



**MIDCOAST SOLID WASTE CORPORATION
BOARD OF DIRECTORS MEETING
November 20, 2024**

MEMBERS PRESENT: Keryn Laite (Chair) – Lincolville, Robyn Tarantino – Lincolville (Secretary), Alison McKellar (Vice Chair & Treasurer) – Camden, Greg N. Dorr – Camden, Sarah Smith – Hope, Crystal Robinson – Hope, William Bow – Rockport, Michael Thompson – Rockport

MEMBERS ABSENT:

REPRESENTATIVES PRESENT: David St. Laurent, MCSWC Manager

GUESTS:

Keryn Laite, Chair, called the meeting to order at 6:40 pm.

Chair Laite opened the meeting and noted that Bill Bow was attending the meeting via zoom link.

1. REVIEW AND APPROVAL OCTOBER 23, 2024, MEETING MINUTES:

Chair Laite entertained a motion to approve the Board of Director Minutes of October 23, 2024. ***Smith moved to approve the minutes. Dorr seconded. Discussion followed. Smith asked that Attorney Kelly's name be corrected from Mike to Bill, and the word Vice be struck from the opening of the meeting, and a few minor spelling/grammar issues were discussed. Seeing no further discussion, Chair Laite called the motion. Motion passed. (71.57% in favor, 0 opposed, 28.44% abstentions (Thompson, Dorr and Robinson were not in attendance).***

2. PUBLIC & DIRECTOR COMMENTS:

Chair Laite recognized a member of the public that wished to speak. Acacia Woodmere, a student at Camden Hills Regional High School (CHRHS) spoke about mixed-use recycling in Camden vs. the current sorting system in place. Acacia conducted a survey for a school project around Rockport and Camden using people who have created recycling habits. The survey response supported that most area recyclers felt they would benefit from mixed use recycling. Acacia discussed how much time people devote to recycling and the questions they have about preparing the materials for recycling. Acacia noted that because people are busy there was a desire for a mixed-use recycling system. Acacia recognized that the cost of recycling has gone up in recent years and suggested a volunteer program could be instituted to assist residents with the sorting process. A second suggestion was to fundraise for the expense of changing the handling of recycling from sorted to mixed use when brought to the facility. Additionally, she suggested there was a need for a pamphlet to assist people on how to recycle and what can be recycled. Smith thanked Acacia for her email communications and discussed forms that are already available at MCSWC, adding that these could be better distributed throughout the town.

McKellar will forward copies of these documents to Acacia. St. Laurent added that staff is available on the recycling line to assist people daily. McKellar clarified that mixed use recycling is the same as single stream which has been discussed many times over the years. McKellar added that the cost of single sort recycling has become expensive, supporting Acacia's ideas for volunteers and that continuing to think about these ideas would be a good path and invited Acacia to continue looking at further options. Laite discussed that the current meeting agenda will include issues such as recycling during goal setting for the facility. Laite supported the idea of students coming to board meetings and sharing their passion for these subjects and welcomed the input they might provide. Smith added that volunteers would need to be trained in safety issues while on site and thought beginning with one material might be helpful or setting up off site sorting as an option. McKellar added that high valued materials should be part of the conversation and suggested the public might want to know what did the most good if they cannot do it all. St. Laurent cautioned residents that giving your recycling to someone collecting it for a fee noting that sometimes that material actually ends up in the landfill and not recycled. He suggested that residents should focus on setting up a home recycling system as the best solution and provided an example. St. Laurent supported having a workshop to look at ways to collect recycling in different situations like a house vs. apartment living. Tarantino and other board members shared personal recycling methods as well. McKellar stated that a volunteer group could be part of the solution for the students interested and agreed to keep communicating with Acacia. Chair Laite thanked Acacia for presenting to the Board the results of her school project.

DIRECTOR COMMENTS:

Thompson asked for clarification on cleaning recycling containers, such as peanut butter jars. St. Laurent discussed how glass separated in recycling is used for other purposes noting that there is limited or no market for glass in New England but keeping it from the waste stream is a good thing. St. Laurent suggested that promoting the value of certain materials for recycling or managing fewer categories of material could be included in the workshops and goal setting going forward.

Chair Laite requested a brief Manager's update be given by St. Laurent. The change was accepted.

3. MANAGERS UPDATE:

St. Laurent informed the membership that the FY24 Audit for MCSWC was underway and had begun on November 7, 2024.

St. Laurent received information that an investigation into a possible lawsuit for a personal injury that occurred at the facility where our sheetrock is taken determined that MCSWC has no liability in the accident. MCSWC owns the sheetrock can involved with the accident, but as MCSWC does not maintain the can, there is no liability.

St. Laurent reported a concern that a break-in at the gatehouse occurred 3 weeks ago over the weekend. Entry was made through a window and although cameras had been installed a clear picture was unavailable as the culprit's face was covered well. Only a small amount of dog biscuit money was taken, and the police were notified.

On October 30, 2024, the Maine Department of Environmental Protection (DEP) did an on-site inspection of the landfill. Chair Laite asked what will come from this inspection. St. Laurent explained a report will follow from the DEP, which St. Laurent expects to be mostly favorable but if there are findings from the inspection, any corrections needed will be listed in the report. St. Laurent will make any corrections necessary, and the work done will be included in the annual report sent to the DEP. Bow asked if the inspection encompassed the whole facility. St. Laurent explained that the transfer station gets a separate inspection which took place last year and there was only one correction regarding universal waste housekeeping which was very minor. St. Laurent will follow up with the membership when he receives the report.

On November 21, 2024, a meeting will be held with the Maine Municipal Insurance loss control agent assigned to the facility. This meeting will focus on safety and a review of the facility. St. Laurent will follow up with the membership when he receives feedback. An employee hurt his finger while working a couple of weeks ago, they had no lost time and have returned to work with no restrictions.

St. Laurent reported on the continuing well development work. Today, the well installer flushed the well to make sure it would produce water and found there was good connectivity to our aquifer. McKellar was able to get drone pictures and share them with the board. One shows the well producing a geyser. Work on the extra piece of casing to bring it to grade; the piping and electrical work for automation will now be brought over to the newly constructed well, and the time estimate is several more weeks for that work.

4. GOAL SETTING DISCUSSION:

St. Laurent opened the goal setting discussion noting that he focuses on where to spend time and resources to be most effective. As Manager, he highlights the needs of the facility; the Board provides input about what they would like to have happen at the facility, and between the two a combined set of priorities and goals can be set. St. Laurent noted the budget has not had an increase in four years and reserve funds have funded equipment and been replenished in that time. Instituting a capitol plan into place will assist with future planning.

St Laurent was clear that focus is needed in the Compactor Area as a priority. The facility is required by law to handle the MSW of the towns, and the waste disposal area equipment needs replacing. Funds are allocated in the current budget to begin the process. St Laurent presented how a more efficient hauling system for disposal of MSW and hauling would lower costs. A comprehensive look at the equipment is overdue but as this work is related to the budget, a discussion on how costs could affect assessments or fees may be needed.

St. Laurent would like to review the naming of the committees to analyze and create committees that are more related to the work that needs to be done. McKellar added background on the written By-Laws expressing to the board that updates or clarification recommendations to the document can be done at the board level. McKellar discussed how the Inter Local Agreement, as written, includes outlines for

when voting by the residents of the four towns is needed. Areas of the document need housekeeping to create a document that can be better interpreted. Chair Laite added the Interlocal Agreement can only be changed if the four towns agree, by voting, to change it, and agreed with McKellar that the By-Laws are able to be changed by the Board and that includes committee designations and assignments. This work on guiding documents would begin with the Governance Committee. Laite questioned if committees could be combined and a review of the current role of ex-officio's updated to match how the Manager and Board of Directors address oversight of the facility today.

St. Laurent agreed that committees need better explanation of their directive and how best to focusing on current issues and work with the Manager when needed. A lengthy discussion of the current committees and the work they are tasked with took place. A discussion on the need to have critical capital planning developed and put into place was held. Smith asked if there might be personnel in the towns that could work on finding grant funds for help with financing some goals. Chair Laite expressed that the details of what the facility needs would be the first step to working toward what financing needs to be covered. St. Laurent agreed and described a new process that could lead to better decision making and presentation to the board of what the facility needs in the future regarding equipment and management of the facility. St. Laurent cited better planning will reduce the need to react to situations which inevitably costs the company more. Laite agreed adding that St. Laurent has turned MCSWC from being in crisis mode to bringing attention to things the facility needs and presenting these needs to the Board has improved.

St. Laurent suggested developing two committees Finance and Capital Planning and continuing the Governance Committee which will help with the needed document reviews. Capitol Planning and Finance would look at a few items that need attention or investment and then that work will be incorporated into the budget process.

Smith requested that initial information for equipment replacement include what money is available or needed and then following the review of equipment having the Manager set a five-year plan to assist with the budget.

St. Laurent added that setting the budget this year for FY26 he will be developing a "bridge budget" to begin the process of what can be included next year for budgeted improvements. St. Laurent asked that the Finance Committee assist with the FY26 budget and then it transitions into a committee that begins to work with the Capital & Strategic Planning Committee to look toward setting resources in the FY27 budget and assisting with presenting information to the board. These two committees may eventually work as one.

Further discussion followed on the role of the committees and what work individual board members felt they would be best suited for. McKellar added that Manager recommendations should drive the direction on what is helpful for Committees and the Board to begin working on. Bow suggested that the Managers list of needs and the Board list on what it would like to see happening at the facility would be combined to see what makes sense and how to best move the work forward. St. Laurent agreed committee work is important and added that the goals should be narrowed to a short list because overdoing, or having too many goals, can lead to an inability to complete all the goals.

Chair Laite recognized Smith’s request to be placed on the Capital & Governance Committee. A brief discussion on the time commitment and responsibility of members assigned to the Personnel Committee was held. In addition to being “on call” for staff personnel matters, members of the Personnel Committee will review the upcoming Union Contract which is produced and developed by the Manager prior to board approval. The committee will also choose the criteria for a document to complete a review for the Managers job performance and then execute the annual review. The Manager will complete employee reviews.

The following Committees were set for Fiscal Year 2024-2025

<p>Finance Committee</p> <p>Alison McKellar – Camden Robyn Tarantino – Lincolnville Bill Bow – Rockport Keryn Laite – Lincolnville David St. Laurent – Manager</p>	<p>Governance Committee</p> <p>Alison McKellar – Camden Mike Thompson – Rockport Crystal Robinson – Hope Greg N. Dorr – Camden David St. Laurent – Manager</p>
<p>Strategic & Capital Planning Committee</p> <p>Alison McKellar – Camden Mike Thompson – Rockport Sarah Smith – Hope Keryn Laite – Lincolnville David St. Laurent – Manager</p>	<p>Personnel Committee</p> <p>Greg N. Dorr – Camden Sarah Smith – Hope Keryn Laite – Lincolnville David St. Laurent – Manager (as needed)</p>

Discussion continued:

Tarantino asked if Dave had goals in his mind like topics mentioned during the recent site tour and his opening thoughts on goals. St. Laurent agreed that he has ideas of what he feels the facility needs; and will work on them within the committees.

St. Laurent will continue to occasionally bring guests to help educate the board on what is needed. Board members spoke about ideas they had for future board discussions and agreed recycling would be one of those topics. Tarantino asked that developing an education module for the schools be included as a topic. McKellar discussed using funds allocated in the budget to fund small group proposals; perhaps starting with Acacia’s project if students were interested. A group known as Waste Watch was an example of this kind of community work approved by past boards. Laite agreed that educating students would get more traction, bringing information they learn to individual households to help increase recycling.

5. ADJOURN:

Chair Laite entertained a motion to adjourn the meeting at 8:27 p.m. Sarah Smith moved to adjourn the meeting. Robinson seconded. No discussion. Motion passed. (100% in favor, 0 opposed)

Respectfully Submitted,

Beth Kwiatkowski
Recording Secretary

If there are any questions regarding the decisions made at the meeting, please refer to the meeting video found at www.youtube.com/TownofCamdenMaine

SCHEDULED MEETINGS:

Postponed to January 29, 2024

January 22, 2025, Regular Board Meeting - 6:30 p.m., John French Jr. Conference Room – Camden Town Office