



## TOWN OF FREEPORT, MAINE

OB #1 STAFFING LEVELS

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### MEMORANDUM

TO: Freeport Town Council  
FROM: Peter Joseph, Town Manager  
DATE: 12/31/20  
RE: Recycling Center Staffing Update

As some Councilors may recall in the FY19 budget Management and Council reduced the full time staff at the Recycling Facility from 3 to 2. The resulting staffing demands were satisfied with a combination of additional part time staff and increased efficiency from consolidation of recycling operations to a “single sort” compactor at that time.

More recently, during the FY20 budget process the decision to remove “Silver Bullet” recycling containers resulted in additional traffic being directed to the Recycling Facility. This additional volume at that time was able to be handled by the existing staffing model, however it was less than satisfactory and at some times overtime help from other departments was required to cover staffing gaps due to turnover among part-time help, unplanned illnesses, and planned vacations/time off/etc.

In this fiscal year (FY21), one of the surprising consequences of pandemic has been an even further increase to user traffic, MSW volume, and recycling volume at the transfer station. Town Engineer Adam Bliss will be presenting some usage statistics to the Council at the 01/05/21 meeting showing these trends over the past several fiscal years. Additionally, we have experienced additional turnover with our previous part-time employees, and again have a weekend staffing shortage that we are filling through overtime and coverage from other Town Departments.

Due to these challenges we have decided to fill our vacant part-time positions with a full time staff person. There is sufficient funding in this year's budget to cover this expense, but it will likely result in a small increase in next year's budget, which will of course be subject to Council approval at that time.

In addition to providing more reliable weekend staffing, I have tasked Town Engineer Adam Bliss and Recycling Facility Manager Suzanne Duplissis with researching and proposing options for extended hours at the Recycling Facility that would be possible if staffing is increased. There are other challenges that will need to be met before year round extended hours can be offered, however these will be addressed at a later time.

While Town Council approval is not necessary for this change in this immediate fiscal year, I generally prefer to brief the Council on these types of changes before hiring a permanent employee whose continued employment will be subject to a budget vote at a later date, in case there is concern or opposition from Councilors to the proposal. Please don't hesitate to contact me prior to next Tuesday's meeting if you need additional information, or would like to discuss this matter further.