

OHSTT SOLID WASTE Board MEETING

Date: July 22, 2021 Time: 7:00 PM...Place: Owls Head Town Office (lower level)

1. Call To Order
2. Recognize Guest.
3. Public Comments, For Items Not On The Agenda

OLD BUSINESS

4. Vote on last meeting's minutes.
5. Discussion on EcoMaine recycling day July 31, 2021
6. Update on Hazardous material drop off day.
7. Second review of the 2020 audit.
8. update on the July 22, 2021 meeting with attorney Patrick Mellor.

NEW BUSINESS

9. Report from personnel committee.
10. Report on the facility renovations.
11. Facility manager's report.
12. Bookkeepers report
13. Sign the warrant
14. Vote on the signed warrant
15. Discussion on a special need Handicap provision on our dump sticker policy.
16. Correspondence.
17. Any and all business to come before the board.

Set date for next meetings: August 26, 2021, and September 23, 2021.

Also, our annual meeting will be held on September 23, 2021. Election of officers will be first on the agenda.

ADJOURNMENT

OHSTT Transfer Station

Monthly Report

July 2021

1. Interstate Septic pumped both leachate and septic tanks.
2. We had a hinge break loose on #2. After consulting w/ Skip we decided to have Larry's welding service come and repair.
3. Gary and I repaired the gate inside the cardboard container as 2 legs broke off.
4. Ozone Savers removed freon from 81 a/c"s.
5. We continue to mow and also trim the front hedges so people can see traffic both ways when leaving.
6. We are in the process of looking for someone who pressure wash / or steam under containers 3 and 4. Much slug has built up over the years and has created an unsafe environment.

Dave

As of this report date, we are at the point of about 2500 stickers being sold and installed.

DISPOSED ITEMS

Commercial Haulers (Mondays)

TV,s ----- 20
Monitors ----- 5
Freon ----- 14
Tires ----- 22
Appliances ----- 5
PC,s ----- 4

JULY 5 ----- R&D and Dodge
JULY 12----- R&D and Dodge
JULY 19 ----- R&D and Dodge
JULY 26 ----- R&D and Dodge

All TV'S are processed within several pallets and Gaylord containers.

All Universal waste including 4' and 8' Fluorescent bulbs, ion & lithium batteries, and mercury items have been processed and packaged.

2021

Container # 3 Log

Date	Work Order	Final Pressure	Estimated Tons	Actual Tons	Comments
1-7	1784	1800		14.93	
1-11	1794	1800		13.37	
1-15	1797	1800		10.53	
1-22	1801	1800		13.57	
1-26	1805	1800		14.01	
2-1	1809	1800		11.86	
2-8	1814	1800		13.26	
2-12	1818	1800		11.31	
2-18	1822	1800		13.77	
2-22	1826	1800		12.10	
2-26	1830	1800		10.88	Red light malfunction
3-4	1835	1800		13.30	
3-8	1840	1800		11.88	
3-12	1843	1800		10.97	
3-18	1846	1800		13.53	
3-22	1855	1800		12.40	
3-29	1859	1800		12.90	
4-3	1863	1800		12.32	
4-5	1866	1800		13.23	
4-15	1873	1800		14.52	
4.21	1876	1800		13.97	
4.26	1883	1800		13.11	
5.3	1895	1800		13.41	
5.7	1886	1800		14.02	
5.13	1897	1800		15.04	
5.17	1902	1800		13.91	
5.24	1906	1800		13.63	
5.27	1913	1800		13.49	
6.1	1917	1800		14.80	
6.7	1920	1800		15.07	
6.11	1924	1800		14.20	
6.16	1931	1800		14.80	
6.21	1937	1800		14.67	
6.25	1934	1800		13.84	
6.30	1940	1800		15.54	
7.5	1946	1800		12.59	
7.8	1953	1800		14.56	
7.13	1957	1800		14.61	
7.16	1958	1800		12.95	

Bookkeepers Report



Owls Head South Thomaston Thomaston Solid Waste Corporation

22 July 21

6/25/21 – Picked up laptop from Rockbound Computer. Chip Webber recommends annual maintenance and Carbonite for automatic backup. Pricing for Carbonite ranges from \$80.00 to \$150.00 per year.

6/26/21 – Having issue with Quickbooks, contacting Quickbooks and Rockbound Monday to get issue resolved.

6/28/21 – Contacted Quickbooks but could not get issues resolved. Dropped off laptop off at Rockbound Computer. Chip Webber was able to resolve Quickbooks issues.

7/1/21 – Emailed Mindy Cyr from Maine Municipal Audit Services regarding questions about the December 31, 2020 Annual Audit.

7/10/21 – Received refund from the IRS in the amount of \$239.84 for over payment of Federal Unemployment (940 form) from 2019.

7/13/21 – Spoke with Mindy Cyr regarding the Annual Audit. Mindy made corrections and emailed a revised draft for next meeting.

7/22/21 – Started the process for placing ad for an Attendant. Waiting for ad from the Personnel Committee for the Facility Manager's position.

Received a dividend check in the amount of \$347.00 from Maine Municipal Association for Workers Comp..

Current account balances:

Operating Fund –	\$ 93,264.53
Capital Improvement Fund –	\$ 1,120,954.19
Contingency Fund –	\$ 157,589.70
Commercial Loan-	(\$ 393,846.00)

Respectfully submitted,

Heather-Rae Steeves
Bookkeeper



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

DATE: July 19, 2021

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Michelle Pelletier, CPCU, AU
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 20, 2021 meeting to allow a total dividend of no more than \$725,000 to the members of the Fund who meet the established criteria. Continuing members whose 2020 contributions are greater than \$25,000 annually, whose 2020 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 4.69% dividend. Continuing members whose 2020 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2020, will also receive a 4.69% dividend. All losses are valued as of June 30, 2021.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 20, 2021 meeting to allow a dividend of no more than \$600,000 to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2019 to July 1, 2020, calculated and valued as of June 30, 2021. Continuing members whose participation began on July 1, 2014 or prior will earn a 5.17% dividend and members who joined after July 2, 2014 will receive a 4.17% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Your entity has played a big part of making the Workers Compensation Fund and the Property & Casualty Pool successful programs through good risk management and sound loss prevention. Each of the respective boards are pleased with the results of these programs and thanks you for your support and continued participation. The final dividend distribution for the Workers Compensation Fund and Property & Casualty Pool totals \$1,324,889.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the **Owls Head, So. Thomaston & Thomaston SW** has received a **\$347** dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility is based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 79 percent of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.2 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$25 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.

Owls Head South Thomaston Thomaston Solid Waste Corp

Profit & Loss Budget vs. Actual

January through June 2021

07/22/21

Cash Basis

	Jan - Jun 21	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Haulers				
Dodge	550.00	550.00	0.00	100.0%
Guite	550.00	550.00	0.00	100.0%
Pine Tree Waste	550.00	550.00	0.00	100.0%
R & D	550.00	550.00	0.00	100.0%
Robinson	550.00	550.00	0.00	100.0%
Total Haulers	2,750.00	2,750.00	0.00	100.0%
Off hours	695.76	2,750.00	-2,054.24	25.3%
Perc Funds	594,940.70			
Recycled Items				
Appliances	195.00			
Freon Items	550.00			
Metal salvage	3,785.10			
Tires	540.00			
TV & Monitors	1,340.00			
Recycled Items - Other	0.00	10,000.00	-10,000.00	0.0%
Total Recycled Items	6,410.10	10,000.00	-3,589.90	64.1%
Sale of snowblower	75.00			
Stickers				
2021-2022	34,848.00	27,000.00	7,848.00	129.1%
Stickers - Other	0.00	0.00	0.00	0.0%
Total Stickers	34,848.00	27,000.00	7,848.00	129.1%
Town of Owls Head	72,708.00	145,416.00	-72,708.00	50.0%
Town of South Thomaston	71,592.48	143,185.00	-71,592.52	50.0%
Town of Thomaston	127,810.50	255,621.00	-127,810.50	50.0%
Total Income	911,830.54	586,722.00	325,108.54	155.4%
Gross Profit	911,830.54	586,722.00	325,108.54	155.4%
Expense				
Advertising	52.00	400.00	-348.00	13.0%
Capital Improvements	9,931.00			
Clothing	12.99	1,000.00	-987.01	1.3%
Contractual Services				
Thomaston Recycling				
Can Rental	1,680.00	3,500.00	-1,820.00	48.0%
Frozen loads	0.00	500.00	-500.00	0.0%
OCC	8,400.00	10,000.00	-1,600.00	84.0%
Over Weight Fees	2,295.00	4,500.00	-2,205.00	51.0%
Single Stream	4,946.64	15,330.00	-10,383.36	32.3%
Transfer station disposal	51,886.12	130,816.00	-78,929.88	39.7%
Total Thomaston Recycling	69,207.76	164,646.00	-95,438.24	42.0%
Total Contractual Services	69,207.76	164,646.00	-95,438.24	42.0%
Debit Service	8,923.72	24,541.33	-15,617.61	36.4%
Disposal and Recycling Services				
ecomaine	86,847.62	204,400.00	-117,552.38	42.5%
Freon Removal	2,568.00			
Recycling	681.18	2,555.00	-1,873.82	26.7%
ScaleFees	2,150.00	5,000.00	-2,850.00	43.0%
Tire Removal	0.00	500.00	-500.00	0.0%
Total Disposal and Recycling Services	92,246.80	212,455.00	-120,208.20	43.4%
Fuel	204.86	300.00	-95.14	68.3%

Owls Head South Thomaston Thomaston Solid Waste Corp

Profit & Loss Budget vs. Actual

07/22/21

Cash Basis

January through June 2021

	Jan - Jun 21	Budget	\$ Over Bud...	% of Budget
Insurance Expense				
General Liability	2,894.50	6,000.00	-3,105.50	48.2%
Workers Comp	5,853.00	5,500.00	353.00	106.4%
Total Insurance Expense	8,747.50	11,500.00	-2,752.50	76.1%
Office Supplies				
Postage	199.00	300.00	-101.00	66.3%
Quickbooks payroll system	586.58	750.00	-163.42	78.2%
Supplies	1,057.40	1,500.00	-442.60	70.5%
Total Office Supplies	1,842.98	2,550.00	-707.02	72.3%
Payroll Expenses				
Bookkeeper	6,211.12	11,825.00	-5,613.88	52.5%
Operators	36,781.60	75,712.00	-38,930.40	48.6%
Site Manager	19,321.76	37,656.00	-18,334.24	51.3%
Payroll Expenses - Other	64.70			
Total Payroll Expenses	62,379.18	125,193.00	-62,813.82	49.8%
Payroll Taxes				
Employee				
Medicare	903.56			
Social Security	3,863.51			
Employee - Other	0.00	8,720.00	-8,720.00	0.0%
Total Employee	4,767.07	8,720.00	-3,952.93	54.7%
Employer				
CSSF	34.67			
FUI	208.64			
ME-UC	418.08			
Employer - Other	0.00	1,090.00	-1,090.00	0.0%
Total Employer	661.39	1,090.00	-428.61	60.7%
Total Payroll Taxes	5,428.46	9,810.00	-4,381.54	55.3%
Professional Fees				
Annual Report Filing Fee	35.00	85.00	-50.00	41.2%
Audit	0.00	3,400.00	-3,400.00	0.0%
Dues, Fees and Memberships	824.00	1,100.00	-276.00	74.9%
Legal	6,318.00	4,000.00	2,318.00	158.0%
Total Professional Fees	7,177.00	8,585.00	-1,408.00	83.6%
Repair & Maintenance				
Building	422.01	2,000.00	-1,577.99	21.1%
Equipment	2,596.34	9,500.00	-6,903.66	27.3%
Grounds	1,690.60	1,500.00	190.60	112.7%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Total Repair & Maintenance	4,708.95	18,000.00	-13,291.05	26.2%
Training	0.00	400.00	-400.00	0.0%
Utilities				
Electricity				
Electricity new building	833.98			
Electricity old building	1,469.77			
Electricity shed	137.74			
Electricity - Other	0.00	4,000.00	-4,000.00	0.0%
Total Electricity	2,441.49	4,000.00	-1,558.51	61.0%
Internet	201.36	500.00	-298.64	40.3%

5:50 PM

07/22/21

Cash Basis

Owls Head South Thomaston Thomaston Solid Waste Corp
Profit & Loss Budget vs. Actual
January through June 2021

	<u>Jan - Jun 21</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Septic disposal fee	900.00			
Septic 1000 tank	600.00			
Septic 1500 tank	1,000.00			
Septic - Other	0.00	8,000.00	-8,000.00	0.0%
Total Septic	<u>2,500.00</u>	<u>8,000.00</u>	<u>-5,500.00</u>	<u>31.3%</u>
Telephone	629.39	1,000.00	-370.61	62.9%
Total Utilities	<u>5,772.24</u>	<u>13,500.00</u>	<u>-7,727.76</u>	<u>42.8%</u>
Total Expense	<u>276,635.44</u>	<u>592,880.33</u>	<u>-316,244.89</u>	<u>46.7%</u>
Net Ordinary Income	<u>635,195.10</u>	<u>-6,158.33</u>	<u>641,353.43</u>	<u>-10,314.4%</u>
Other Income/Expense				
Other Income				
Interest				
Capital	1,550.34			
Contingency	351.27			
Operating	170.30			
Total Interest	<u>2,071.91</u>			
Total Other Income	<u>2,071.91</u>			
Net Other Income	<u>2,071.91</u>			
Net Income	<u><u>637,267.01</u></u>	<u><u>-6,158.33</u></u>	<u><u>643,425.34</u></u>	<u><u>-10,348.0%</u></u>

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

OHSTT Solid Waste Board of Directors

Approved Minutes

Thursday, July 22, 2021

Present: Bruce Colson (OH), Gordon Connell (ST), Walter Reitz (ST), Gordon Page (OH), Zel Bowman-Laberge (T)

Absent: Ronnie Porter (T)

Guests:

7:00 PM Meeting called to order.

Gordon Page motioned to accept the minutes from June 24, 2021 as amended. Zel Bowman-Laberge seconded.

Bruce Colson motioned to table the minutes from June 24, 2021. Walter Reitz seconded. All in favor.

The Board discussed the Press release regarding the ecomaine event at the facility on July 31, 2021. Gordon Page informed the Board that Davis and/or Tess from ScrapDogs will attend the event.

Gordon Page informed the Board he was still researching the hazardous waste disposal options.

Gordon Connell motioned to accept the December 31, 2021 Annual Audit. Zel Bowman-Laberge seconded. All in favor.

The Board discussed an unemployment claim.

Bruce Colson motioned to appeal the unemployment claim. Walter Reitz seconded. All in favor.

Bruce Colson informed the Board, he still has had no contact from Chris Snowdeal (CES). Bruce Colson reported that he and Gordon Connell authorized Patrick Mellor to contact Chris Snowdeal by telephone and follow up with a letter.

Gordon Connell informed the Board that the Personnel Committee recommended a stipend of \$122.56 per week be paid to the Acting Facility Manager until the position has been filled. The Board discussed the recommendation.

Gordon Page motioned to compensate David MacNeill a stipend of \$3.83 per hour over his current wage retro active from June 7, 2021. Zel Bowman-Laberge seconded. All in favor.

Gordon Connell informed the Board he is still working on an ad for the Facility Manager's position.

Owls Head, South Thomaston, and Thomaston



Solid Waste Corporation

Bruce Colson informed the Board the scale was being delivered on August 10, 2021. the Board discussed options of where to store it. Zel Bowman-Laberge will contact Thomaston Public Works for possible storage.

The facility Manager's Report was reviewed and discussed.

The Bookkeeper's Report was reviewed and discussed.

Gordon Page motioned to expend up to \$150.00 for Carbonite. Zel Bowman-Laberge seconded. All in favor.

Warrants were reviewed and signed.

Gordon Page motioned to accept the signed warrants. Zel Bowman-Laberge seconded. All in favor.

Zel Bowman-Laberge informed the Board, a Thomaston resident inquired about the handicap provisions.

Gordon Page motioned to adjourn. Zel Bowman-Laberge seconded. All in favor.
8:52 PM Meeting adjourned.

Next meeting: August 26, 2021

Respectfully submitted,

Heather-Rae Steeves
Recording Secretary