



TOWN OF READFIELD – Town Manager

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To: Solid Waste and Recycling Committee
From: Eric Dyer, Town Manager
Date: January 24, 2024
Subject: Second Quarter Operational and Financial Update

The following points summarize Transfer Station operations during the period from October 1, 2023 through December 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

- No major facility issues occurred during the quarter.
- The backhoe blew a main hydraulic hose in early October which was repaired without any operational impacts.
- The light and warm winter weather during the quarter made facility maintenance easier.

Personnel

- Our Transfer Station Manager was on planned leave for part of October and November and we saw unplanned time off from our primary attendant during and after the Manager's absence.
- Our part-time employees and Maintenance staff were able to cover the gaps but there was some minor impact on maintenance operations.
- Staffing levels remain under where they need to be for reliable coverage given our sick and vacation time liabilities.

Programming and Policy

- The pre-Christmas storm resulted in increased brush at the facility which was ground in mid-January along with the existing pile.
- New Transfer Station stickers, differentiated by color and Town Seal for each member town, are ordered and should be available in early February. Readfield will be using the sticker for access to both the Transfer Station and our Town Beach.

Tipping and Hauling

- We have received notice of cost increases from Waste Management and expect similar increases from other vendors.
- We have seen less tonnage from the MSW compactor since the hydraulic "overdrive" element was removed several months ago. We are still able to get satisfactory compaction.

Finances:

Transfer Station revenues and expenses are on target for the quarter. Both should be around 50%. Items of note are discussed in more detail below:

Operating Revenues

- Total Revenues stand at 45.9% of budget.
- We received very modest recycling revenue of \$585.45 in the quarter.
- Payments by partner towns are current.
- Fee collections are up relative to the budget at 55.57%. Higher rates are the main reason for this improvement.

Operating Expenses

- Operating Expenses stand at 45.94% of the budget, slightly less than anticipated.
- Wages are within tolerance at 51.36% of the budget despite overtime and fill-in labor expenses, which reflects intentional budgeting for these areas.
- Tipping and hauling costs are all running close to budget.
- Equipment O & M has been expended for safety equipment but actual equipment costs will accrue in Q3.
- Building O & M has been lightly utilized at 10.51% but spring repairs will accelerate the use if these funds.

Fiscal Year 25 Budget

- Proposed budget numbers are included with the Q2 financial report, and supplemented with our familiar cost breakdown sheet. New State Valuations are uniform for all three towns and have not changed the relative share of expenses and revenues.
- We are planning for modest operating cost increases in the coming year but revenues are essentially flat, resulting in a 7.2% projected net increase at the moment.
- The Capital Budget includes \$8,618 for the final year of Lease payment for the MSW compactor. We also have \$25,000 scheduled for the replacement of our roll-off containers but I am recommend we continue to rent and keep the funds in reserve. The current unaudited reserve balance is approximately \$60,000. Our budgeted reserve savings for FY25 are set to remain at 10% of operating costs.
- An initial build estimate by H.E. Callahan for a canopy structure at the Transfer Station came in at \$750,000. We may be able to change the scope of the project but I do not believe at this time that there is enough long-term value to proceed with this kind of structure, but do recommend we look at a smaller shed style cover for the Single Sort compactor and revisit canopy or other movable covers for the roll-off demolition containers.

Operating Expense Detail Report

July - December

FY 2023-2024

Account-----	Desc---	Current Budget	Debits	Unexpended Balance	Percent FY25 Expended	Budget
70 - SOLID WASTE						
10 - TRANSFER STATION						
10 - ADMINISTRATION						
	45 - MEMBERSHIPS	750.00	250.00	500.00	33.33%	750.00
	50 - MISC.	0.00	216.27	-216.27	-	0.00
	55 - OFFICE SUPPLIES	1,000.00	155.86	844.14	15.59%	500.00
	78 - SB Employee Recognition	0.00	296.00	-296.00	-	50.00
	80 - TRAINING & CONFERENCES	1,000.00	0.00	1,000.00	0.00%	1000.00
	92 - Compost	0.00	290.00	-290.00	-	500.00
	Expense.....	2,750.00	1,208.13	1,541.87	43.93%	2,800.00
12 - FINANCIAL						
	15 - CREDIT CARD PROCESSING FEES	1,300.00	446.86	853.14	34.37%	1000.00
	Expense.....	1,300.00	446.86	853.14	34.37%	1000.00
15 - INSURANCE						
	20 - HEALTH INSURANCE	31,100.00	12,436.85	18,663.15	39.99%	38,300.00
	25 - HEALTH REIMBURSEMENT	3,800.00	3,605.15	194.85	94.87%	3,400.00
	60 - UNEMPLOYMENT	475.00	18.33	456.67	3.86%	424.00
	80 - WORKERS COMP	4,312.00	2,399.49	1,912.51	55.65%	4,661.00
	Expense.....	39,687.00	18,459.82	21,227.18	46.51%	46,785.00
20 - PERSONNEL						
	20 - FICA	8,575.00	4,255.16	4,319.84	49.62%	8,932.00
	30 - MILEAGE	100.00	0.00	100.00	0.00%	100.00
	40 - RETIREMENT	7,915.00	3,137.91	4,777.09	39.65%	8,198.00
	60 - WAGES	100,350.00	51,540.65	48,809.35	51.36%	108,561.00
	90 - CLOTHING ALLOWANCE	850.00	476.47	373.53	56.06%	850.00
	Expense.....	117,790.00	59,410.19	58,379.81	50.44%	126,641.00
25 - STIPEND						
	40 - Safety Officer	275.00	137.50	137.50	50.00%	275.00
	60 - Merit Bonus	2,220.00	1,097.77	1,122.23	49.45%	2,327.00
	Expense.....	2,495.00	1,235.27	1,259.73	49.51%	2,602.00
40 - UTILITIES						
	20 - ELECTRONIC COMMUNICATIONS	1,000.00	0.00	1,000.00	0.00%	1,000.00
	30 - ELECTRIC	2,750.00	1649.92	1,100.08	60.00%	3,500.00
	60 - HEATING	1,000.00	135.21	864.79	13.52%	1,000.00
	70 - LAVATORY	1,000.00	450.00	550.00	45.00%	1,000.00
	80 - TELEPHONE	800.00	309.24	490.76	38.66%	700.00
	Expense.....	6,550.00	2544.37	4,005.63	38.85%	7,200.00

Operating Expense Detail Report

July - December

FY 2023-2024

Account-----	Desc---	Current Budget	Debits	Unexpended Balance	Percent Expended	FY25 Budget
50 - CONTRACT SERVICES						
	25 - Software/License/Support	780.00	0.00	780.00	0.00%	500.00
	80 - TS CONTAINER RENTAL	1,300.00	625.00	675.00	48.08%	1300.00
	81 - TRANSFER STATION HAULING	42,000.00	17,221.10	24,778.90	41.00%	40,000.00
	82 - SINGLE SORT TIPPING	20,000.00	10,522.98	9,477.02	52.61%	25,000.00
	83 - DEMO TIPPING	28,000.00	11,271.00	16,729.00	40.25%	25,000.00
	84 - FREON DISPOSAL	2,000.00	1122.00	878.00	56.10%	2,500.00
	86 - Tires	2,500.00	564.00	1,936.00	22.56%	2,000.00
	87 - TRASH TIPPING	100,000.00	49,826.43	50,173.57	49.83%	105,000.00
	88 - UNIVERSAL WASTE DISPOSAL	1,000.00	615.34	384.66	61.53%	1,000.00
	89 - WOOD & BRUSH REMOVAL	5,000.00	0.00	5,000.00	0.00%	6,000.00
	95 - WEB HOSTING	400.00	400.00	0.00	100.00%	400.00
	Expense.....	202,980.00	92,167.85	110,812.15	45.41%	208,700.00
60 - EQUIP OPERATION, REPAIR, MAINT						
	35 - EQUIPMENT MAINTENANCE	5,000.00	1512.00	3,488.00	30.24%	5,000.00
	74 - Personal Protective Gear	200.00	33.18	166.82	16.59%	200.00
	Expense.....	5,200.00	1545.18	3,654.82	29.72%	5200.00
65 - EQUIPMENT REPLACEMENT						
	50 - TOOLS	1,500.00	0.00	1,500.00	0.00%	1,000.00
	Expense.....	1,500.00	0.00	1,500.00	0.00%	1,000.00
70 - BUILDING O&M						
	40 - GROUNDS	500.00	0.00	500.00	0.00%	500.00
	60 - MAINTENANCE	5,000.00	467.49	4,532.51	9.35%	3,000.00
	70 - SUPPLIES	500.00	162.85	337.15	32.57%	500.00
	Expense.....	6,000.00	630.34	5,369.66	10.51%	4,000.00
80 - PUBLIC WAYS OPERATION & MAINT						
	10 - CONTRACT SERVICES	1,000.00	0.00	1,000.00	0.00%	1,000.00
	80 - SIGNS/SUPPLIES	500.00	0.00	500.00	0.00%	500.00
	Expense.....	1,500.00	0.00	1,500.00	0.00%	1,500.00
	Division....	387,752.00	177,648.01	210,103.99	45.81%	407,428.00
50 - BACKHOE						
60 - EQUIP OPERATION, REPAIR, MAINT						
	30 - FUEL/OIL	1,500.00	103.96	1,396.04	6.93%	1,500.00
	55 - Backhoe	1,500.00	1752.85	- 252.85	116.86%	2,500.00
	Expense.....	3,000.00	1856.81	1,143.19	61.89%	4,000.00
	Division....	3,000.00	1856.81	1,143.19	61.89%	4,000.00
	Department..	390,752.00	179,504.82	211,247.18	45.94%	411,428.00

Operating Revenue Detail Report

July - December

FY 2023-2024

Account-----	Desc---	Current Budget	Credits	Uncollected Balance	Percent Collected	FY25 Budget
70 - SOLID WASTE						
	7010 - TRANSFER STATION FEES	63,000.00	35,135.62	27,864.38	55.77%	65,000.00
	7023 - TS RECYCLABLES - METAL	18,000.00	7,550.40	10,449.60	41.95%	15,000.00
	7025 - TS RECYCLABLES - OTHER	500.00	302.00	198.00	60.40%	500.00
	7026 - TS RECYCLABLES - SINGLE SORT	0.00	585.45	-585.45 -		1,000.00
	7040 - Commrcial Haulers Permits	300.00	200.00	100.00	66.67%	400.00
	7050 - TS Grants	1,500.00	0.00	1,500.00	0.00%	0.00
	- TS Readfield Share	130,191.17	57,475.43	72,715.74	44.15%	138,380.83
	- TS Fayette Share	78,009.94	34,439.12	43,570.82	44.15%	85,147.52
	- TS Wayne Share	99,250.90	43,816.79	55,434.11	44.15%	105,999.65
	Department..	390,752.00	179,504.81	211,247.19	45.94%	411,428.00

Capital Reserve Revenue Detail Report

July - December

FY 2023-2024

Account-----	Desc---	Current Budget	Credits	Uncollected Balance	Percent Collected	FY25 Budget
99 - SOLID WASTE						
	7050 - TS Fayette Share	7,801.00	3,250.42	4,550.58	41.67%	8,514.75
	7051 - TS Wayne Share	9,925.00	4,135.42	5,789.58	41.67%	10,599.96
	7052 - TS Readfield Share	13,019.00	6,509.52	6,509.48	50.00%	13,838.08
	Department..	30,745.00	13,895.35	16,849.65	45.20%	32,952.80

Readfield Transfer Station
July 1, 2024 - June 30, 2025 (FY25) Budget Estimates

Fiscal Year 2024 Estimated:		
Gross Expenses		\$ 411,428
Gross Revenues		\$ 81,900
Net Operating Cost		\$ 329,528

Fiscal Year 2024 Estimated Net Operating and Capital Costs					
Town	2024 State Valuation	Multiplier	Operating Cost	Capital Cost (10%)	Total Cost
Readfield	\$ 429,700,000	41.994%	\$ 138,381	\$ 13,838	\$ 152,219
Wayne	\$ 329,150,000	32.167%	\$ 106,000	\$ 10,600	\$ 116,600
Fayette	\$ 264,400,000	25.839%	\$ 85,148	\$ 8,515	\$ 93,662
TOTAL	\$ 1,023,250,000	100.000%	\$ 329,528	\$ 32,953	\$ 362,481

Fiscal Year 2022 - 2023 Changes in Operating Cost				
Town	2024 Operating Cost	2025 Operating Cost	\$ Change	% Change
Readfield	\$ 129,110	\$ 138,381	\$ 9,271	7.2%
Wayne	\$ 98,898	\$ 106,000	\$ 7,101	7.2%
Fayette	\$ 79,443	\$ 85,148	\$ 5,704	7.2%
TOTAL	\$ 307,452	\$ 329,528	\$ 22,076	7.2%

Fiscal Year 2022 - 2023 Changes in Capital Cost				
Town	2024 Capital Cost	2025 Capital Cost	\$ Change	% Change
Readfield	\$ 12,911	\$ 13,838	\$ 927	7.2%
Wayne	\$ 9,890	\$ 10,600	\$ 710	7.2%
Fayette	\$ 7,944	\$ 8,515	\$ 570	7.2%
TOTAL	\$ 30,745	\$ 32,953	\$ 2,208	7.2%

Revised 1/24/24