot different this year. A purchase of a bulldozer is included in this budget as well as a large increase of \$36,000 in leachate costs is also being absorbed. Finance Committee will meet after this presentation to the Board and place suggested recommendations for the budget then.

***Note: A suggestion was made to add the actual dates of the fiscal year in the title of the budget and other areas it would be appropriate as a reference if it is able to fit.***

101-12 – The legal budget went down by half as Union negotiations are generally taken from undesignated fund balance.

101-17 – This figure is a carried over because of the upcoming changes regionally and locally and communicating them to the public.

Page 5 Line Reviews – Wages

105-02 – Labor: It was proposed a 0% COLA be considered by several members. Art Durity asked how we determine COLA last year. Jim felt we used the published Social Security COLA. Tracy Lee Murphy stated that a formula needs to be incorporated to structure the wage increases based on COLA for consistent application year to year. Jim gave the figure of wages with 0 COLA as approx. \$283,000.00. Discussion followed.

110-01 Health Insurance is adjusted up on 6.25% known increase for 2016, and a general increase of 8.5% (estimated) for first half of 2017. Individual premium cost is \$937/mo and Family cost is \$1869/mo.

110-05 – John French asked if ICMA is the State retirement plan and was told it was not. Discussion followed.

Page 7 Line Reviews – Property & Casualty

115-01 – Maine Municipal Insurance has few concerns with our facility and the costs are steady.  
Line Reviews - Facility

120-NEW – This line is for repairs that require welding and steel fabrication. It is costly and the aging metal equipment requires repairs.

120-18 – Amount of costs to create preliminary design and cost estimates for the facility with Sevee and Mahar. This is in addition to funds included in FY16.

NOTE: Alison McKellar questioned the timing of the re-design and funding changes now. David Kinney spoke to the timing of changes and background for voting needed in the near future and ability to be prepared. Discussion followed.

NOTE: John French asked for clarification of the co-pay system noted on line 110-01 for health insurance why one is 85%. Jim answered that the top four lines are per the current policy and the last line is the Manager. A discussion on carrier plan choices and grandfathering terms regarding annual renewal of plans was held. .

Page 9 Line Review Operational - MSW

125-03 – PERC Tipping (Tipping brought to PERC by Wyndsang Farms our contracted hauler). PERC takes in annually about 185,000 tons from the 187 member towns.

Further Line Reviews – Recycling / Re-Use

125-06 – Is the amount of MSW brought to PERC from our four towns by private haulers.

- Lines 7-03 (PERC Distribution) and 7-09 (Private Hauler reimbursement from Casella) offset these expense lines.

Page 11 Operational-Recycling

130-09 – Reflects aging equipment with a slight increase (Roll off cans are costing for repairs)

130-19 – The County group buy in rate for heating oil and fuel is in effect.

Page 13 Operational - CD&D

135-01 – Leachate disposal rate had gone up.

135-04 – Land fill development work done recently will take us through the year and deep into 2017. Unexpected cell work is always a possibility.

Page 16 DEBT SERVICE-PRINCIPAL

140-NEW- Strategic Planning has directed the purchase of a new bulldozer quoted at \$220,000. We will not use reserve funds but will set a five year lease after deposit and allow the fund to grow and make payments at approx. \$42,700/year which is more beneficial to the corporation.

Page 17 CAPITAL EXPENDITURES – There are no other expenditures other than the bulldozer purchase.

CAPITAL RESERVES

148-01 –The Closure fund is at 1.8 million dollars, state regulation standards have been reviewed and are in line. A discussion to the interest earning capability of this account was held. Art clarified that the Finance Committee will research and make suggestion on options if they exist.

148-08 – Bag Reserves are in line and we are “ahead of the game” in the ability to offset costs.

Page 19 REVENUES – Operational Income

Page 21 ASSESSMENT SUMMARY

Jim presented that the assessment was reflective of a proposed increase of approximately \$14,000.

## **10. Corporate Goals**

Jim expanded on the newly approved corporate goals organized by perceived priority for fiscal year 2016 by adding tasks and strategies for attaining them. Jim asked the Board members if they would like to have Craig Stewart Paul speak with them directly or at a regional meeting in December? It was decided that no meeting will be held or requested until the Executive Committee can report their research findings and the MRC has produced contract (slated for delivery by December 16, 2015). A date in February or March will be considered later.

## **DECEMBER BOARD MEETING CHANGE**

Jim Guerra requested that the December meeting be changed from December 16<sup>th</sup> to December 9, 2015. The change will be posted on the website calendar, Facebook Page and all four town calendars.

**Financials:** Bill Chapman asked why several accounts were overdue and still charging. The continued charging is where late fees are being assessed. One account is an area hauler and Jim has been in communication with him.

The meeting was adjourned at 9:20 p.m.

Respectfully Submitted

Beth Kwiatkowski, Recording Secretary

## **SCHEDULED MEETINGS:**

### **The Board scheduled the following meetings:**

December 9, 2015

Approve FY 17 Budget

Rockport Town Office 7:00 pm