



**MIDCOAST SOLID WASTE CORPORATION  
BOARD OF DIRECTORS MEETING NOTES & MINUTES  
OCTOBER 26, 2016  
MEETING**

**MEMBERS PRESENT:** Art Durity (Chairman) –Lincolnvile, John French (Secretary) – Camden, Leonard Lookner – ~~Camden, Bill Chapman (Vice-Chairman)~~ –Rockport, Tom Ford (Vice-Chair) ~~(Secretary)~~ – Hope, Jim Annis – Hope

**MEMBERS ABSENT:** Rockport, Owen Casas – Rockport, Bill Chapman ~~(Vice-Chairman)~~ –Rockport, Vacancy – Lincolnvile

**REPRESENTATIVES PRESENT:** Jim Guerra–MCSWC Manager, Jodi Hanson–Lincolnvile Interim Town Administrator, Richard C. Bates–Rockport Town Manager, Samantha Mank – Hope Town Manager,

**REPRESENTATIVES ABSENT (excused):**

David Kinney–Lincolnvile Town Administrator Representative, Pat Finnigan–Camden Town Manager

**Guests:** Alison McKellar, Josh Gerritsen (Video Producer)

**Quorum Check:** Art Durity checked to be sure a quorum had been met as authorized in the Corporate By-Laws. A quorum was confirmed. Jim Guerra explained that the by-laws did not require a member from each Town be present. Samantha Mank was not currently present.

**AGENDA AJUSTMENTS:**

**Chairman Art Durity opened the meeting for discussion at 6:07 PM.**

**NOTES:**

The Manager's Report was reviewed by Jim Guerra

**Gut Project** – Nothing overly exciting or alarming has been recovered from the gut site. The facility has been reconfigured to work with the project. Camden Wastewater has loaned us a second forklift to assist with baling materials. Discussion followed.

**Ecomaine vote**– Jim has gone to three Town Select Board meetings, Rockport, Lincolnvile & Hope to speak with Selectman and attending public about the vote. The meetings have not been well attended. The Hope Selectman sent a post card to residents and written published articles have been well

received. A recently produced video on the pending vote has had 350 plus hits and a general feeling is that the vote will be successful.

**Bulldozer Repair**– RFP financing will go out in November and we expect the new machine to be delivered in late December.

**Strategic Planning Committee** – Members have met twice the first meeting produced a fair amount of ideas and strategies on how this group can best participate in coming changes to the facility.

**Swap Shop** – Closed for the year and opening under new management next year is desirable. Details will be worked on over the winter.

**Personnel** – A part-time employee has reduced hours able to work. A second Temporary Employee is desirable to be hired for a minimum of 32 hours a week. The replacement of a prior employee has been looming and this would be a permanent change to add a regular employee – this new position is included in the Union Bargaining Unit. Discussion followed.

**Financials** – The financial review sparked a few questions. Jim will clarify the expense and revenue inquiries made after contacting bookkeeping personnel who completed the reports. Discussion followed. Jim informed the Board that a new auditing firm, RHR Smith & Company was hired as the financial auditing team. The audit will not take place until December and we will work on that with Virginia Lindsey, Camden Finance Director.

**Construction Letter to Customers:** A letter containing information on the construction project has been placed on the Facebook and Websites. A second handout was given out from the Gatehouse during the past week.

**Meeting Start Times and Places** – A discussion on the start time for future Board meetings was held. It was agreed the meetings will begin at 6 PM on the 4<sup>th</sup> Wednesday of the month for the foreseeable future. The two budget meetings scheduled in November and December at the Camden Town Office Washington Street Room will also move to 6 PM from 6:30 PM. Monthly meetings will be scheduled for the foreseeable future due to work volume. It was also agreed meetings should be video recorded. Alison McKellar (Guest) spoke to the positive influence recording meetings have for people to be involved without being at a meeting. Beth will look into scheduling meetings for 2017 first in Rockport, then other venues as needed.

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**Art Durity ended the workshop discussion and officially called the meeting to order at 6:49 PM at the arrival of Samantha Mank and Rick Bates.**

**Introductions:** Chairman Art Durity took a moment to welcome Samantha Mank, Town Administrator for Hope, Maine; introductions to the Board were made.

**1) Recycling Evaluations** – A discussion continued on the future possibilities for how recycling materials can be collected and processed at MCSWC. Jim will return to the Board with an evaluation on the best means for recycling including financial projections and design changes to facility. A best case design scenario to properly develop and run a valuable swap area will also be considered. The recycling building can be redesigned for MSW and single sort recycling purposes and the current MSW repurposed and developed into a compost area. Single sort combined with using the current staff to divert other types of waste will extend the life of the landfill. Strategic Planning Committee will review perceived issues with the haulers. Discussion followed. Tom Ford suggested that as a group we need to set a final decision from the Board to how best to direct and incorporate recycling method changes. Jim responded that the SPC came to two conclusions to help inform the decision on single stream or composting onsite etc., an initiation of a citizen committee (a group of volunteers) and hiring a part time recycling outreach person to work with businesses and help educate the committee. Discussion followed. Jim feels that recycling figures will be easier to determine when this current draft budget is approved and he will begin developing an active spread sheet to show best case recycling options so that variables can change. Art interjected that variables should be quantified so that we can determine if a savings or cost can be tracked over the next 20 years and to determine the best forms of diversion for our facility in order to set reasonable prospects for success. Discussion followed.

**2) Corporate Goals:** Art opened the discussion to review MCSWC Corporate Goals and determine strategies for achieving them. Art suggested the Goals incorporate some Strategic Planning and be worked on together to develop a guide for the Board from which to gauge success. It will also help with budgeting needs and which allows for budgeting needs and provide a working guide for the Membership to work with regardless of turnover. John French added the individual Committees of the Board and community input is important to create the energy and interest to get the work done. Jim Guerra felt that the goal is to increase participation in the offerings of MCSWC. Discussion followed. John French noted putting a plan or goal in place doesn't mean that it will be accomplished. He felt the Board has been significantly caught up on the MSW contract and needs to get back to the day to day business of the facility and do a better job at communicating with the public. Jim Annis felt that approaches need to be determined so we can allocate funds wisely to get us through the next 5, 10 and then 20 years with goals and priorities. Rick Bates stated that the goals for the previous year had, in some way, all been touched on. The seven Corporate Goals were approved in no particular order last year and some are still pending for various reasons such as the by-law updates which will happen when the changes to the facility are better known. Tom Ford suggested that a goal development workshop be held on a Saturday in the early afternoon into evening with a meal included! It was suggested that the meeting be mandatory for Board members sometime in January or February. The general consensus was this was a good idea.

**3) PUBLIC COMMENTS:** Alison McKellar stated she wrote a letter to the Editor supporting the ecomaine contract if it goes through. She also stated to the Board that several ways the Board went about getting the word out to the public on the vote didn't sit well with her. Specifically, the banner posted at the transfer station entrance which she felt included a political message on how to vote. Alison also commented on the video MCSWC released and paid for and then asked how much it cost the taxpayers. She felt securing an outcome for an election would have been better as a volunteer effort vs. taxpayer money. Chairman Art Durity responded that his opinion was that the money was spent to

communicate the Boards positions, much like it will be to distribute upcoming changes to the recycling methods that may take place. In this case, the ecomaine vote was a form of communicating and there is a budget for that. John French also added that people don't always read and that other visual methods are used today as informational options. Alison asked that if it should come up again, we should consider presenting both sides of the issue and not lean toward one side of a vote. Leonard Lookner agreed these suggestions should be considered going forward. Art stated the video cost \$3600.00 and that the Board approved a \$10,000.00 communication budget for the year and it was up to the Operation Manager to spend funds as he sees fit. Alison hopes a recycling video can come out of that line at a future date and volunteers can be used as well.

**4) MRC Board of Director:** Jim stated that he has been nominated to be on the MRC Board of Directors. He felt as a departing member we need representation until at least April, 2018 to have a good clean break. Art asked if the break was completed. Jim stated that it isn't 100% constructed. Art asked about Jim's time commitment. Jim felt that quarterly meetings take a day, and several other days (6-8 at the most) will be needed to carry out the commitment in the coming year. He also disclosed he would continue to looking at Fiberight as a processor for our possible single sort recycling. Discussion followed. Art Durity mentioned a conversation that is taking place on the executive level that is about a possible need to fill a second executive position at the facility. The Monday through Friday schedule left no management on Saturday .The operation hours leave a staff comprised of 100% union employees on Saturdays and we may need to consider when Jim is on vacations and absent a second in charge that is going to be needed to help enact the changes that are coming at the facility and currently have no one else who is able to make management decisions in Jim's absence. John French and other Board members spoke to the fact that the Town Managers and Administrators do not have seconds in command to cover at these same times of absence Jim expressed that he is informed; Beth is good at communicating and being in contact when he is off site.

***Jim Annis motioned that Jim remain on the MRC Board until the three year term expires or he decides to leave the Board. Leonard Lookner seconded. The motion passed 6-0-0.***

***Art Durity entertained a motion to adjourn. Leonard Lookner motioned to adjourn. Jim Annis seconded. Motion passed unanimously 6-0-0. The meeting ended at 8:27 PM.***

Respectfully Submitted

Beth Kwiatkowski, Recording Secretary

### **SCHEDULED MEETINGS:**

**The Board scheduled the following meetings:**

November 1, 2016	<u>Area Select Board Presentation</u>	Camden Select Board – Washington St. 6:30 pm
November 16, 2016	<u>Budget Workshop</u>	Washington St. Conference Room – Camden 6:00 pm
December 14, 2015	<u>Annual Budget Meeting</u>	Washington St. Conference Room – Camden 6:00 pm

**Committee Meetings: TBA**