



TOWN OF READFIELD – Town Manager

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To: Solid Waste and Recycling Committee
From: Eric Dyer, Town Manager
Date: October 11, 2023
Subject: First Quarter Operational and Financial Update

The following points summarize Transfer Station operations during the period from July 1, 2023 through September 31, 2023.

Operations:

The information below is provided as a brief summary. More detail will be provided by Transfer Station Manager Karen Peterson.

Facility and Equipment

- We had smooth operations with the compacting equipment, but did see some minor guardrail damage, which was repaired. The guardrails have also been repainted.
- The backhoe blew a main hydraulic hose in early October (outside of this reporting period, but worth mentioning). We fortunately did not see any operational impacts.

Personnel

- Summer hours went well and we did not have any staffing issues.
- Staffing at the Transfer Station was a challenge during the last month of the quarter however. We had our primary attendant out for half of his scheduled hours each day due to a claimed workplace injury. We also had our Transfer Station Manager leave three weeks ahead of schedule for a planned absence. She will be most likely remain out through the month of November.
- Our part-time employees have been able to cover the gaps.

Programming and Policy

- The Household Hazardous Waste collection day on July 9 was easily one of the most popular we've had. Working with our partner towns saved money all around, but increasing disposal costs have made the event more expensive than in years past.

Town	Budget	Units	Unit cost (\$31)	E-Waste	Set up fee	Total Cost
Belgrade	\$ 1,500.00	28	\$ 868.00	\$ 54.05	\$ 400.00	\$ 1,322.05
Fayette	\$ 1,500.00	91	\$ 2,821.00	\$ 54.05	\$ 400.00	\$ 3,275.05
Mt. Vernon	\$ 3,500.00	138	\$ 4,278.00	\$ 54.05	\$ 400.00	\$ 4,732.05
Readfield	\$ 5,000.00	154	\$ 4,774.00	\$ 54.05	\$ 400.00	\$ 5,228.05
Wayne	\$ 4,000.00	93	\$ 2,883.00	\$ 54.05	\$ 400.00	\$ 3,337.05
Total	\$ 15,500.00	504	\$ 15,624.00	\$ 270.26	\$ 2,000.00	\$ 17,894.25

- The informal policy of assisting residents with mobility needs has been implemented and working well.
- Composting is running very smoothly.
- The discontent around the end of Senior Hours has died down.
- We had to bar a single resident from using the facility for three months due to repeated unruly and dangerous behavior. This is an infrequent but serious occurrence.
- We anticipate issuing new Transfer Station stickers, differentiated by color and Town Seal for each member town, in December for use beginning in January.

Tipping and Hauling

- We signed a new contract with ecomaine in September. This agreement covers the cost and terms of tipping for Single Sort Recycling. We have an increased base cost per ton that floats based on inflation. Revenue sharing will continue but it is less favorable than in the past. Overall recycling will still cost less than landfilling.

Finances:

Transfer Station revenues and expenses are on target for the quarter. Both should be around 25-30%. We have had to work a bit harder on financial reporting due to changes in our accounting system, but complete and reliable numbers are provided in the attached report. Items of note are discussed in more detail below:

Operating Revenues

- Total Revenues stand at 30.42% of budget.
- We did not receive any recycling revenue in the quarter despite promises from ecomaine.
- Payments by partner towns are current.
- Fee collections are up relative to past years at 32.3%. Higher rates appear to be paying off.

Operating Expenses

- Operating Expenses stand at 21.87% of the budget, slightly less than anticipated.
- Wages are on track at 27.67% despite overtime and fill-in labor expenses, which reflects intentional budgeting for these areas.
- Tipping and hauling costs are all running less than expected despite similar tonnages when compared to the same quarter last year. This is attributed to cautious expense budgeting.
- Equipment O & M has not been expended, but equipment failure is more common in the colder months.
- Building O & M has been lightly utilized at just over 5%.

Fiscal Year 25 Budget

- We will need to plan for modest operating cost increases in the coming year. Conservative budgeting on expenses this year may soften the rate of increase in FY25 if trends continue.
- The Capital Budget includes \$8,618 for the final year of Lease payment for the MSW compactor. We also have \$25,000 for the replacement of our roll-off containers but this expense should be carefully considered as renting may be a better option for some or all of them. Our reserve savings are anticipated to remain at 10% of operating costs.
- We will also need to consider the long-discussed enclosure for our compactor equipment, control building, and demolition debris bins. Operating costs would be lowered but borrowing costs are the highest they have been in decades.

Expense Detail Report

July-September

FY 2023-2024

Account-----	Desc---	Current Budget	Debits	Unexpended Balance	Percent Expended
70 - SOLID WASTE					
10 - TRANSFER STATION					
10 - ADMINISTRATION					
	45 - MEMBERSHIPS	750.00	250.00	500.00	33.33%
	50 - MISC.	0.00	216.27	-216.27	-
	55 - OFFICE SUPPLIES	1,000.00	141.88	858.12	14.19%
	78 - SB Employee Recognition	0.00	296.00	-296.00	-
	80 - TRAINING & CONFERENCES	1,000.00	0.00	1,000.00	0.00%
	92 - Compost	0.00	235.00	-235.00	-
	Expense.....	2,750.00	1,139.15	1,610.85	41.42%
12 - FINANCIAL					
	15 - CREDIT CARD PROCESSING FEES	1,300.00	210.77	1,089.23	16.21%
	Expense.....	1,300.00	210.77	1,089.23	16.21%
15 - INSURANCE					
	20 - HEALTH INSURANCE	31,100.00	7,462.11	23,637.89	23.99%
	25 - HEALTH REIMBURSEMENT	3,800.00	3,424.00	376.00	90.11%
	60 - UNEMPLOYMENT	475.00	18.33	456.67	3.86%
	80 - WORKERS COMP	4,312.00	1,291.82	3,020.18	29.96%
	Expense.....	39,687.00	12,196.26	27,490.74	30.73%
20 - PERSONNEL					
	20 - FICA	8,575.00	2,325.90	6,249.10	27.12%
	30 - MILEAGE	100.00	0.00	100.00	0.00%
	40 - RETIREMENT	7,915.00	1,841.26	6,073.74	23.26%
	60 - WAGES	100,350.00	27,770.77	72,579.23	27.67%
	90 - CLOTHING ALLOWANCE	850.00	213.48	636.52	25.12%
	Expense.....	117,790.00	32,151.41	85,638.59	27.30%
25 - STIPEND					
	40 - Safety Officer	275.00	68.75	206.25	25.00%
	60 - Merit Bonus	2,220.00	1,097.77	1,122.23	49.45%
	Expense.....	2,495.00	1,166.52	1,328.48	46.75%
40 - UTILITIES					
	20 - ELECTRONIC COMMUNICATIONS	1,000.00	0.00	1,000.00	0.00%
	30 - ELECTRIC	2,750.00	589.34	2,160.66	21.43%
	60 - HEATING	1,000.00	0.00	1,000.00	0.00%
	70 - LAVATORY	1,000.00	0.00	1,000.00	0.00%
	80 - TELEPHONE	800.00	151.82	648.18	18.98%
	Expense.....	6,550.00	741.16	5,808.84	11.32%
50 - CONTRACT SERVICES					
	25 - Software/License/Support	780.00	0.00	780.00	0.00%
	80 - TS CONTAINER RENTAL	1,300.00	100.00	1,200.00	7.69%
	81 - TRANSFER STATION HAULING	42,000.00	5,469.60	36,530.40	13.02%
	82 - SINGLE SORT TIPPING	20,000.00	4,533.38	15,466.62	22.67%
	83 - DEMO TIPPING	28,000.00	4,921.48	23,078.52	17.58%
	84 - FREON DISPOSAL	2,000.00	595.00	1,405.00	29.75%
	86 - Tires	2,500.00	0.00	2,500.00	0.00%
	87 - TRASH TIPPING	100,000.00	21,674.61	78,325.39	21.67%
	88 - UNIVERSAL WASTE DISPOSAL	1,000.00	244.74	755.26	24.47%

Expense Detail Report

July-September

FY 2023-2024

Account-----	Desc---	Current Budget	Debits	Unexpended Balance	Percent Expended
	89 - WOOD & BRUSH REMOVAL	5,000.00	0.00	5,000.00	0.00%
	95 - WEB HOSTING	400.00	0.00	400.00	0.00%
	Expense.....	202,980.00	37,538.81	165,441.19	18.49%
	60 - EQUIP OPERATION, REPAIR, MAINT				
	35 - EQUIPMENT MAINTENANCE	5,000.00	0.00	5,000.00	0.00%
	74 - Personal Protective Gear	200.00	0.00	200.00	0.00%
	Expense.....	5,200.00	0.00	5,200.00	0.00%
	65 - EQUIPMENT REPLACEMENT				
	50 - TOOLS	1,500.00	0.00	1,500.00	0.00%
	Expense.....	1,500.00	0.00	1,500.00	0.00%
	70 - BUILDING O&M				
	40 - GROUNDS	500.00	0.00	500.00	0.00%
	60 - MAINTENANCE	5,000.00	229.00	4,771.00	4.58%
	70 - SUPPLIES	500.00	74.93	425.07	14.99%
	Expense.....	6,000.00	303.93	5,696.07	5.07%
	80 - PUBLIC WAYS OPERATION & MAINT				
	10 - CONTRACT SERVICES	1,000.00	0.00	1,000.00	0.00%
	80 - SIGNS/SUPPLIES	500.00	0.00	500.00	0.00%
	Expense.....	1,500.00	0.00	1,500.00	0.00%
	Division....	387,752.00	85,448.01	302,303.99	22.04%
50 - BACKHOE					
	60 - EQUIP OPERATION, REPAIR, MAINT				
	30 - FUEL/OIL	1,500.00	0.00	1,500.00	0.00%
	55 - Backhoe	1,500.00	27.53	1,472.47	1.84%
	Expense.....	3,000.00	27.53	2,972.47	0.92%
	Division....	3,000.00	27.53	2,972.47	0.92%
	Department..	390,752.00	85,475.54	305,276.46	21.87%

Revenue Detail Report

July-September

FY 2023-2024

Account-----	Desc---	Current Budget	Credits	Unexpended Balance	Percent Expended
70 - SOLID WASTE					
	7010 - TRANSFER STATION FEES	63,000.00	20,346.65	42,653.35	32.30%
	7023 - TS RECYCLABLES - METAL	18,000.00	4,701.30	13,298.70	26.12%
	7025 - TS RECYCLABLES - OTHER	500.00	294.00	206.00	58.80%
	7040 - Commrcial Haulers Permits	300.00	0.00	300.00	0.00%
	7050 - TS GRANTS	1,500.00	0.00	1,500.00	0.00%
	Department..	83,300.00	25,341.95	57,958.05	30.42%