

Unity Area Recycling Center

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October 20, 2022

1. Bring Meeting to Order: Meeting brought to order at 7:15 p.m. at UARRC
2. Board Members & Alternates Present:

Michael Berry (Thorndike)	Diana Hauser (Unity)
Ross Nason (Dixmont)	Jenny Tibbetts (Jackson)
Kip Penney (Knox)	Sharon Hibbard (Montville-ALT)
Jeff Reynolds (UARRC Manager)	
3. Board Members & Alternates Absent:

Don Pendleton (Dixmont-ALT)	Paige Zeigler (Montville)
Phil Bloomstein (Freedom)	Greg Falzetta (Thorndike-ALT)
Robert Hogg (Troy)	Eli MacMakin (Freedom-ALT)
4. Approve August Minutes:

Motion to Accept, Seconded, Approved
5. Agenda Adjustments:

There was no formal agenda. The following topics were discussed.
There was a motion to Accept these agenda points, Seconded, Approved
Bookkeeping Services report
Manager's Report
Common Ground Fair Report
Financial/Upcoming Budget Proposals Discussed
6. Manager's Report:

There was a quick tour of the Warehouse before the meeting started.
The warehouse is filled to capacity with recyclables.
The week of September 6-10, we set a new single week record for customer visits with **207**. The previous record was set the first week back from our Covid hiatus, which was 203.
We have a load of plastics and tin waiting for a mill to open up to accept it.
The week of October 4-8 we again broke the single week record for customer visits with **214**.

October 19th we shipped a load of OCC (corrugated cardboard) for 42,011 pounds.
Monday October 24th we are moving 22 pallets of crushed glass outside, to be lined up along the storage container in order to create room in the warehouse.
Tuesday October 25th we are shipping a load of electronics.

It was mentioned that the heater in the back office no longer functions.
This opened up discussions on how to finance a new one plus budget questions for next budget year.

7. Financial Report and discussions:

There were questions about the budget & the audit.

Audit went well. Electricity costs were explained & accounted for.

We need to plan for a new roof, as well as a new heater.

Budget vs. Actual Financials were looked at. Our budget % is at 56.6%. We are at the halfway point in our budget.

Looking at building maintenance & contingency budget lines.

A Motion was made, Seconded and Approved to move \$1800 from building maintenance to contingency

8. Discussion on 'memberships'.

Should there be more promotion of memberships?

Are our fees too low or too high? for households and/or businesses?

Are there certain items we want to promote over others?

9. Common Ground Fair report

Our presence promoted the Center, generated good will and conversations about recycling.

Diana wishes to thank all those Board members who stopped by, engaged with Fair attendees and helped set up the tent & display

10. Bookkeeper Services

a Motion was made, Seconded & Approved that we hire a bookkeeper

Bookkeeper would be an employee of the Center (as opposed to a contractor)

Position would be 1 hour a week at \$15.00 an hour. Money would come

(for now) from contingency until new Budget is approved and then it is part of regular payroll

Board approves the hiring, but the personnel committee does the hiring and outlines duties and responsibilities. This needs to be done soon so the Budget Committee can work it into the new budget.

The new hire needs to be a 'signature' on checks

11. Dixmont News

Ross reported that the town of Dixmont is having a special town meeting to decide whether to improve its transfer station or go 'curbside pickup' or use UARRC for recycling or go with another source

Ross & Don will be working with the town to support the use of the UARRC, but its membership may be in question

12. Discussion of PR materials or packets to take to towns & give to new Board members

There is also the idea of putting up cards in town offices detailing the fact that memberships are available

13. Wrap Up and Assignments:

Budget Committee to meet

Personnel Committee to meet, setting groundwork for hiring new Bookkeeper

Agenda for meetings needs to be decided and posted a minimum of a week in advance

This is a public meeting and proper notice must be given

Look for welcome packets or PR materials

14. Adjournment:

a Motion to Accept, Seconded, Approved to adjourn at 9:00 p.m.

15. Minutes Submitted:

Diana Hauser (Unity) UARRC Secretary