

Unity Area Regional Recycling Center

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February 16, 2023

1. Bring Meeting to Order: Meeting brought to order at 7:03
a ZOOM meeting conducted by Acting Chair - Phil Bloomstein
2. Board Members and Alternates Present:

Diana Hauser (Unity)	Phil Bloomstein (Freedom)
Sharon Hibbard (Montville-ALT)	Michael Berry (Thorndike)
Greg Falzetta (Thorndike-ALT)	Jenny Tibbetts (Jackson)
Ross Nason (Dixmont)	Kip Penney (Knox)
Beth Soucie (Unity)	Jeff Reynolds (UARRC Staff)
Paige Zeigler (Montville)	Don Pendleton (Dixmont-ALT)
3. Board Members & Alternates Absent:

Robert Hogg (Troy)	Eleanor MacMackin (Freedom-ALT)
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4. Agenda Adjustments: none
5. Approve January 19, 2023 Minutes:

a correction needs to be made. Paige Zeigler did not resign from the Board, only from his position as Chair. He needs to be marked absent from the January Board meeting. Correction will be made and revised minutes will be sent out.

A motion was made, Seconded and Approved to approve corrected January Minutes
6. Manager's Report:

2 boxes of 8' light bulbs shipped
37 bales of OCC were shipped January 31st at \$100 a ton
Received the check for the load of plastics shipped out in December 2022 for approximately \$282.00
All batteries were sorted on February 10th. 7 Boxes were shipped the following week
Shipped 3,000 lbs. of aluminum & steel bales (Product can be mixed now.)
Questions/Discussion:
Question: How are batteries shipped and who pays?
Batteries are shipped in prepaid boxes and Fed Ex picks them up.
Question: Status of Equipment? Forklift/Baler
All OK. Working well.
Question? Number of customers for month of January? **595**

7. Personnel Committee Report:

Phil, Michael, Diana & Beth have been researching and exchanging documents and files. We would like to get personnel 'policies' into an updated physical form (in a binder or notebook) for quick and easy access in the Office area. It has proven difficult to find and access files & documents. A finished product will take time.

Many 'policies' need to be updated which will take collaboration and approval.

A short discussion - questioning who has (or will have) access to files.

Ideally, basic personnel files such as hourly wages, responsibilities etc. should be available for employees and Committee & Board members in an easily accessible form. Not everyone has access to computers and online files. No 'personal' information should be easily accessible, but basic questions such as observed holidays, pay rates, etc. should be readily available in order to update them if necessary or answer questions etc.

8. Chair Report:

Acting Chair, Phil Bloomstein, was looking for the original EIN number (Employment ID Number), but has also requested confirmation from the IRS to present to the Credit Union in lieu of the original. This is required by Down East Credit Union. Phil will get an official confirmation of this EIN number from the IRS and he will have signatory power. (It is reaffirmed that Jeff also has signatory power.)

Phil also needs to officially be authorized as 'Acting Chair'.

A motion to authorize Phil as 'Acting Chair' and add Phil as a signator at Down East Credit Union was Made, Seconded and Approved.

9. Discussion of Mission Statement & Goals:

Eleanor & Don volunteered to look at our current mission statement & Goals.

Existing Statement. "The goal of our recycling center is to reduce the amount of trash entering into the solid waste stream. The UARRC is where participating towns and residents bring recyclable materials, including Universal Hazardous Waste and mixed electronic waste."

Don's revision: The Unity Area Regional Recycling Center is a multi town, community sponsored operation tasked with providing an outlet for multiple waste streams within the local community.

Eleanor's revision: The goal of our recycling center is to offer a system for people to participate in zero waste practices. We service the resources that households would otherwise put in the trash.

Comments:

change the word 'outlet' to recycling or resource recovery

change 'multi-town' to municipal

New revision: The UARRC is a quasi-municipal owned, community sponsored operation tasked with providing resource recovery for multiple waste streams within the local community.

*quasi-municipal is a term/word used in tax codes

Discussion & approval (or disapproval) at next meeting in March

10. DEP Grant Applications:

DEP Grant Applications are due soon. Does the UARRC want to put forward applications?

Sharon brought up this issue. Responses included -

Applications for what? No research has currently been done. Applications must be specific and realistic and detailed plans & analysis must be in place.

Greg will look into some proposals. IF anything seems plausible a meeting could be held on March 2 to discuss.

General response was that very long-range planning needs to be done and that could be addressed with a designated manager position.

11. Website Update:

Jenny is looking into updating the website.

12. Wrap Up and Assignments:

continuing work on accessing and updating personnel policies (Personnel Committee)

Greg is looking into any ideas for grant applications

website update ideas/info - contact Jenny

13. Adjournment:

Motion Made to Adjourn, Seconded & Approved to Adjourn at 8:08 p.m.

14. Minutes Submitted:

Diana Hauser (Unity) UARRC Secretary