

Unity Recycling Center

95 Leonard Road  
Thorndike, Maine 04986  
email: [uarrc@recycle.org](mailto:uarrc@recycle.org)

Phone: 207-568-3117  
Fax: 207-568-3119

---

January 19, 2023

1. Bring Meeting to Order: Meeting brought to order at 7:04  
a ZOOM meeting
2. Board Members & 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)	Don Pendleton (Dixmont-ALT)
Kip Penney (Knox)	Eleanor MacMackin (Freedom-ALT)
Beth Soucie (Unity)	Jeff Reynolds (UARRC Manager)
3. Board Members & Alternates Absent:  
Robert Hogg (Troy)
4. Agenda Adjustments:  
Phil Bloomstein (Freedom) as Vice-Chairman is chairing the meeting.  
Our Website needs to include closure dates for Holidays, Bad Weather etc.  
Discussion followed as to who posts this info and how closures are determined  
Eleanor would appreciate our use of her full name in any Minutes, Lists or Discussions  
We have mistakingly used her 'nickname'  
Motion was made, Seconded and Approved
5. Approve December Minutes:  
Motion was made, Seconded and Approved
6. Manager's Report:  
Jeff & Steve have cleared the Warehouse and in the process had 83 air conditioners  
and refrigerators emptied of freon and sent to the scrap yard, along with about  
25 microwaves, 4 bales of tin and 1 bale of aluminum  
We have a possible mixed load of OCC and newspaper in the next couple of weeks  
Prices are still not good. As of last week mixed paper was running at negative \$75.00  
a ton. We are currently sitting on around 25 tons of mixed paper in the Warehouse.  
We are also sitting on around 7 tons of #2 natural plastic and #1 plastic.
7. Personnel Committee Report:  
Report was sent with the January 19, 2023 Agenda

At the December 15, 2022 Board Meeting a request was made to look into Staff Vacation/  
Holiday Policy and Sick Time

Currently, Holidays that fall on a Sunday or Monday (except for Christmas and New  
Years) the Center stays open on Tuesday and a 'floating holiday' is created

A 'floating holiday' means that each employee can decide to work on the Tuesday & take  
another day off that week instead. Of course, the days worked and taken off are  
mutually agreed upon and approved.

Should we continue with this policy or have a set 'closing' on Tuesday?

\*Our thought/recommendation is that this current 'floating holiday' policy is versatile for  
employees and keeps the Center open and should stay in place.

Currently, paid vacation time begins to accrue on the first day of employment

\*Our thought/recommendation is that paid vacation time begins to accrue after 90 days  
employment

If one leaves said employment after the 90 day trial but before 1 year is up,  
employee receives time accrued

Paid vacation time would be: 2 weeks paid vacation time after 1 year of employment

2-5 years of employment - 2 weeks of paid vacation time

6-9 years of employment - 3 weeks of paid vacation time

10+ years of employment - 4 weeks of paid vacation time

Sick Time Policy (New): Employees will receive benefits after 6 months of employment.

Employee will receive 5 sick days per year. Unused sick days may accumulate up  
to 20 days

\*Floating Holiday times, Sick Days and Vacation Days should be approved by Manager  
Discussion ensued. The Personnel Committee will meet and fine-tune language and  
recommendations in a policy format and return to the Board for approval.

#### 8. Chair Report:

Paige Zeigler (Montville) has resigned from the UARRC Board due to increased  
legislative duties. The Vice-Chair runs meetings if the Chair is not present. The  
Vice-Chair (Phil) will carry on until April when new officers are elected.

A Chairman runs meetings and signs checks.

According to the By-Laws (Article II, Section B) "The Chairperson of the UARC  
Board of Directors shall be chief executive officer of the UARRC. The  
Chairperson shall preside at all meetings of the Board of Directors. The Chairperson  
shall make and sign all contracts on behalf of the UARRC Board of Directors."

9. Question: Do we need approval of auditor to hire a manager?

No, we do not.

10. Budget Committee Report:

Town bills were sent out last weekend.

11. Discussion of Goals & Mission Statement of the UARRC:

Questions and discussions of what the UARRC's Mission Statement & Goals are

The UARRC's website says "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."

A general feeling is that the language should be refined to include the word responsibility into a more formal mission statement.

What are our goals? Goals expand on our 'Mission'.

Don & Eleanor have volunteered to work on this and get back to the Board at the February meeting. Please contact Don and Eleanor with any ideas/recommendations.

12. Staff & Board Recognition:

Board Members have been working very hard in various committees and functions. Their work is appreciated.

The UARRC has lost a very hard-working, dedicated Board member and Chairman in Paige Zeigler. He will be missed. Thanks go out to him.

With the warehouse almost full to capacity and customer traffic reaching new levels, the warehouse staff have been working very hard. Thanks go out to Jeff & Steve.

13. Wrap Up and Assignments:

Personnel Committee work regarding vacation/holiday policy and sick time policy

Don, Eleanor & interested Board Members to look into a more defined, formal Goals & Mission Statement

Our Website needs to include closure dates for Holidays, Bad Weather etc.

Discussion followed as to who posts this info and how closures are determined.

Ideas & Recommendations can be shared at February Meeting

Our next Board meeting will be Thursday, February 16, 2023. It will be on ZOOM.

14. Adjournment:

Motion made to Adjourn, Seconded & Approved to adjourn at 8:24 p.m.

15. Minutes Submitted:

Diana Hauser (Unity) UARRC Secretary

