

Casco-Naples Transfer Station Council

Minutes

April 23, 2026

Council Members' Present:

Sue Witonis, George Klauber Priscilla Kyle, Stephen LaPointe, Tuan Nguyen and Greg Plummer.

Council Members' Absence: None

Staff Present:

Casco Town Manager Tony Ward, Naples Town Manager Randy Lessard, and John Kimball facility manager

The meeting was called to order at 6:00 PM by Sue Witonis. George

Acceptance of Agenda

Stephen LaPointe motioned to accept agenda. Motion second by George Klauber. Motion passed 5-0 (Nguyen did not vote).

Public Participation

None.

Approval of Minutes

George Klauber motioned to approve minutes of February 26,2026, as presented. Motion second by Stephen LaPointe. Motion passed 5-0(Nguyen did not vote).

Old Business

A. Update on Bulky Waste RFID system.

Casco Town Manager Tony Ward provided a discussion with B-Tek. B-Tek should be at the facility by early May to make required updates. The escrow account was initiated by Naples' staff.

No action taken.

B. Financial and Audit Updates.

Naples Town Manager Randy Lessard provided updates on the audit and the anticipated time of completion. Chairperson Sue Witonis requested year to date financials.

The discussion included dialogue about the necessity for a purchasing policy at the Bulky Waste and Transfer Station. Council requested that both Town Mangers collaborate and begin on developing a purchasing policy.

Greg Plummer provide a draft policy regarding cash handling authored by the Chamber of Commerce. The Council discussed using this policy as abase and further discussing portions of the policy at their next meeting.

The Council additionally discussed the necessity or potential of using credit cards at the Bulky Waste. The discussion focused on the future opportunities and allowing the use of credit cards. Further discussions will be necessary and additional research.
No action taken.

New Business

A. Implementation of Tonnage documentation

Town Manager Tony Ward explained the challenges of trying to complete data entry for tonnage used during the B-Tek down time. He and staff recommend that tonnage start being withdrawn via the system on July 1, 2026 and this would be the date for both communities.

George Klauber motioned both Town's begin deducting weight July 1 with the weight being reset at 2000lbs on that date. Motion second by Priscilla Kyle. Motion passed 6-0.

Facility Manager's report

- A. The garage roof is leaking around the pipe for the waste oil furnace. Austin & Sons has ordered a new boot to make repairs.
- B. The water at the transfer station came back last week and some of the water shut off was leaking. I have contacted a plumber to make the necessary repairs
- C. Double T fence was out to inspect the fence along leach hill rd. they are getting me an estimate to make the needed repairs.
- D. Bradbury plumbing and heating was at the facility yesterday to replace the hot water heater and 3 leaking fittings @ the transfer station.

Other Business

Priscilla Kyle inquired about the location of jersey barriers placed near the hopper. John Kimball explained the necessity of barriers for staff and residents' safety.

Sue Witonis requested that staff provide updates and planning for the pipe that continually freezes during the winter at the Transfer Station.

Next meeting scheduled to be held on June 25, 2026, at Naples Town Office

George Klauber made a motion to adjourn at 6:55 PM, seconded by Greg Plummer. 6-0 in favor.

CASH HANDLING PROCEDURES

Purpose and Scope

- These Procedures govern the handling, receipting, depositing and reporting of all “Bulky Waste’s cash” operations. The term “Casco Naples Bulky Waste Cash” applies to currency, coin, checks, credit and debit card payments, electronic payment media and other negotiable instruments payable in money to the Bulky Waste.
- The scope of these procedures includes but is not limited to the responsibilities of departments and cash handlers citywide. The procedures provide guidelines for training, cash receipt handling, receipting, depositing, reporting and hiring practices.

Security and Safety Measures

- Access to cash handling and storage areas should be physically restricted to authorized personnel. Where possible, cash deposit preparation areas should be both physically and visually restricted to authorized personnel.
- When not in use, all cash and related items must be stored in a fire-proof safe that is located in a secure area. Safes must be kept locked at all times except when access by authorized personnel is needed. Never leave an unlocked safe unattended, even during business hours.
- The amount of funds secured in a safe or vault overnight, over a weekend, or over a long holiday, must be kept to a reasonable minimum. Excess funds must be deposited in the Casco Naples Bulky Waste’s designated depository bank.

Fraud Detection and Prevention

Checks

Security Warning

- Many checks will state a security warning in writing, explaining the security features of the check. It is a cash handlers' responsibility to validate security features. The Casco Naples Bulky Waste is liable for fraudulent checks accepted.

- Most personal checks will have micro printing on the signature line that can be identified with a magnifying glass.

Securing Check Stock

- Check stock and check protecting equipment should be stored in a secure area with controlled access.

- Use check stock with fraud prevention features such as watermarks, micro-printing, graduated pastel colors in background, heat sensitive paper, etc.

Counterfeit Bills

US Currency has several security features that are easily verified. On both, new and old currency, there are four main security features.

Security Thread

- An embedded polymer strip, positioned in a unique spot for each denomination, guards against counterfeiting. The thread itself, visible when held up to a bright light, contains microprinting – the letters USA, the denomination of the bill, and a flag. When viewed under ultraviolet light, the thread glows a distinctive color for each denomination.

Microprinting

- Microprinting, which can be read only with a magnifier and becomes blurred when copied, appears in unique places on each denomination.

- On the \$20 bill, it appears around the borders of the first three letters of the "TWENTY USA" ribbon to the right of the portrait and in the border below the Treasurer's signature.

- The redesigned \$10 note features microprinting on the face of the note in two areas: the word "USA" and the numeral "10" can be found repeated beneath the large printed torch and the words "THE UNITED STATES OF AMERICA" and "TEN DOLLARS" can be found below the portrait, as well as vertically inside the left and right borders of the note.

- All US Currency is made with linen instead of wood. Red and blue fibers are imbedded into the paper.

On the new currency there are two additional security features:

Color-Shifting Ink

- The ink used in the numeral in the lower right-hand corner on the front of the bill looks copper when viewed straight on but green when viewed at an angle.

- The embedded security thread runs vertically and is now located to the right of the portrait on the redesigned \$5 bill. The letters "USA" followed by the number "5" in an alternating pattern are visible along the thread from both sides of the bill. The thread glows blue when held under ultraviolet light.

Watermark

- A watermark, created during the paper-making process, depicts the same historical figure as the portrait. It is visible from both sides when held up to a light. On the redesigned \$10 note, a blank oval has been incorporated into the design to highlight the watermark's location.

- There are now two watermarks on the redesigned \$5 bill. A large number "5" watermark is located in a blank space to the right of the portrait replacing the previous watermark portrait of President Lincoln found on the older-design \$5 bills. A second watermark -- a column of three smaller "5"s -- has been added to the new \$5 bill design and is positioned to the left of the portrait.

Dealing with counterfeit bills

- If a counterfeit bill is detected while the customer is present, the bill should be retained and an explanation should be given to the customer that the bill is suspected of being counterfeit.
- The customer should be asked to pay the bill with another form of payment.
- A receipt must be created for the counterfeit bill with the following information:

Customer Name

Customer Address

Customer Phone Number

Denomination of the bill

Bill Serial Number

- The Cumberland County Sheriff's Department should be notified as soon as possible and a prompt pick up of the counterfeit bill with the receipt should be arranged.
- If the bill is not determined to be counterfeit, the bill will be returned to the customer.

Cash Handling

Cash Drawer Set Up

- A cash drawer can be set up starting with twenties through ones or ones through twenties facing the same way.
- The change should be set up in the same manner as currency. If ones are being set up from left to right then your pennies should be set up from left to right and vice versa.

Change for Cash Transactions

- When a customer gives cash handler money, it is to be left in plain sight of the cash handler and the customer until the transaction is completed and a receipt is given to the customer.
- There are two ways of giving cash to the customer:
 - If a customer pays a \$78.32 item with a \$100.00 bill, the change can be counted starting with the smallest coin denomination and going to the highest denomination of currency.

Count three pennies \$78.35

Count one nickel \$78.40

Count one dime \$78.50

Count two quarters \$79.00

Count one one dollar bill \$80.00

Count one twenty dollar bill \$100.00

- The change also can be counted starting with the largest bills to the smallest coin.
- To make sure that no bills are stuck together hand to hand should be used when counting. Place all money in one hand. Hold it up in front of the customer and transfer one bill at a time from one hand to another counting out loud. This will not only assure the customer of the correct change but will help keep bills from sticking together.
- A transaction receipt must be offered to customers for each transaction.
- Cash should be placed into the cash drawer after the transaction is completed.
- Each transaction should be completed one at a time.

Accepting Checks

- The numerical amount on the check should be always verified against the written amount.
- A counter check (a counter check is a check that is used without pre-printed information; a check obtainable at a bank usually to be cashed only at the bank by the drawer) is acceptable as long as it is printed and not written.
- Preprinted name, address and phone number should be verified. If some of the information is missing, the customer should be asked to write it on the check. The customer should be asked to provide a day time phone number.
- Make sure all checks are signed.
- If the check's authenticity is in question, a picture ID, preferably a valid driver's license, should be verified and a driver's license number should be written on the front of the check.
- The date on the check should be verified.

Cash Register Balancing

- Print a balance report for the shift.
- Pull cash, checks and credit card receipts from the cash drawer, leaving the starting cash.
- Separate money into denominations and count all cash including coins. Add all checks received and add the two totals. Compare totals to the shift's balance report.

Preparing deposit slip (for deposits going directly to the bank) for cash and checks.

- Ensure that all checks are properly endorsed.
- All bills should be facing the same direction and grouped by denomination. Arrange in groups the denominations from largest to smallest (\$100's, \$50's, \$20's, etc.). Coins should be rolled if possible; otherwise, loose coins should go in a coin envelope.
- A deposit slip must be completed with the date and a total by currency (dollar bills) and coins; any checks must be listed separately. If there are multiple checks, run a tape of the checks. If there is more than one list of checks, list them as A, B, C, etc.
- A grand total of the deposit should be written at the bottom and on the side. The white copy of the deposit slip is placed in the tamper proof bag along with the cash and checks (if applicable).
- Completely fill out the information on the tamper proof bag, then place the deposit in the bag and seal it.
- Keep the second copy of the deposit slip with the daily work.

Audit

- A report will be run for the transactions rang for that day.
- The money drawer will be pulled and counted back to starting cash.
- Cash and checks will be counted, and compared to the balance report.

Any person handling "Casco Naples Bulky Waste Cash" (as defined under the Purpose and Scope paragraph) should contact the Town Office to arrange for appropriate training on cash handling.

DOUBLE T FENCE

PO Box 228 • 222 Waterford Road • Norway, Maine 04268
Phone: 207-539-4300

JOB QUOTE / CONTRACT

Name / Address		Date	Estimate #
CASCO NAPLES BULK WASTE		4/2/2026	3980
		Project	
Description	Qty	Rate	Total
(ALONG ROAD REPAIRS) REPLACE APPROX 32' OF 6' GALVANIZED CHAIN LINK WIRE REPLACE ONE 12' BRACE RAIL REPLACE ONE 2" X 9' POST		1,150.00	1,150.00
(GENERATOR FENCE) INSTALL APPROX 20' OF 6' COMMERCIAL GRADE CHAIN LINK FENCE WITH GREEN WIRE AND PRIVACY SLATS		1,275.00	1,275.00
(ROAD SIDE FENCE ADDITION) INSTALL APPROX 435' OF 6' GALVANIZED COMMERCIAL GRADE CHAIN LINK FENCE		19,575.00	19,575.00
TAX EXEMPT		0.00	0.00
DRILLING CHARGE FOR LEDGE: \$250 FIRST HOLE- \$75 EACH ADDITIONAL HOLE			
QUOTES VAILD 7 DAYS		Signature _____	

Fax:
207-539-4409

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