

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, October 21, 2020

5:30 to 6:30 pm on Zoom.

Present: Amy Black, Eric Dyer, Kellie Hess, Kim King, Karen Peterson, Mark Robinson, Kathryn Mills Woodsum

Roll call and determination of quorum. Do not have a quorum.

1. Review of minutes from July 15, 2020. Moved to next meeting
2. Oral and written communications.
 - a. Readfield Transfer Station Manager report
 - i. General operations: Things are stabilizing and the issues that did arise were handled fairly well, the public was protected and no illness reported; Sunday hours were very well received, spread out the traffic across another day, increased safety by reducing traffic flow, and we need to look at having those more of the year; new compactor is working great and is a tremendous improvement to the flow of materials; the recycling compactor new operation key/button is saving a lot of time
 - ii. Recent changes: Plastic film collection is being collected again; if bringing a lot folks will bag into large bags themselves; smaller collection bags are not being as compressed now due to Covid-19; we could use a larger container to collect materials in. The committee supports Eric & Karen purchasing what collection equipment will be most useful for the station.
 - iii. Quarterly financial review: July – Sept 2020
 1. Expect about 35% in the 1st quarter of each year due to the summer season; this year revenues are 30% of budget. Only 24% of expenses out. Contract services are 27%. Equipment is at 0% so now is the time to be comfortable purchasing necessary supplies and expenses. Backhoe has had a couple of small hose issues, one was under warrantee. Facility maintenance work will take place in the Spring. Some additional lighting will be installed in the next couple of weeks. So budgeting was done well.
3. No members of the public are present.
4. Unfinished business.
 - a. Report out on Hazardous Waste Collection event at the Readfield Transfer Station, held Saturday July 25th. 8AM to Noon.
 - i. Readfield had double the volume of past years. Cost was double but that was fine. Gabe Gauvin sent a table to Eric describing the items collected that he will share. Eric would like to continue this event and have it be annual. Let's invite Vienna and Mt. Vernon to join in next year.
 - b. Discuss any progress on implementing using 'Square' for payments. None at this time. Amy will get info to Eric tonight on this.
5. New business
 - a. Discuss doing more with composting, especially food materials.
 - i. Eric says the time is now to launch this. We have small countertop bins available here already. There are grants available from the State currently and we should look into those. Karen wants to be sure it is affordable and that we

have authorization from DEP to accept food waste; currently we can accept green and brown waste. Eric will send link to Kathryn. Karen and Mike need the implementation procedures for accepting food waste. We need to

- b. Discuss the FY22 Capital and Operating Budget; preliminary amounts tentatively due on 12-18-20 (prior to our next meeting in January) and specific amounts due 2-4-21.
 - i. One more year on our hauling and tipping contracts.
 - ii. Our operating budget is good and very reliable and shouldn't change much at all.
 - iii. Need to look at maintenance issues and capital needs.
 - iv. We keep an operating reserve and a capital reserve. 32,000 begin balance, 1,500 ending balance, due to purchasing the backhoe. May ask to increase the capital contribution from 8% to 10%, Read = 8685, Wayne = 6401, Fayette = 5694 = 20780. We will need to replenish this fund so it will meet the 5-year capital plan, so looking at a 25% increase in capital only. It could be offset by increased revenues that we are seeing. Immediate next capital needs are: 2022: breakeven 2023: -10,000, 2024: breakeven, 2025: -2,000, 2026: -a lot! 2022: SwapShop building roof (50% is Transfer Station allocated, 50% is Town of Readfield). 2023: pave access loop, 2024: none, 2025: Replace open top roll-off containers and roofs over the entire container area. Mark thinks this plan is workable. Folks like the improvements and increase in services.
 - v. The fixed canopy covering would seem to make sense to do sooner. How would this improve services and decrease costs? Let's look at combining some capital needs and financing them now at low interest costs and to provide the needed improvements sooner. Eric will do this prior to our next meeting.

6. Set next agenda.

a. Future scheduled meetings:

- i. Wednesday January 20, 2021 at Readfield Town Office
 - 1. Discuss the FY22 Capital and Operating Budget
- ii. Wednesday April 21, 2021 at Readfield Town Office
 - 1. Carry over to a future date a discussion on holding composting events and school visit arrangements with Liza Bitterman from ecoMaine, due to Covid-19 pandemic.

7. Adjournment.

Attachments: Minutes from July 15, 2020

Respectfully submitted by: Kathryn Mills Woodsum

Approved: 1-20-21