

Minutes for SWRC Special Meeting 7-9-15 at Readfield Town Office 5 to 7:15 pm

Members: Aaron Chrostowsky, Mary Farnham, Stephanie Haynes, Teresa Shaw, Darcy Whittemore, and Kathryn Mills Woodsum-Chair

Members absent: Tom Dunham, Glen Hawes, and Jon Lamarche

Public: Mark Birtwell

1. Disposal costs for all demolition 1 hour 50 mins

The Readfield Select Board has asked us to consider solutions to the demo costs not matching the amounts collected from residents. They are ready to enact something and would like our input first. We should plan on developing several solutions and listing them out with our preference for the Select Board to consider.

Teresa gave us an analysis back to 2011 showing fees billed to us and fees collected. Fees are not collected to match costs, over a four-year period, for all demo and shingles. We need a solution for the towns to collect the proper fees for all demo and shingles.

We discussed this for almost 2 hours and considered all of the following recommendations multiple times, and decided the only approach worth considering was a multi-pronged one as the situation is complex in nature, and the combination of all the recommendations is needed.

The situation as we see it: "Waste materials are brought in to the site on a regular basis and are removed when the collection bins are full. Residents are required to pay for all items deposited in the bins. The monies collected match the slips written for receipts to residents and turned in to the Readfield Town Office. However, the monies collected do not nearly match the charges for disposal of the materials, consistently over a four-year period.

There is an effect of weight being added to the demo bin only due to rain and snow accumulating in the bin. A driveway barrier gate is the only protection against dumping when the site is not staffed. Evidence shows that residents are not always charged for items, for various reasons, primarily due to small quantities being brought to dispose of."

Proposed solution approach:

- 1) We need to shed light on what is occurring with the demo. Tally the total on Teresa's sheets and present to both the Readfield and Wayne Select Boards and the transfer station employees.
- 2) Pass out the Transfer Station pamphlet to all folks who register vehicles at each town office (after revision of typos and inclusion of 2-bag limit per vehicle for demo charges; partial truck fee applies after 2 bag limit.)
- 3) Covers for the demo bins, costs approved for by both towns in June 2015 at town meetings, should be ordered immediately and installed.
- 4) Refine transfer station attendant job description to include expanded workplace rules.
 - a. At least one employee must be present in the drop-off zone at all times.
 - b. Greet all customers as they enter the drop-off zone. All vehicles must see the attendant before dumping anything, whether for a fee or for free. Attendant sees everything each vehicle is bringing before anything is

dropped. Attendants stand outside all day positioned at the beginning of the unloading zone.

- c. Evaluate the load the customer is bringing, provide direction for: where to place items, what cannot go in the swap-shop, and what must be paid for.
 - d. Write bill and receipt in front of customer while monitoring placement of materials disposed of. Collect fees and provide receipt to customer.
 - e. Every placement of materials into the demo or shingles bins, clean wood waste, items with Freon, household hazardous waste, and propane tanks areas, must have a receipt written for.
 - f. Fee schedule must be posted visibly for all customers to see.
 - g. Fee schedules will be passed out to all customers during the months of July, August and September of 2015. (To assist in startup of each town office passing out with vehicle registrations.)
 - h. Lead worker of the shift will take a photo of the demo and shingles bins at opening and closing every day on town provided camera and provide to transfer station manager each Tuesday morning.
 - i. Advise workers that demo loads for all materials must match with fees collected and charges billed to the town. Employees will be shown historical data for validation of cost issues. Employees will be held accountable in the same manner as all front office employees of the town office are; i.e. all financial transactions must match up for collections and charges.
 - j. Provide employees with needed support to enact correct and reliable transactions; i.e. fees posters and brochures, signs, and security cameras, training on revised workplace rules.
- 5) Install new signage and implement new dropping procedures.
- a. Signage is outdated, worn and faded, missing, or never placed. Proper signage is key to customers using the transfer station correctly. Uniform signs in size, color and printing are the most clearly visible. Green background for free disposal, red background for pay disposal. Directional signs for improved and safe traffic flow. All signs posted prominently and in correct location.
 - b. New dropping procedure is: A transfer station employee will greet all customers as they enter the drop-off zone, where their load will be evaluated for what is being disposed of. Direction will be provided for: where to place items, what cannot go in the swap-shop, and what must be paid for. Customer will receive a bill written by the employee for all materials that require a fee, as noted on the fee schedule posted prominently, and must pay on site when billed. Customer will receive a receipt for every transaction.
- Install security cameras at the transfer station to monitor transactions between the residents and the employees as well as after-hours activity.
 - o There is no other way to secure the facility and to monitor what is deposited into the bins and disposal areas.

- o Cameras will be mounted in strategic locations to record vehicle license plates, items in disposal areas, and in the event of after hours illegal dumping the vehicles, persons and items in the area.
- o Recording equipment will be in a locked container accessible only by the transfer station manager.
- o Transfer station manager will be responsible for reviewing film weekly to spot-check for discrepancies and for review whenever a questionable event has taken place.
- o Transfer station manager will be responsible for demo load costs matching demo fees collected. All reasonable procedures to ensure financially responsible operation of the site may be enacted.
- Costs for above items can be paid for with carry-forward transfer station funds from each town. Signage had been included in the previous two budgets, and was not purchased, thus comprising part of the carry-forward fund. A warrant article for permission to spend from carry-forward funds for signs and cameras can be written and placed on the warrant for the upcoming town meeting in August or September.
- This recommendation is for immediate implementation with an October 1st deadline for completion.

2. Signs - Update on design and placement 10 mins

Darcy visited the transfer station and discussed needs with Glenn and Mike. Kathryn also visited the transfer station, and met with the transfer station manager and the town maintenance worker. Darcy and Kathryn discussed needed signage. Kathryn designed signs and presented to the transfer station manager in June. The sign designs, as listed below, were shared with everyone in attendance.

24" x 24" Aluminum sign, 80 mil, Engineer Grade Reflective, Green background, White lettering

1 - COMMERCIAL HAULERS ONLY ON THURSDAYS

1 - METALS NO picking from pile No LP Gas Tanks, No Gas Cans, No Whole Cars

1 - GREEN COMPOSTABLE Grass clippings, Plants, Weeds

1- BROWN COMPOSTABLE Leaves, Horse Manure

1- COMPOST 2 BUCKET LIMIT

1- SAND 2 BUCKET LIMIT

1- BRUSH NO FEE  (arrow below letters)

1- LOADING ZONE  (arrow below letters)

We would like the titles in largest letter size to fit sign, and the rest in appropriate letter size for best visibility.

24" x 24" Aluminum sign, 80 mil, Engineer Grade Reflective, Red background, White lettering

1- STAY IN VEHICLE UNTIL IN UNLOADING ZONE




1- SEE ATTENDANT BEFORE UNLOADING ANYTHING
Want to have same size font as on the signs above.

24" Wide x 12" High Aluminum sign, 80 mil, Engineer Grade Reflective, Red background, White lettering

- 1- DEMOLITION \$ FEE
- 1- TIRES \$ FEE
- 1- CLEAN WOOD \$ FEE
- 1- PROPANE TANKS \$ FEE
- 1- ITEMS WITH FREON \$ FEE
- 1- SHINGLES \$ FEE


We would like all on 1 line if possible. Want to have same size font as on the signs above.

24" x 24" Aluminum sign, 80 mil, Engineer Grade Reflective, White background, Black lettering, with Black border

- 1- ENTER  (arrow below letters)
- 1- STOP TO SHOP  (arrow below letters)
- 1- RETURN TO DROP-OFF POINT  (arrow below letters)

Want to have same size font as on the signs above.

18" x 18" Aluminum sign, 80 mil, Engineer Grade Reflective, White background, Black lettering, with Black border

- 2- EXIT  (arrow below letters)
- Want to have largest size font that will fit.

24" Wide x 12" High Aluminum sign, 80 mil, Engineer Grade Reflective, Blue background, White lettering

- 1- RECYCLABLES
- 1- TRASH

Want to have largest size font that will fit.

We agreed on all signs and added two additional ones. Poles and mounting screws are also needed for most signs.

"Only Readfield and Wayne residents may leave and take items from the Swap Shop. Residents may not give items to employees." (Red, 24" x 24")

"Thank you for visiting the Transfer Station. All transactions must have a receipt. Have a nice day!" (Green, 36" x 36")

3. Swap Shop-Update from Teresa. John Parker who organized the shop died last week. 10 mins

We agreed that the Swap shop is a good thing. It's currently open whenever the transfer station is open. There should be equal access to all residents who enter the shop. The shop needs to be monitored for drop-offs so the items are appropriate. Employee resident may only use the shop on their day off or during their break. Sign needed "Residents may not give items to employees." Aaron will look into a clothing deposit bin now that we don't have John to sort the clothing. We need to advertise for volunteers for the shop. For now, either close the shop with an explanatory sign that asks for new volunteers, or have employees maintain the shop on Thursdays when the site is only open for commercial haulers and they are in-between drop-offs.

4. Paving of the previously paved portions of the transfer station. 5 mins

Wayne will not, and really should not, pay for repaving, which a capital cost. Readfield may pay for repaving and stripping whatever they can afford. Funds were approved from the transfer station carry-forward account at the June 2015 town meeting.

5. Setting next agenda 5 mins

Items for consideration for meeting Wednesday November 4th at the Readfield Town Office

Update from transfer station manager, Promote recycling, Minutes and record keeping of same, Maintaining anecdotal records, other?

We agreed not to meet in August as we have now covered everything needed. If something were to arise in the meantime we can call an additional meeting.

Draft respectfully submitted by: Kathryn Mills Woodsum, July 10, 2015

Motion to accept Darcy, 2nded by Stephanie. Vote: 4-0 in favor. Nov. 4, 2015