

Town of Waldoboro, Maine
Transfer Station Committee Meeting Agenda
Municipal Building - 1600 Atlantic Highway
Thursday December 13, 2012 – 7:00 p.m.

1. Sign in and Call to Order
2. Determination of the presence of a Quorum

Present at the meeting were:

Randy Robbins, Cushing Resident
Bubba Thompson, Friendship Selectman (Alternate)
John E. Meyn, Friendship Resident
Terry Gifford, Hauler Alternate
Will Payson, Cushing Selectman
Ted Wooster, Waldoboro Selectman
Bob Butler, Waldoboro Resident

The above members present constituted a quorum

Also present were John Spear, Waldoboro Town Manager; Monika Magee, Cushing Alternate; Alan Magee, Cushing Resident; John Higgins, Waldoboro Alternate; John Daigle, Waldoboro Head of DPW Head; and Al McKay, Transfer Station Operator.

Liz Dinsmore and Bruce Prior were absent.

3. Review minutes of November 8th meeting.

Ted Wooster moved and Randy Robbins seconded that the committee approve the minutes of the November 8, 2012 meeting as written. All voting members in attendance voted in favor.

4. Public Comments for Items not on the Agenda

John Spear and Bob Butler introduced Al McKay, Transfer Station Operator.

5. Introduce Victor Parrish, Creative Information Systems, to discuss Software, Scales and other topics

Victor Parrish was unable to attend the committee meeting in person. He participated, instead, in a telephone conference call and responded to questions the committee members posed.

Bob Butler: What is the value of the information your software produces?

Response: The value of the information is driven by the type of business that uses it. As regards municipal transfer stations, the software helps on many different levels, from determining the efficiency of the solid waste facility to tracking the types and weights of

materials coming to and leaving from the facility to help to determine the most effective use of personnel and material resources.

Randy Robbins: What is the cost of the software?

Response: Prices range from \$5000 to start, to as much as \$250,000. The average is \$12,000 to \$15,000. One software license could suffice for up to 5 computers.

A typical system could require a person to operate the scale and another person to enter data into the system for transactions that do not involve the scale.

The software is modular. It can grow as needs evolve. For example, it supports image capture. Some stations scan the bar codes on drivers' licenses to ensure the user is from one of the towns that operate the station. The scanner connects to a USB port and requires a driver to interface with the computer.

Likewise, the software can interface with Excel, permitting data downloads, which can then be analyzed. Such data could point to when the station is busiest and when there are slack periods, possibly permitting more efficient use of manpower. The system can track who brings materials in and can categorize the materials.

Ted Wooster: How many people are needed to ticket in-coming weights and manage the software. How much detail do you need?

Response: Weight tickets can be issued very quickly. The software is compatible with all truck scales.

John Meyn: Does the system have auto read capability?

Response: Yes. It reads just like EZ pass does. It uses the exact same antenna as EZ Pass. Autoread would be okay for commercial vehicles, but non-commercial users would very likely have a problem paying the fees for the auto read tags, which can cost \$10 each.

Monika: Is there no licensing fee?

Response: No. You pay for the software, and that's it. Annual support costs 20% of the cost of the software, and it's optional. If the purchaser does not want to purchase a support package, the company does offer per incident support.

The company up-dates the software very frequently, often at least once a month, in response to specific requests from customers. If one subscribes to annual support, the up-dates are free.

The programs are written in Visual C++ and Visual Basic. The database is Microsoft Sequel and is written in plain English. Customers with the expertise can update the software themselves.

If one purchases the software and does not purchase the support package, but decides in subsequent years to purchase support, the "True-up Program" applies. Assuming, for example, a three-year period between the software purchase and the decision to purchase the support package, the cost of purchasing "True-up Software" would be equivalent to the three years of support and maintenance missed.

Creative Information Systems sells its software all over the world. On-site training is not required; all training can be done on-line. CIS recommends staggering training hours. People absorb the training more quickly. About 20 hours of training is required to make

one conversant with the software. It is not uncommon for users to experience computers for the first time using CIS software.

CIS can set up training sessions at the Waldoboro Town Office and anywhere else that has access to a phone line or computer cable.

John Meyn/Bob Butler: Can you refer us to transfer stations that use your software? What about hardware recommendations?

Response. Augusta is a long-standing customer. Rockland is a customer. CIS provides minimum hardware specifications. CIS usually recommends Dell computers. CIS will sell appropriately configured Dells with pre-installed software.

Virtually every scale connects to CIS software using an RS232 port.

Emery Winslow scales have hydrostatic load cells, which cost more but are the only way to go. They are impervious to lightning and rodents and are guaranteed for life against water and lightning damage. CIS does not recommend electronic scales, which are far less expensive than hydrostatic scales. CIS believes one should spend the money up front to ensure the purchase of a long-lasting asset.

Monika: How much service comes with the first year?

Response: If a service contract is purchased, the support is unlimited.

Committee members thanked Mr. Parrish for taking the time to answer their questions

6. Discuss possible attendance of Transfer Station Operator at (some) Transfer Station Committee Meetings.

John Spear has confirmed that the Transfer Station Operator will be attending Transfer Station meetings.

7. Developments concerning Pine Tree Engineering Study

Pine Tree has requested another outlay (\$3,500) for a more detailed CDD pad study. DEP has indicated a preference for the 100-foot setback but not turned down the request for a variance. DEP wants more details and a justification to support the request for the variance.

John Daigle reports that Pine Tree has already put in substantial time on the project and needs the additional \$3,500 to put together a more specific plan for DEP to consider.

Daigle reported that DEP is backed up with work. He emphasized that Waldoboro's history of dealings with DEP is excellent. He pointed out that without the variance, the CDD pad would cost an additional \$50,000 to construct, were the project to go forward.

Bob Butler advised his view that it was worth it to spend \$3,500 to save \$50,000 if there was a good chance DEP would approve the request for variance upon receipt of a more detailed proposal.

John Spear pointed out that the funds would have to come from the Transfer Station reserve, which requires Select Board approval.

Bob Butler requested a motion to make a recommendation to the Waldoboro Select Board.

John Meyn moved that the Transfer Station Committee recommend to the Waldoboro Select Board that it appropriate \$3,500 from the Transfer Station Reserve Fund to pay for a more detailed Pine Tree study and proposal in support of a variance request for the construction of a Construction Demolition Debris pad at the transfer station.

Randy Robbins seconded the motion. All voted in favor. (Ted Wooster abstained.)

(**Note:** In a December 18, 2012 e-mail to Bob Butler, John Spear advised as follows:

“After the Transfer Station Committee meeting of December 13th I remembered that the original \$6,700 for the Pine Tree engineering work was charged to the transfer station operating budget. For some reason I was thinking at the meeting that it had been charged to the transfer station reserve fund. In any event, after looking at the transfer station expenses to date (and consulting with John Daigle) I have decided that the \$3,500 additional amount can also be charged to the operating budget. This will allow us to give Pine Tree the go ahead to proceed right away. I wanted to inform you of this as it means that the matter will **not** be on the agenda of the January 8th select board meeting after all, as this expenditure is within my scope of authority.”

John Spear confirmed at the December 13th that he and John Daigle will complete a written presentation to firm up a budget for CDD pads, a scale, and a reconfiguration of the traffic pattern at the Transfer Station and put it by the Transfer Station Committee for their review and input.

8. Review Progress of Sub-committee for Review of Permits and Licenses and Creation of LCTV Educational Video

Monika Magee expressed her concern that current effort to put together a pilot video about recycling appear to be somewhat disjointed and wondered whether we're spinning our wheels. (The group is currently working on a piece about recycling cardboard.) Alan Magee suggested that the initial effort is really a template, which can be used to make presentations about other aspects of recycling. Ted Wooster thought Mary Ellen Crowley has the expertise to make flow, the materials Monika's group puts together.

9. Discuss MRC Dividend Announcement, Guaranteed Annual Tonnage and what kind of waste the Towns are required to send to PERC (What's the difference between "Acceptable Waste" and "All Municipal Waste")

Committee members asked about wood chips and pallets and requested John Daigle to follow up with Greg Lounder of the MRC (Municipal Review Committee) to see if PERC will accept them. Apparently PERC purchases them when it needs to.

The committee discussed the process used to determining annual Guaranteed Annual Tonnages. MRC negotiates with PERC on behalf of its members, but the bottom line is that PERC will always require a certain minimal amount of solid waste to operate its plant. Failure to supply the waste will mean that PERC will have to purchase its fuel sources from other parties. There can be a tension between efforts to maximize recycling to save on transport costs and tipping fees and PERC's need for solid waste fuel.

10. FY 2014 Budget- Will the Transfer Station Manager's position be funded?

John Spear agreed to discuss the 2013 Transfer Station's fiscal year budget with the Transfer Station Committee prior to submitting it to the Waldoboro Select Board and Budget Committee.

11. New Business - None

12. Set Date of Next Committee Meeting.

The Committee agreed by consensus to meet again on Thursday, January 8, 2013.

13. Adjournment

It was moved and seconded that the committee adjourn. All members present voted in favor.

Respectfully Submitted: Bob Butler, Chairman

Approved: Bob Butler, Chairman _____

Ted Wooster, Vice-Chairman _____

Bubba Thompson _____

Will Payson _____

Terry Gifford _____

Randolph Robbins _____

John Meyn _____