

OPERATIONS MANUAL

CASCO/NAPLES BULKY WASTE AND TRANSFER FACILITY CASCO, MAINE

Revised by:
Casco Naples Transfer Station Council
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I. PURPOSE AND USE OF THE MANUAL

This manual identifies current policies and procedures for the operation of the Casco Naples Transfer Facility and the Casco Naples Bulky Waste Facility. Its purpose is to define practices and requirements, which must be observed for orderly and successful management of the facility on a daily, monthly and yearly basis. It is intended for use by facility personnel and by any other municipal departments involved in operation of the facility. This manual should be kept current and as operating procedures are changed; this manual should be revised accordingly.

II. GENERAL INFORMATION ABOUT THE BULKY WASTE/TRANSFER FACILITY

A. Location and Description of the Facility

The Casco Naples Transfer Facility, and Casco Naples Bulky Waste Facility are located on the north side of the Leach Hill Road, about 1,200 to 2,000 feet from the intersection of Route 11, and at the site of the former landfill.

Access to the facility is by two entrances off Leach Hill Road. The first entrance approximately 1800 feet from the junction of Leach Hill Road and Route 11 is the access for Bulky Waste Recycling Facility. The entrance for the Transfer Station, which only handles waste from the towns of Casco and Naples, is approximately 2,000 feet from the junction of Route 11 and Leach Hill Road. These entrances are marked with appropriate signs indicating the direction for traffic flow.

See the Facility map in Appendix A

B. General Operations

The Casco Naples Transfer Facility is open to the public Tuesday, Thursday, Saturday, and Sunday from 7:00 AM to 5:30 PM, and The Casco Naples Bulky Waste Facility is open Tuesday, Thursday, Saturday, and Sunday from 7:00 AM to 4:45 PM. Both facilities are closed on legal holidays. They are open year-round, an average of 200 days per year.

The facility consists of two separate and distinct operations. First a municipal solid waste transfer station which is owned and operated by the towns of Casco and Naples jointly and is set up to serve residents and taxpayers of the towns of Casco and Naples for residential household waste. This consists of a compaction facility for: waste and receptacles for receipt of recyclable materials. The second part of the operation consists of a bulky waste transfer and recycling area. This is owned by the towns of Casco, Naples, and provides additional service to Otisfield and Raymond. The bulky waste facility area handles items such as metals, stumps, brush, demolition material, waste oil, tires, and shingles, etc. Each facility operates on the premise that materials will be brought in by users of the facility presorted and placed in the appropriate areas where materials will be recycled or shipped out for disposal elsewhere. Both facilities are designed as handling and recycling areas. No ultimate disposing takes place at the facilities.

C. Area Served

The Casco Naples Transfer Facility provides municipal solid waste service to the towns of Casco and Naples. The Casco Naples Bulky Waste Facility provides bulky waste handling and recycling services to the towns of Casco, Naples, Otisfield, and Raymond.

D. Population Served

The 1990 population served by the municipal solid waste portion of the facility is estimated at 6,000 during the winter months and 25,000 people during the summer tourist season. The portion of the project that provides for bulky waste handling and recycling is estimated to serve a population of approximately 16,700 people during the winter months and approximately 60,000 during the summer tourist season.

E. Facility Capacity

The municipal solid waste transfer facility is designed to handle waste at a rate of over 40 tons of refuse per hour. The controlling rate is not the compactors however, but the access to the hopper. The solid waste transfer facility has been designed with access on three sides of the hopper. This arrangement can accommodate approximately 60 noncommercial vehicles per hour. A peak day during an above-average week at the facility will generally draw fewer than 300 vehicles.

The bulky waste facility is designed to handle large volumes of traffic. The facility is approximately four and a half acres providing parking and maneuvering room for multiple vehicles both commercial and private to unload bulky waste materials in various locations. The flow of traffic will depend upon the number of vehicles that can be processed over the weigh in and weigh out scales at any given time. Traffic lights are installed at the scales to allow for smooth and orderly flow of traffic on and off the scales.

III. User Practice

A. Eligible Users

Eligible users for the municipal household refuse compactor are residents and taxpayers of the towns of Casco and Naples. This facility is intended only for the disposal of household waste and municipal refuse from generators in the towns of Casco and Naples. Generally, materials from outside the geographical borders of these two communities are not permitted at the compactor facility. Eligible users for the bulky waste facility are residents and taxpayers of the towns of Casco and Naples and residents and taxpayers of Otisfield and Raymond.

B. Permit Procedures

1. Residents

The solid waste transfer facility portion of the operations is for residents and taxpayers of Casco and Naples. Residents and taxpayers of Casco and Naples may obtain permit stickers at their respective town clerks offices and will be allowed entry to the facility upon presentation of these permits at the facility. Arrangement for permits may be made at the Casco/Naples Bulky Waste facility itself.

Each respective town for the bulky waste-recycling portion of the facility will issue permits. Casco and Naples residents may use the same permit, which allows them to gain access to the solid waste portion of the facility. Other towns will be provided permits to be utilized by the residents and taxpayers for the purpose of gaining access to the bulky waste portion of the facility.

2. Display of Permits

Permit stickers are to be displayed on the vehicles according to the directions of the transfer facility operator or the recycling/transfer facility operators. Directions will be furnished with the permit stickers at the time of issuance. In some instances, permits may be issued on temporary basis, permits will be presented at the time of entering the facility. Permits must be adhered to the left front corner of the windshield or the left side window; in order to enter either facility.

3. Permit Fees

Currently there are no permit fees for entry to the Casco Naples Transfer Facilities. The Casco Naples Bulky Waste, and Transfer Station Council reserve the right to review this item. The Casco Naples Transfer Station Council has the authority to set permit fees if deemed advisable. The bulky waste-recycling portion of the facility will record weight, permit numbers, and vehicle license plate numbers. Information will be sent to respective communities for the purpose of billing individual communities for a proportional use of the facility.

There are at this time no separate permits required for utility trailers and other trailers being hauled by permitted vehicles. This policy may be reviewed and revised by the Transfer Station Council.

4. Term of Permits

Permits are issued every two (2) years. New issues are announced in the local paper.

C. Use of Transfer Facility

1. Operating Hours

The Transfer Facility is open to the public on Tuesday, Thursday, Saturday, and Sunday from 7:00 AM to 5:30 PM, and 7:00 AM to 4:45 PM at the Casco/Naples Bulky Waste Facility. At other times the access road gate is locked to prevent public entry.

2. Securing of Refuse

Users must secure refuse to prevent littering. Refuse must be transported in closed containers or secured with metal, wood, wire tarpaulin or other vehicle covering.

3. Directional Indicators

Signs, traffic cones, arrows and other signals will direct users to the appropriate areas for permit checks and to other appropriate drop-off areas within the facility.

4. Vehicle Routing

Users entering the Bulky Waste or Transfer Facility area generally use the following route:

- a. Users of the solid waste transfer facility for residential and municipal waste (residents and taxpayers of Casco and Naples only) will enter the compactor area from the northwesterly gate clearly marked entrance and will proceed in approximately 75 feet and turn left and place recyclable materials in appropriate bins and spots which are labeled. Drivers will then proceed to the compaction area, back their vehicles up to the

hopper which can be accessed from three sides, deposit appropriate material in the hopper for disposal and then exit out the south easterly gate.

b. Users of the bulky waste recycling area (taxpayers and residents of Casco, Naples, Otisfield and Raymond) will use the single entrance to the bulky waste recycling area, this is located to the south east of the transfer station compaction area and has a separate entrance clearly marked bulky waste recycling facility. Vehicles upon entering this facility will observe red and green lights controlling traffic on and off the weighing scales. Users will drive onto the scale and will stop at the scale window, have their weight checked in and then will be directed to the appropriate area for the unloading of materials which they have brought to the facility. Exit will be along the same roadway and in some instances traffic will be waved by the scale house by the scale operator and in some instances traffic will be stopped by the operating lights red and green and directed back onto the scales for the purpose of weighing the vehicles going out empty and receiving and signing weight slips.

5. Shopping

Items that are brought into the facility and determined by the Facility Manager to have potential value for another individual may be moved to the “shopping” area and displayed for sale. Individuals wishing to purchase from the shopping areas will be subject to the Shopping Rules as found in Appendix B of this document.

6. Compliance and Enforcement

The sustainability of a locally operated trash disposal facility within the community comes with strict Federal, State and local regulation that must be adhere to for maintaining licensed operation by the regulatory authorities. Operational standards as described in this document are to be systematically enforced to ensure compliance. The facility staff are expected to assist users of the facility by educating them of the standards and to notify users when they may be in violation of said standards.

a. First Offense

When facility staff observe a user that may be violating any of the requirements of the facility, staff will approach that individual and professionally explain to the individual how they have violated these standards and how they would change to comply. If necessary, the facility staff will advise the user that they have been “verbally warned” of the violation.

b. Second Offense

When facility staff observe a user that has received previous warnings, staff will approach that individual and remind them that they have violated the standard again and that they will be referring them to the town manager from the town in which they reside of the repeated violations.

The respective town manager will be notified by the facility supervisor of the second violation, who violated the standard, and the dates of the first and second violation. The town manager will send a written notice of violation that will contain language indicating future violation will result in suspended use of the facility. Copies of the letter

will be given to the facility supervisor to retain as record.

c. Third Offense

When facility staff observe a user that has violated a standard for which they have received written notice of violation from a town manager, facility staff will not approach the user but note the date and violation. The respective town manager will be notified by the facility supervisor of the violation and the town manager will send written notice via certified mail of suspended of use of the facility. Suspensions shall be a minimum of three months.

d. Appeal

Upon receipt of a notice of suspension from a town manager, the suspended user may appeal the decision to the Bulky Waste Council. The user must submit a request for an appeal in writing to the town manager within ten (10) business days of receipt of the notice of suspension. The town manager shall notify the Bulky Waste Council of said appeal and shall schedule a hearing to occur at the next regularly scheduled meeting of the Council.

IV. Solid Waste

A. Definition

Solid waste is unwanted and discarded solid material with insufficient liquid content to be free flowing.

B. Acceptable Waste

Except as specified below, all household and solid waste originating in the towns of Casco and Naples are accepted at the Casco Naples Transfer Facility. This includes but is not limited to household and domestic waste, and recyclable items. Waste accepted at the Bulky Waste facility only includes bulky waste items from the towns of Casco, Naples, Otisfield and Raymond.

Lists of items accepted for disposal are to be reviewed and updated periodically by the Casco/Naples Transfer Station Council.

1. Compactable Waste

Acceptable at the compactor includes all kitchen refuse

2. Bulky Waste

Tires, furniture, cold ashes, demolition, and construction debris. Metal items, porcelain fixtures, roofing shingles, waste oil, pressure treated wood, brush, large round wood stumps, yard waste, including grass clippings, leaves, pile needles, pet droppings and other large bulky waste will need to be disposed of to the bulky waste recycling portion of the facility. Items that are in question, should be reviewed by the facility supervisor for acceptance at the facility.

3. Universal Waste

Effective January 1, 2005. Per state law, Casco/Naples Bulky Waste Facility designated a section of the garage for the acceptance of certain universal wastes. These items include, but are not limited to; televisions, computer towers and monitors, cathode ray tubes, batteries, PCB ballasts, fluorescent light bulbs, mercury containing thermostats, thermometers, switches, and all other mercury containing devices. Residents must dispose of these materials through the Bulky Waste facility. They may or may not be charged at the scale window upon leaving depending on materials left.

4. Reclaimable Waste/Recyclable Material

Reclaimable materials are, not placed in the disposal, but are stored in designated areas for later removal from the facility.

- a. The compaction facility for the towns of Casco and Naples have appropriate bins and receptacles for recycling various materials that are anticipated coming in with regular household and domestic waste.
- b. The Bulky Waste portion of the facility will be set up to maximize the opportunity for recycling and reuse of materials brought into the Bulky Waste Recycling portion of the facility.

As the recycling market is in constant flux the items to be recycled and how they are handled will be reviewed periodically to maximize the efficiency of the facility.

5. Other Acceptable Waste

Other solid waste acceptable for separate handling includes:

- a. Motor drain oil will be received at the Bulky Waste Recycling Facility to be utilized for heating purposes.

C. Unacceptable Waste

The following wastes are not to be accepted at the Transfer Facility:

1. Waste Origination

- a. In the compaction portion of the facility waste originating outside the towns of Casco and Naples and any waste identified as commercial by definition of the transfer station council will not be accepted at the compaction facility.
- b. Material accepted at the bulky waste recycling facility must originate in the towns of Casco, Naples, Otisfield or Raymond. Other waste is not acceptable until such time those arrangements are made for a town to buy into the facility and the Casco/Naples Transfer Station Council approves this arrangement.

2. Liquids

Liquids or other materials with sufficient liquid content to be free flowing, including sludge

3. Hazardous Waste

Hazardous wastes, except as specifically approved by the Department of Environmental Protection and the Casco Transfer Station Council, (Facility Supervisor).

4. Petroleum Products

Petroleum-based wastes, except uncontaminated motor drain oil.

5. Close Containers

Closed containers, including cardboard or steel drums, used for the shipping or storage of chemicals of any sort.

D. Question of Acceptability

Any question as to the acceptability of a material for disposal is referred to the facility supervisor.

E. SPECIFICALLY APPROVED WASTE

As of January 1, 2005, the State of Maine D.E.P. requires all municipal waste facilities to designate an enclosed area for the acceptance of certain Universal Wastes. To become listed, a waste must be approved for acceptance by both the Maine Department of Environmental Protection and the Casco/Naples transfer station council.

V. FACILITY OPERATIONS – WASTE HANDLING

A. COMPACTABLE WASTE

1. Dumping Solid Waste into Compactor

The solid waste compactors are located beneath the hopper and operator building. Residents drive their cars or pick-ups alongside any of the three open sides of the hopper. They unload their trash and throw it into the hopper; they then exit the site by Exit Gate.

2. Compacting of Solid Waste

The Facility Attendant supervises the unloading of trash into the compactor and operates the compactor as necessary to move the trash into the transfer trailer.

3. Removal of Compacted Waste

The Attendant determines when the trailer is nearly full. The Attendant then notifies the facility supervisor, who places a call to the contracted waste hauler to remove the trailer and replace it with an empty one. The hauler will take the trailer to RWS. All possible attempts will be made to schedule removal of the compactor trailer in such a manner as to minimize any interference of service.

B. RECLAIMABLE MATERIALS

Bulky Items

The following items will be handled at the Bulky Waste Area:

White goods and other metal scraps, building debris, clean building materials, sheet rock, brush, large round wood, stumps, furniture, mattresses, yard waste including grass clippings, leaves, pine needles, pet droppings, roofing shingles, porcelain fixtures, tires, pressure treated wood.

This entrance is separate from the compaction area and requires users to pass across truck scales for weighing materials in and out. Areas for placement of these bulky items will be indicated by a series of signs and arrows and attendants will be onsite to assist users of the facility with proper placement of recyclable and bulky items. These materials will be collected in respective sites until quantities appropriate to each material are accrued then these materials will be either shipped, processed in the compost, or otherwise recycled. The facility supervisor shall oversee this operation and direct materials out of the facility as required.

C. OTHER ACCEPTABLE WASTES

Demolition Debris

Demolition debris and wood waste, such as lumber, asphalt, and plaster, are eligible for disposal at the bulky waste-handling portion of the facility. Individual towns may choose to charge back their taxpayers or residents for use of this facility, or payment may be made at the scale.

VI. TRANSFER FACILITY OPERATIONS – OTHER THAN WASTE HANDLING

A. LIMITED ACCESS

Permanently positioned gates on the facility access road from Leach Hill Road limit access to the Facility. The Facility employees hold keys to the gates. Public access to the Facility is limited by locking the gates during non-operating hours. A sign is posted at the gates specifying days and hours of operation.

B. TRAFFIC CONTROL

Traffic on Leach Hill Road is subject to posted speed limit signs and other traffic signs. Traffic on the Facility access roads and within the facility itself is subject to posted traffic signs. Directional signs are posted within the facility to direct users to proper placement areas. During hours of operation, the attendant directs users to proper drop-off areas after validating permit stickers

C. SITE MAINTENANCE AND IMPROVEMENTS GENERAL RESPONSIBILITY

1. General Responsibility

Site maintenance and improvements are the responsibility of the facility supervisor.

2. Litter Control

Litter is controlled by requiring all refuse to be secured and by having refuse disposal into the hopper. Both of these measures minimize the amount of litter that can escape. Any litter that does become windblown is periodically removed by employees of the Facility as directed by the Facility supervisor.

3. Vector Control

Disease vectors are generally controlled by proper disposal and compaction of refuse. The compacted waste is deposited in a transfer trailer, which controls access, by rodents, insects and birds. The Facility Supervisor will arrange for rodent or insect extermination on an "as-needed" basis.

4. Noise Control

The hours of operation of the facility will insure no noise generation during the evening hours. Trees have been maintained on the property, whenever possible, to buffer any noise generated at the facility. The facility is located in a rural zone with the closest residential neighbor over 1200 feet away.

5. Odor Control

Odors are controlled at the site by frequent compaction of refuse and prompt removal of the filled transfer trailer from the Transfer Facility. Waste is not left in the hopper unattended. The Transfer Facility Operator arranges for removal of each full trailer of compacted solid waste and replacement with an empty one.

6. Buffer Zones

Buffer zones have been maintained to limit any visual, noise, dust or odor impact on surrounding properties.

7. Roads

Generally, requests for road maintenance and repairs are made by the Facility Supervisor to the Casco Town Manager and repairs are available as needed.

a. Access Roads

The Facility Access Roads are 30-foot wide gravel roads with 2-foot wide shoulders and drainage ditches on either side. The roads must be maintained year-round in sufficient condition to permit a constant and safe flow of both large, heavy vehicles and small vehicles. Ditching and drainage structures must be kept free of obstruction and in good repair, and the roads must be a plowing and sanding priority in the winter.

The transfer trailer access road is a 20" wide gravel road with 2 wide shoulders. This road will be used both for trailer access and metal goods and tire storage containers.

b. Interior Roads

Interior roads are used for maneuvering areas for the various disposal/storage locations. Location of the interior roads is shown on the site drawings. These roads are a plowing and sanding priority during the winter.

c. Dust Control

To control dust on interior, unpaved roads, calcium chloride may be applied, when approved by the Transfer Station Council. Occasionally, it may be necessary to apply some moisture to the road surface to keep the dust down.

8. Runoff and Erosion Control

Working Areas

The working areas in the Facility have both paved and gravel surfaces. The primary working area (around the compactor) is covered by a roof to prevent storm water from contacting the refuse. Storm water falling on roofs, pavements, gravel areas, or grassed areas on the facility site flows to the perimeter of the project where it is collected in ditches and transported to the detention basins. From these basins storm water is directed off site with no increase from existing conditions. Silt fence, hay bales, and temporary seed and mulch will be used as temporary erosion control measures.

9. Buildings

There are three (3) structures at the Facility site: The first is the Compaction Operator building. The second building is a 40x60 steel building for the purposes of maintenance of equipment and recycling on the bulky waste portion of the facility. The third building is the scale operator building/office building located on the bulky waste recycling portion of the facility. The office within the Compaction Operator building will be heated and will contain the compactor controls. The main office area for the facility will be located in the scale operators building. This will be the center of the controls for the facility. It will contain the necessary records for operation and maintenance of the facility.

D. UTILITIES

1. Electricity

A single-phase electrical power source is available on Leach Hill Road leading to the Facility. Three-phase power required to operate the compactor is located too distant to be economically feasible. A rote-phase unit will be used to convert single to three-phase. This unit will be located below grade, within the foundation. Single-phase power will be utilized for the operation of building lights and other power needs.

2. Telephone

Telephone service will be provided at this Facility and will be brought in along with the electrical lines.

3. Water

Water service will be provided at both facilities for fire protection and wash down from a well drilled on-site. Bottled water will provide the potable supply.

4. Sewer

All buildings have 1000-gallon septic tanks which are pumped to a central leaching field.

VII. BULKY WASTE AND TRANSFER FACILITY PERSONNEL

A. General

Facility personnel will include five 5 job classifications; there will be one full time supervisor, one full

time assistant supervisor, a scale operator position, yard foreman and facility attendants, which may include several full time and part time positions.

1. Facility Supervisor

A detailed job description of this position is presented in section XIII of this manual.

2. Assistant Facility Supervisor

A detailed job description of this position is presented in section XIII of this manual.

3. Yard-Foreman

A detailed job description of this position is presented in section XIII of this manual.

4. Facility Scale Operator

A detailed job description of this position is presented in Section XIII of this manual.

5. Facility Attendants

A detailed job description of this position is presented in Section XIII of this manual.

By having Per-Diem trained operators the Facility will always have personnel available to operate the Recycling/Transfer Facility.

VIII. BULKY WASTE AND TRANSFER FACILITY EQUIPMENT

A. BASIC EQUIPMENT

Basic Facility equipment includes one (1) solid waste compactor and transfer trailers. All basic equipment is housed at the transfer facility. Maintenance and replacement of the equipment are scheduled by the Facility supervisor.

B. Compactor

The Compactor is a stationary unit that accepts waste from the hopper above and pushes the waste into a closed- top trailer. The capacity of the charging area is 2.5 cubic yards and the compacting cycle time is less than 60 seconds. The ram force is greater than 25-psi working, and greater the 30-psi maximum over a ram face area of at least 29 inches by 60 inches.

C. Front End Loader

The facility will have available on-site a front-end loader. Current machine is a Case 621CXT tool carrier enabling the quick attachment and pick up of several different tools for the purpose of performing different jobs with a minimum of risk to personal injury. This unit is to be used for lifting and loading of heavy items, removal of snow, and other utility tasks as required. Operation of this loader will require persons to be trained in the safe and proper operation and care of the vehicle. The Facility Supervisor will be responsible for seeing that proper care and maintenance are taken of the vehicle and that only trained operators are responsible for the operation of the vehicle.

D. Transfer Trailers

75 to 100 cubic yard transfer trailers will generally be used with the compaction unit. These trailers will be leased by the Town from various private companies providing transfer services. In addition to trailers utilized in the compaction process, various top load and end load roll on roll off units and trailers will be utilized for the collection and transfer of various recyclable materials for the eventual transfer and disposal of materials from the Bulky Waste Recycling area.

E. Backup- Equipment

Backup vehicles and equipment are available on call from several sources.

1. Front End Loader and Dump Truck

P&K Sand and Gravel, Naples, Maine, and R. N. Willey Sons, Casco, Maine.

2. Transfer Trailers

Pine Tree Waste, Scarborough, Maine and Almighty Waste of Auburn, Maine.

3. Compactor

It is difficult to move and/or replace the compactor should it become inoperable for an extended period of time.

Therefore, the following emergency operational procedure will be used.

When the Compactor Attendant determines that the compactor is going to be inoperable for an extended length of time, he will obtain open-top containers from the dealer and place them in the upper parking lot, keeping traffic flow in mind. Waste will then be directly placed in a container or loaded directly in the bucket of the front-end loader.

F. Equipment Maintenance

1. General

Equipment purchase, replacement and maintenance are managed by the Facility Supervisor, with approval of purchase by the Transfer Station Council. Maintenance of equipment is provided by facility personnel where possible and by suppliers, or others, as needed. All maintenance is performed according to manufacturer's instructions, as directed by the Facility Supervisor, and emergency maintenance is available through the Operator.

2. Individual Equipment

Compactor Maintenance

Daily walk around checks by the attendant and service as needed for fluid levels and obstructions

G. Equipment Maintenance Records

All equipment maintenance, including oil, is recorded on forms provided by the Facility Supervisor. The forms identify the equipment being serviced, the mechanic or operator performing the service parts, labor, etc. Work order forms for equipment service (other than oil or fuel) are by the Facility Supervisor. The Supervisor maintains a file of equipment. The Supervisor provides a monthly report

of maintenance expenses to the transfer station council

H. Communication Equipment

The Operator's building and the Scale building are equipped with telephones and Internet in the office for contact with police, fire and emergency medical services, as well as with the Town Office. All employees at both facilities are equipped with two-way radios for quick and easy communication.

I. Fire and Safety Equipment

Both the Operator's building and the Recycling building are equipped with first aid kits and fire extinguishers.

IX. FACILITY OPERATING RECORDS

A. Records of Facility Use

1. Permits

Permits are handled at the Residents Town Offices by the Town Clerks. They are renewed every two years to expire on a date to be determined by the Towns. Changes are subject to approval of the Transfer Station Council. Policy may vary from town to town.

2. User Count Report

The Facility Supervisor provides an annual summary report of all user vehicle counts taken during the year to the Town Manager, and the Transfer Station Council.

B. Personnel Records

1. Employee Forms

Facility employees are required to provide a daily or weekly record of hours worked, equipment used and hours of equipment operation to the Facility Supervisor. The Supervisor submits work records to the Casco Town Office on a weekly basis.

2. Supervisor's Forms

The Facility Supervisor provides a summary of employees' hours, and an itemized breakdown of equipment and tasks they worked on, vacation or sick time used, etc., to the Casco Town Office on a weekly basis

C. Equipment Records

1. Heavy Equipment and Compactors

A record of heavy equipment use is provided on the Employee Form along with the record of employee hours; this information is provided by the Supervisor. This information is used to schedule maintenance of equipment to comply with the manufacturer's recommendations. Equipment maintenance records are discussed in Section VIII-G.

2. Other Equipment

Records of other Facility equipment are maintained on an individual file basis by the Facility Supervisor.

D. Fiscal Records

1. Revenues

The Supervisor is responsible to oversee the fiscal accounting for all operations of the facility.

2. Expenditures

Daily and weekly recording of expenditures for labor and equipment is reviewed. Expenditures for other materials, supplies and equipment are recorded on purchase order form, by the Facility Supervisor or others as authorized. All contractual services are recorded as authorized statement for services rendered. The Facility Supervisor provides monthly and yearly summary reports of expenditures to the Towns of Casco, Naples, and the Transfer Station Council.

3. BUDGET

Preparation of the annual Facility operating budget is the responsibility of the Manager the Facility Supervisor, the Assistant Facility Supervisor, and two council members. Preparation shall be held at a time suitable to participants going over the budget. The budget is reviewed and approved by the Casco/Naples Transfer Station Council.

APPENDIX A – FACILITY MAP



APPENDIX B – SHOPPING RULES

- All shopping activities must conclude at 4:30 PM each day.
- To ensure sales transactions are completed prior to the facility closing, new shopping may not commence later than 4:20 PM each day.
- Shopping may only take place in the identified areas. These include the used building material area, the wood pile, and the designated area at the garage. Occasionally, large items will be placed down by the light pole in the center of the yard.
- No shopping around bins and no soliciting or picking out of other customer's vehicles.
- No unauthorized personnel allowed into the main part of the garage.
- No climbing on the wood pile! Feet must always be on the ground.
- No picking from behind the barrels in the glass area.
- If you are dropping off material, you must reweigh prior to shopping.
- Bringing items for sale to the scale to hold while being reweighed is prohibited.
- Purchase of compost or reclaimed gravel are subject to these shopping rules.
- Be considerate of the employees and people within the facility disposing of materials.
 - No asking other customers to help load your vehicle.
 - No asking customers to deliver purchased items to your home.
- Anything put on hold must be picked up by 4:20 PM. Items not picked up the same day will remove the hold and items will be placed back up for sale.
- Taking items with a "hold" sticker is prohibited.
- All prices subject to change by the scale operator.
- Electronics, not placed in the Shop and Drop area by staff, are not for sale.
- Payment for shopped items is expected at time of pick up, charging is not permitted.

