

INFRASTRUCTURE COMMITTEE MEETING

6:00 P.M.

Monday, February 23, 2015

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES – 01/26/2015 Meeting
2. OLD BUSINESS
 - a. Continued Public Works Discussion
 - b. Skehan Center Lighting
 - c. Town Office/Post Office/Pool Site Plan Update
 - d. Update – Services Committee – Playing Fields/Recreation
3. NEW BUSINESS
 - a. Backyard Composting Program 2015
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

INFRASTRUCTURE COMMITTEE MEETING MINUTES
Monday, January 26, 2015

Attending:

Chairman Dennis Marble	Town Manager Susan Lessard
Councilor David Ryder	Resident Alex King
Councilor Terry McAvoy	
Councilor Stephen Wilde	
Councilor William Shakespeare	

The meeting was opened at 6 p.m. by Chairman Marble.

1. MINUTES – 12/22/2014 Meeting – Motion by Councilor Ryder, seconded by Councilor Wilde to approve the minutes of December 22, 2014 with no changes or corrections. Unanimous vote in favor.
2. OLD BUSINESS
 - A. GPS Installation Update – The Town Manager read a report from GIS/IT Specialist Kyle Severance that all units had been installed in public works vehicles. A meeting with the City of Bangor and Representatives from T-Mobile from Boston was scheduled for Wednesday 1/28 to discuss uses of the data that will be generated but the meeting was cancelled due to the impending storm. It will be rescheduled.
 - B. Planet Aid – Change in Agreement – The Town Manager explained that Planet Aid was willing to continue to take the leftover clothes and shoes from the Swap Shop but would no longer be able to pay the .05/lb. that they had done before. The Committee discussed that the Salvation Army and Goodwill were unable to put collection boxes at the Transfer Station and that if the Town does not have Planet Aid pick it up – it all goes into the trash compactor at the end of each week. It was the consensus of the Committee that use of the materials by Planet Aid was better than adding the items to the trash – which the Town has to pay for in tipping fees to the PERC plant. Motion by Councilor Wilde, seconded by Councilor McAvoy to let Planet Aid continue to pick up the leftover clothing and shoes from the Transfer Station without paying the .05/lb. that was originally agreed upon. Unanimous vote in favor.
3. NEW BUSINESS
 - A. Public Works Department Review – The Town Manager explained the packet of material regarding the Public Works department that was included in the Infrastructure packet. The purpose of the discussion was to get feedback from Committee members on particular areas of the operation that they believe might be done differently – or which they wanted additional information about. There was considerable discussion about how the Town can have good roads and infrastructure but also control costs as much as possible. Areas identified were winter staffing, year round staffing, finding efficiencies, necessary equipment, and ongoing public works responsibilities. It was noted that some

other communities manage their public works departments for less than the Town of Hampden and that we should consider how those communities accomplish that as we look at our operation. Also identified was the high cost of health care which is not just limited to public works but which all departments and which the last council decided to discuss this year because union contracts are up this year and if changes were to be made they should affect all employees – not just the non-union ones. Councilor Wilde offered to assist with contacts for health insurance information but also disclosed that his business is insurance and he would not be voting on anything that could be considered a conflict of interest. Chairman Marble also offered that his employer had had good results from dealing with Barresi Benefits through Scott Bushey as another possibility for information for the Town. It was discussed that the best way to implement any long term changes that might include staff reduction would be as a result of retirements and that the review of the department prior to hiring a new Public Works Director would allow the Town to advertise and hire a candidate with a clear sense of direction and expectations. The Town Manager will prepare a draft outline of a restructured public works department for the next Infrastructure Committee meeting.

4. PUBLIC COMMENTS - None
5. COMMITTEE MEMBER COMMENTS – Chairman Marble asked if there were other items that the Infrastructure Committee should be working on in upcoming meetings that were part of the prior year work. The need for a Site Plan for the Town Office/Post Office/Pool site in order to do any further development for parking or buildings was discussed. Also discussed was the need to be thinking about recreation and playing field needs. This item is being discussed in the Services Committee. The Town Manager asked if the Committee had any objection to the Town returning the grant to DEP for the Sucker Brook Watershed Survey due to the change in staff changes that have occurred, the need to concentrate on the coming year's budget, and the fact that the Town is not required by the DEP at this time to do this work. We would be eligible to reapply in a year or two when the timing would hopefully be better suited to accomplishing the work. It was the consensus of the Committee that there were no objections to returning the grant to DEP.

Motion by Councilor Ryder, seconded by Councilor Shakespeare to adjourn at 7:45 p.m.
Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager



337 Perry Rd. Suite #1. Bangor, ME 04401
Phone: (207) 942-6255 Fax: (207) 942-5498

February 10, 2015

Hampden Recreation Department
Attn: Shelley Abbott
106 Western Ave.
Hampden, ME 04444

RE: LED Lighting Retrofit

Shelley,

Please accept our proposal for the amount of **\$20,747.00** to perform the electrical scope of work for the above referenced project.

Our proposal Includes

- Remove 48 existing 400W HID Fixtures and dispose.
- Furnish & Install 48 new Lithonia IBH LED High Bay Fixtures with stem mounting kits.
- Provide all Efficiency Maine Paperwork.
- With Increased Incentives Hampden Recreation Department would be eligible for \$16,800.00 in Efficiency Maine Incentives.
- Estimated annual energy savings for proposed lighting system would be \$9,298.00/Year!
- An option to add motion detectors to each fixture is available. This would be an additional cost of \$4,992.00 with an additional Efficiency Maine Incentive of \$1,920.00. The energy savings cannot be calculated, but would be greater without as many lights on.

Our proposal Excludes:

- Night or weekend work.
- State of Maine Sales Tax.

Sincerely,

Christopher R Carson



Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Revised LED Proposal

1 message

Chris Carson <CCarson@hampdenelectrical.com>
To: "Hampden Recreation Dept." <recreation@hampdenmaine.gov>

Tue, Feb 10, 2015 at 2:22 PM

Hi Shelley,

I apologize in the delay in getting this revised proposal to you, I have had a heavy work load personally and it took me a bit to get this turned around.

I have revised our lighting price, the lighting quote came in a smidge more competitive then the first time I received pricing, but the Efficiency Maine Incentives are very attractive for this project.

Because of the amount of money that we would be requesting in incentives rebates to offset material & labor cost, preapproval would be required for this project.

Please do not hesitate to contact me with any questions regarding this proposal. I have included an adder for a fixture mounted motion detector, I do not know if that item would be of interest to you or not. I have also included a cut sheet of our proposed fixture. Please feel free to contact me with any questions.

Thank you!

Chris Carson

Project Manager



337 Perry Rd. Suite #1

Bangor, ME 04401

P) 207-942-6255 X103

C) 207-949-4953

2 attachments

 **LED Retrofit.pdf**
67K

 **IBH Led High Bays.pdf**
617K

Some fixture
will get full incentive

Re approval: 3 days - 2 weeks
will no commitment

no switching charges
always add sensors after the fact



FEATURES & SPECIFICATIONS

INTENDED USE — Ideal one-for-one replacement of conventional lighting systems such as HID and fluorescent. Applications include manufacturing, warehousing and other large indoor spaces with mounting heights ranging from 10' – 40'. Luminaire shall be suspended a minimum 24" from ceiling. Surface mounting is not permitted. **Certain airborne contaminants can diminish integrity of acrylic.** Click here for Acrylic Environmental Compatibility table for suitable uses.

CONSTRUCTION — Lightweight aluminum heat sink designed to perform at warm ambient temperatures. Due to precision thermal engineering for maximum naturally convective cooling this fixture provides lumen droop that is less than fluorescent. Fabricated steel channel provides maximum rigidity.

OPTICS — Medium distribution to meet both horizontal and vertical light level requirements. Reflectors are precision formed and painted high reflectance white. Semi-diffuse lens is standard to provide glare control and LED protection.

ELECTRICAL — 70% lumen maintenance at 97,000 hours; predicted life of more than 100,000 hours. Thermally protected driver standard with 0-10V dimming.

LISTINGS — CSA certified to US and Canadian safety standards. Damp location listed. Ambient operating temperatures vary please refer to chart on page 3.

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org to confirm which versions are qualified.

WARRANTY — 5-year limited warranty. Complete warranty terms located at www.lithonia.com/customerresources/terms_and_conditions.aspx

Actual performance may differ as a result of end-user environment and application.

Actual wattage may differ by +/-1% when operating between 120-277V +/-10%.

Note: Specifications subject to change without notice.

Rating 100,000 hrs.

Catalog Number
Notes
Type

LED High Bay

IBH

9,000 through 30,000 Lumens

Patent Pending



ORDERING INFORMATION Lead times will vary depending on options selected. Consult with your sales representative. **Example: IBH 18000LM SD080 MD MVOLT GZ10 40K 70CRI WH**

IBH		SD080	MD		GZ10		
Series	Lumens	Lens	Distribution	Voltage	Driver	Color temperature	Color rendering index
IBH	9000LM 9,000 lumens 12000LM 12,000 lumens 18000LM 18,000 lumens 24000LM 24,000 lumens 30000LM 30,000 lumens	SD080 Semi-diffuse acrylic	MD Medium	MVOLT MVOLT; 120-277V HVOLT 347V-480V 120 120V 277 277V	GZ10 0-10V dimming	40K 4000 K 50K 5000 K	70CRI 70 CRI 80CRI 80 CRI ¹

Options		Finish
GLR	Internal fast-blow fuse ^{2,3}	WH Gloss white MB Matte black
OUTCTR	Wiring leads pulled through back center of fixture	
OCS	RELOC® OnePass® 5' installed ²	
RRL	RELOC®-ready luminaire. See page 5 for ordering information	
WGX	Standard wire guard, installed	
<u>Cord sets:</u> ⁴		
CS1W	Straight plug, 120V ^{2,5}	
CS3W	Twist-lock, 120V ^{2,5}	
CS7W	Straight plug, 277V ^{2,5}	
CS11W	Twist-lock, 277V ^{2,5}	
CS25W	Twist-lock, 347V ^{2,5}	
CS97W	Twist-lock, 480V ^{2,5}	
CS93W	600V SEOOW white cord, no plug (no voltage required)	
<u>Motion sensors:</u>		
LCOZU	Aisle motion sensor, pre-wired ^{2,6}	
LCHOSZU	Aisle motion sensor, pre-wired; programmable dimming ^{2,6}	
LCPZU	Aisle motion sensor with photocell; pre-wired ^{2,6}	
LAOZU	360° motion sensor, pre-wired ^{2,6}	
LAHOSZU	360° motion sensor, pre-wired; programmable dimming ^{2,6}	
LAPZU	360° motion sensor with photocell, pre-wired ^{2,6}	
nPP16D	nLight® switching/dimming module ^{2,7}	
nMSI	nLight, aisle motion sensor, pre-wired ^{2,8}	
nMSI360	nLight, 360° motion sensor, pre-wired ^{2,8}	
nMSID	nLight, aisle motion sensor, pre-wired, dimming ^{2,10}	
nMSI360D	nLight, 360° motion sensor, pre-wired, dimming ^{2,11}	
XAD	Factory installed XPoint™ wireless 0-10V dimming relay ^{2,12}	
MSI6XADL DSCXADL	360° Xpoint wireless motion sensor with photocell ^{2,12}	

See footnotes on page 2.

IBH LED High Bay

Accessories: Order as separate catalog number.

Mounting:

IBAC120 M20	Aircraft cable 10' with hook (one pair)
IBAC240 M20	Aircraft cable 20' with hook (one pair)
IBHMP	Hook monopoint
ZACVH	Aircraft 10' V hanger (one pair)
IBLPMP	Pendant monopoint splice box, includes side covers
IBLPMPHB	Pendant monopoint splice box with 3/4" hub, includes side covers
HC36	Hanger chain, 36" (one pair)
THUN	Tong hanger bracket (order 2 per fixture)

Wire guards:

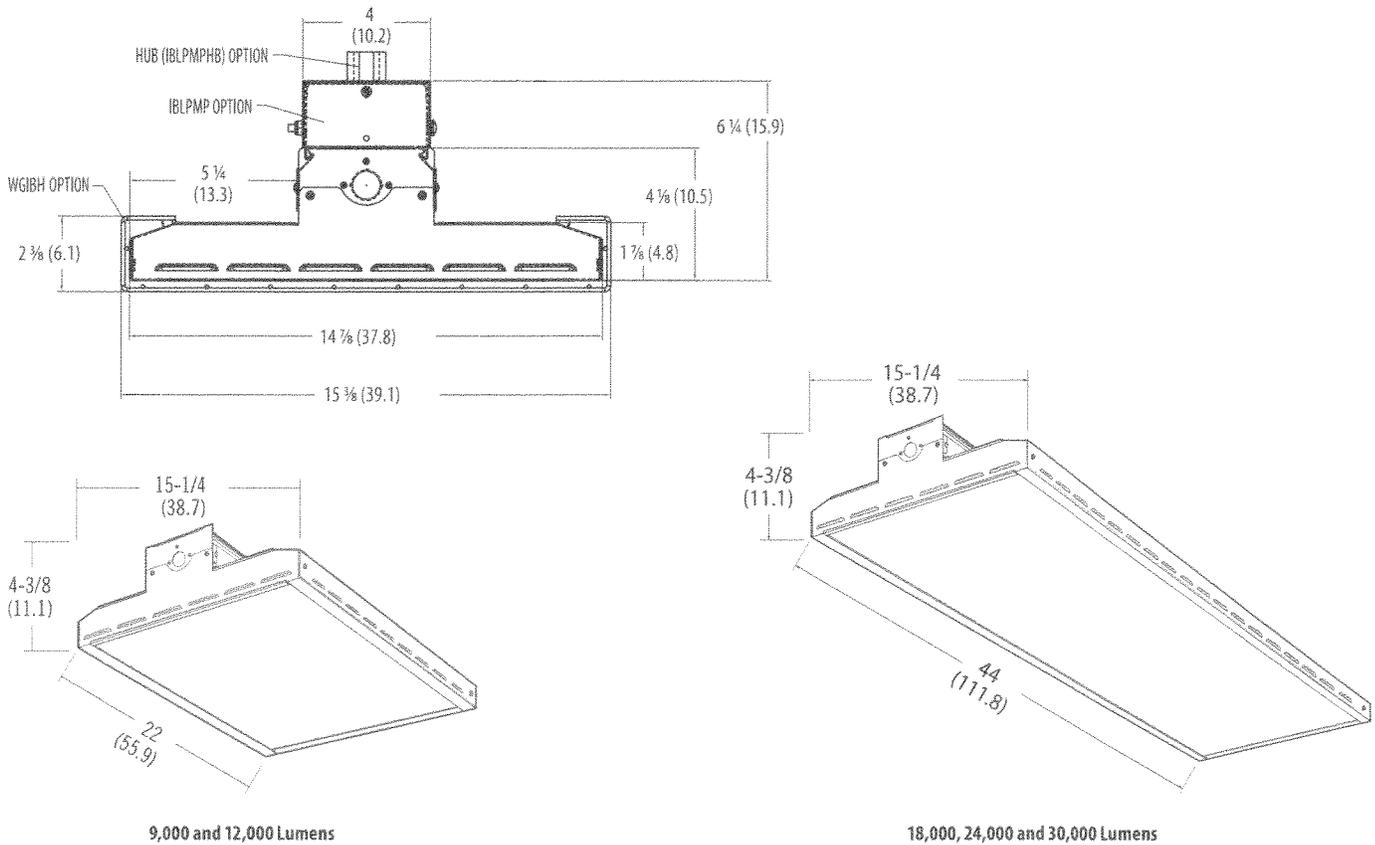
WGIBH	Wire guard for use with 9000LM and 12000LM fixtures
WGIBH4	Wire guard for use with 18000LM - 30000LM fixtures

Notes

- 10% reduction in lumens compared to 70 CRI.
- Must specify voltage.
- Not available with 347V.
- All cord sets are 18/3, 6', white.
- Cord sets are voltage specific. Specify voltage. Other configurations available. Consult factory.
- Other configurations available, see page four for additional options. Maximum ambient temperature 104°F (40°C).
- 347V and 480V with nPP16D utilizes a step down transformer.
- nMSI options utilizes a nPP16 and nCMB 50 sensor, CAT5e connector cable also included. Available 120 or 277V only.
- nMSI360 options utilizes a nPP16 and nCMB 6 sensor, CAT5e connector cable also included. Available 120 or 277V only.
- nMSID options utilizes a nPP16 and nCMB 50 D sensor CAT5e connector cable also included. Available 120 or 277V only.
- nMSI360D options utilizes a nPP16 and nCMB 6 D sensor, CAT5e connector cable also included. Available 120 or 277V only.
- For use in ambient temperatures ranging from -14° to 104°F (-10° to 40°C).

DIMENSIONS

All dimensions are in inches (centimeters) unless otherwise indicated. Dimensions may vary with options or accessories.



IBH

IBH LED High Bay

OPERATIONAL DATA

Lumen package	Ambient rating* (120V - 277V)	Ambient rating* (347V / 480V)	Delivered lumens 5000 K CCT, 70CRI @ 77°F (25°C) ambient temperature	Delivered lumens 4000 K CCT, 70CRI @ 77°F (25°C) ambient temperature	Delivered lumens 5000 K CCT, 80CRI @ 77°F (25°C) ambient temperature	Delivered lumens 4000 K CCT, 80CRI @ 77°F (25°C) ambient temperature
9000LM	-40°F to 104°F (-40°C to 40°C)	-40°F to 86°F (-40°C to 30°C)	10,736	10,120	10,083	9,504
12000LM	-40°F to 104°F (-40°C to 40°C)	-40°F to 86°F (-40°C to 30°C)	13,558	12,780	12,733	12,002
18000LM	-40°F to 104°F (-40°C to 40°C)	-40°F to 95°F (-40°C to 35°C)	21,472	20,240	20,165	19,008
24000LM	-40°F to 104°F (-40°C to 40°C)	-40°F to 95°F (-40°C to 35°C)	28,463	26,830	26,731	25,197
30000LM	-40°F to 104°F (-40°C to 40°C)	-40°F to 95°F (-40°C to 35°C)	32,664	30,790	30,676	28,916

* Ambient temperature ratings vary depending on options selected.

CHARACTERISTICS

Lumen package	Wattage				Length	Width	Depth	Weight without Lens (Lens kit adds approx. 7 lbs (2.3 kg))	Comparable light source
	120V	277V	347V	480V					
					Dimensions are shown in inches (centimeters) unless otherwise noted.				
9000LM	99	98	95	95	22 (55.9)	15-1/4 (38.7)	4-3/8 (11.1)	10 lbs (4.5 kg)	2-lamp T5HO
12000LM	125	123	120	119	22 (55.9)	15-1/4 (38.7)	4-3/8 (11.1)	10 lbs (4.5 kg)	4-lamp T8, 250W HID
18000LM	198	195	190	189	44 (111.8)	15-1/4 (38.7)	4-3/8 (11.1)	20 (9.1 kg)	4-lamp T5HO, 6-lamp T8, 400W HID
24000LM	253	249	243	242	44 (111.8)	15-1/4 (38.7)	4-3/8 (11.1)	20 (9.1 kg)	6-lamp T5HO, 8-lamp T8
30000LM	311	307	299	298	44 (111.8)	15-1/4 (38.7)	4-3/8 (11.1)	20 (9.1 kg)	8-lamp T5HO

PROJECTED LUMEN MAINTENANCE

Operating hours	0	10,000	20,000	25,000	35,000	50,000	60,000	75,000	100,000
Lumen maintenance factor	1	0.96	0.92	0.90	0.87	0.83	0.80	0.76	0.69

LUMENS VS. AMBIENT TEMPERATURE

Ambient °C	Ambient °F	Lumen multiplier
0	32	1.03
5	41	1.03
10	50	1.02
15	59	1.01
20	68	1.01
25	77	1.00
30	86	.98
35	95	.89
40	104	.79

PHOTOMETRICS

See www.lithonia.com.



IBH

IBH LED High Bay

LSXR - Fixture Mount Sensor (see www.sensorswitch.com for additional information)

- Four interchangeable lenses.
- Integrated mounting bracket drops lens down 3" from chase nipple.
- Single or dual relay versions — designed with robust protection from the harsh switching requirements of T5 and LED loads.
- Photocell and 0-10VDC dimming options.
- No PIR field calibration or sensitivity adjustments required.

LSXR configuration	Comparable CMRB sensor	Old style sensor nomenclature
For shortest lead times use one of the following LSXR configurations		
LCOZU	CMRB 50	MSI
LCHOSZU	CMRB 50 D	MSID
LCPZU	CMRB 50 P	MSIPED
LAOZU	CMRB 6	MSI360
LAHOSZU	CMRB 6 D	MSI360D
LAPZU	CMRB 6 P	MSI360PED

SELECTIONS BELOW WILL EXTEND ORDER LEAD TIME. CONSULT YOUR SALES REPRESENTATIVE FOR DETAILS.

SINGLE RELAY

ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: LAHOSZU

Series	Lens option	Dimming/Photocell	Max. dim Level	Min. dim level	Temp/Humidity	Default time delay
L LSXR passive infrared indoor occupancy sensor	A High mount, 360°	O None ¹	0 10 VDC	S Minimum dimming level of ballast	Z None	I 30 seconds
	B Low mount, 360°	H High/low occupancy operation	9 9 VDC	1 1 VDC	T Low temperature	D 2.5 minutes
	C High mount aisleway	P Switching photocell (on/off)	8 8 VDC	2 2 VDC		X 5 minutes
		M Dimming and switching photocell	7 7 VDC	3 3 VDC		R 7.5 minutes
		G Dimming and switching photocell with high/low occupancy operation		4 4 VDC		U 10 minutes (with minimum 15 minutes on time)
				5 5 VDC		V 15 minutes
				6 6 VDC		W 20 minutes
					Y 30 minutes	

DUAL RELAY (Available with 120, 277, and 347V only)

ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: LA2KZU

Series	Lens option	Poles	Operating mode	Temp/Humidity	Default time delay
L LSXR passive infrared indoor occupancy sensor	A High mount, 360°	2 Dual relay	J None	Z None	I 30 seconds
	B Low mount, 360°		K Alternating off relays (promotes even lamp wear)	T Low temperature	D 2.5 minutes
	C High mount aisleway		O Alternating off relays w/photocell		X 5 minutes
			P Switching photocell (on/off)		R 7.5 minutes
			E Photocell on/off (pole 1 only)		U 10 minutes (with minimum 15 minutes on time)
			F Photocell on/off - both poles (dual set-point)		V 15 minutes
					W 20 minutes
			Y 30 minutes		

Example: LENS 50 J100

Replacement lenses: Order as separate catalog number.		
Series	Lens type	Package quantity
Lens	6 High mount 360°	U Unit
	10 Low mount 360°	J10 10-pack
	50 High mount aisleway	J100 100-pack

Notes

¹ Dimming level fields not required when this option is chosen.



IBH

RRL - RELOC®-Ready Luminaire

- RRL connectors can be used with Quick-Flex®, System 820 and OnePass® systems.
- Load side of connector factory installed to luminaire.
- 4-pole mating connector with push-in terminations allows for simple installation.
- Touch-safe design on both halves meets UL/CSA requirement.
- Wiping contact design allows safe disconnect under load.



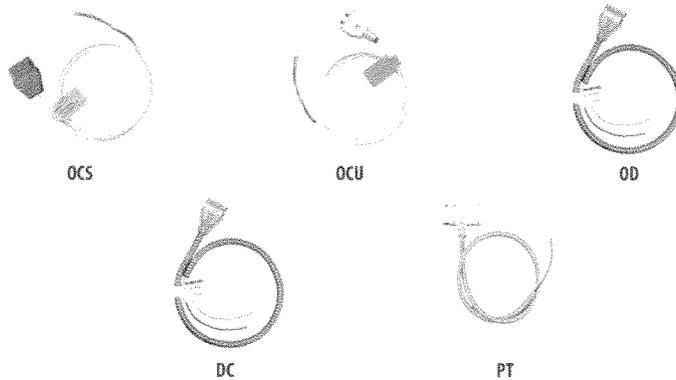
ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: RRLA

Series	Wiring instructions		
RRL RELOC®-ready luminaire	<table border="0"> <tr> <td style="vertical-align: top;"> <p>A Hot conductor wired to position #1 (phase A)</p> <p>B Hot conductor wired to position #2 (phase B)</p> <p>C Hot conductor wired to position #3 (phase C) ¹</p> <p>AB Outboard hot conductor wired to position #1 (phase A), inboard hot conductor wired to position #2 (phase B)</p> </td> <td style="vertical-align: top;"> <p>AE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B) ²</p> <p>ABE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B), inverter conductor wired to position #3 (phase C) ^{1,2}</p> <p>C12S Hot conductor in position #1 (phase A), low voltage conductor #1 in position #2, low voltage conductor #2 in position #3 ^{1,3}</p> </td> </tr> </table>	<p>A Hot conductor wired to position #1 (phase A)</p> <p>B Hot conductor wired to position #2 (phase B)</p> <p>C Hot conductor wired to position #3 (phase C) ¹</p> <p>AB Outboard hot conductor wired to position #1 (phase A), inboard hot conductor wired to position #2 (phase B)</p>	<p>AE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B) ²</p> <p>ABE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B), inverter conductor wired to position #3 (phase C) ^{1,2}</p> <p>C12S Hot conductor in position #1 (phase A), low voltage conductor #1 in position #2, low voltage conductor #2 in position #3 ^{1,3}</p>
<p>A Hot conductor wired to position #1 (phase A)</p> <p>B Hot conductor wired to position #2 (phase B)</p> <p>C Hot conductor wired to position #3 (phase C) ¹</p> <p>AB Outboard hot conductor wired to position #1 (phase A), inboard hot conductor wired to position #2 (phase B)</p>	<p>AE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B) ²</p> <p>ABE Hot conductor wired to position #1 (phase A), hot conductor #2 wired to position #2 (phase B), inverter conductor wired to position #3 (phase C) ^{1,2}</p> <p>C12S Hot conductor in position #1 (phase A), low voltage conductor #1 in position #2, low voltage conductor #2 in position #3 ^{1,3}</p>		

Compatible RELOC® Cables for Industrial Luminaires (shipped and ordered separately)



Notes

- 1 C, ABE, and C12S options are not used with Quick-Flex QFC, QSFC, QPT, and QD.
- 2 AE and ABE commercial fixtures should disconnect the TSPL before unplugging the RRL so it does not go into discharge mode.
- 3 C12S option is used with the OnePass OD and 820 SSC, PT, and DC for 0-10V/DALI applications.

3a



**MRRA Backyard Composting Campaign
Participation Packet 2015**



Sponsored by the
Maine Resource Recovery Association
PO Box 1838
Bangor, Maine 04402
tel 207-942-6772
fax 207-942-4017
www.mrra.net

Sale Runs from Feb 1, 2014 to May 2, 2015, expect delivery by May 22, 2015



MARRA Compost Bin Sale Participation Form 2015

Please complete this form to participate in the Maine Backyard Compost Bin, Kitchen Pail, Thermometer, Wingdigger & Rain Barrel Sale.

I will participate in the 2014 Backyard Compost Bin Sale. I understand that I must order in multiples of 20 for compost bins, wingdiggers and Sure-close Kitchen pails. Rain Barrels in lots of 10 and Thermometers are sold in lots of 10 each.

Contact name: _____
 Organization: _____
 Telephone # _____ Fax # _____ email _____

I would like to receive samples at regular prices and MARRA will cover the cost of shipping. Samples take 2-4 weeks to arrive so please return this form ASAP. Send to shipping address below. Samples may be ordered until April 15, 2015.

Name: _____ Telephone where sample is delivered _____
 Street Address: no PO Boxes please _____
 City: _____ State: _____ Zip code: _____

I will be selling the following checked items

Sample needed check here, free shipping

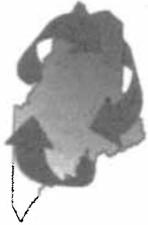
- Earth Machine Compost Bin** in quantities of 20
- Sure-Close Kitchen Pail** in quantities of 20
- Wingdigger** compost turner in quantities of 20
- Rain Barrel** in quantities of 10
- Thermometer** in quantities of 10

- Earth Machine** _____ \$48.00
- Sure-Close Pail** _____ \$8.00
- Wingdigger** _____ \$18.00
- Rain Barrel** _____ \$65.00
- Thermometer** _____ \$20.00

total for all 5 items \$157.00

Total enclosed

Please return this completed form to Maine Resource Recovery Association
 Fax 942-4017 or email victor.horton@mrra.net



MARRA Compost Bin Sale Customized Information Form 2015

We will prepare an order form for your organization with the information you provide on this form
This will allow residents to mail in their orders to you and help promote your sale

Info Box Name of Organizing Group Example: Recycletown Garden Club

A

Pick-Up Location, Date(s) and Time(s) - When and where you will distribute items.

Example: Recycletown Recycling Center, Main Street, Recycletown ME

Info Box for example (Saturday, May 23, 2015 from 8:00am - 2:00pm)

B

Info Box Contact Person & Phone Number The person to call for more information

C

Info Box Mailing Address of the Organizing Group - Where residents will mail orders

D

Please return this completed form to Maine Resource Recovery Association
Once we receive this form, we will send you a customized order form suitable for copying and distribution
Fax 942-4017 or email victor.horton@mrra.net



Sample Press Release



FOR IMMEDIATE RELEASE

Your Town or Organization's Name Here to hold Backyard Compost Bin & Kitchen Waste Pail Sale for Earth Day 2015

Your Town's Name Here, ME: Tired of seeing all of those kitchen leftovers from preparing meals and snacks get thrown out in the trash or eaten by critters in your makeshift composting bin in the backyard? Here's your chance to turn those scraps into a rich soil amendment.

As part of Earth Day 2015 celebrations, **Your Town or Organization's Name Here** is participating in a statewide backyard composting bin sale. Through May 2, 2015 a home compost bin and how-to guide with a combined retail value of \$100 can be purchased for only **\$48.00** (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five. New this year the Sure-Close kitchen scrap pail, for all your food scraps, are also available for sale at **\$8.00** each. The vented lid deters odors and fruit flies.

We are also happy to offer the wingdigger compost turner for a discounted price of **\$18.00**.

No compost area is complete without the 55 gallon rain barrel that can be used to collect valuable rain water for watering the garden and keeping the compost in the Earth Machine moist. The System rain barrel is available at the reduced price of **\$65.00**.

We also offer a 20 inch thermometer for your convenience in checking the inside temperature of your compost bin. It is also useful in checking temperature in an open pile of compost. It costs **\$20.00**

It's estimated that 25 percent of the average household's waste consists of yard trimmings and kitchen scraps which can be easily composted. **Your Town's Name Here** residents can save money for every ton of waste they compost because it is not shipped out of town for disposal.

Contact **Person's Name & Phone Number/Email Address Here** to learn more or obtain an order form. **Your Town Name Here** already recycles many of its disposables. Let's increase our recycling while helping our gardens grow!

Sponsored by the
Maine Resource
Recovery
Association
(MRRRA)
Tel (207) 942-6772
Fax (207) 942-4017



Use this Coordinator Checklist to help
Plan your 2015 Compost Bin Sale

Please Check When Completed!

' **Determine Date, Time, and Location** for residents to pick up compost, barrels, turners and/or pails. The items will be delivered directly to you between May 18-22, 2015. **Order composters turners and Kitchen pails in multiples of 20. Rain barrels 10 units and thermometers in units of 10.**

' **IMPORTANT! Complete the Participation Form and Customized Information Sheet** clearly and legibly & mail or fax to (207) 942-4017. Once this information is received, a customized master Order Form, Poster, Tracking Sheet, Press Release and Final Order Form will be created and sent to you.

' **Distribute Order Forms** to residents through mailings, local businesses, municipal buildings, etc. Consider asking Boy Scouts, Girl Scouts or other local groups to distribute the forms at the recycling center.

' **Hang Posters up** in high foot traffic areas throughout the community (such as grocery stores, town offices, recycling center, library, etc.) to promote the sale.

' **Display Samples in your town or recycling center** (see "Participation Form" to request) to help promote the sale and provide residents with a "real life" example of the bin and/or pail. Be sure to locate them in high traffic areas for better promotion.

' **Request a FREE CD** to promote the Composting Bin, "Earth Machine™", for play on local cable stations. Call the Maine Resource Recovery Association (207) 942-6772 to order.

' **Send the Press Release** to local daily and weekly newspapers that **cover your community's events**. Also, consider writing a "Letter to the Editor" to promote the sale.

-MRRRA -
- Coordinator Checklist cont'd -

' **Accept only completed Order Forms** and checks payable to the MRRRA (Maine Resource Recovery Association).

' **Use the Tracking Form** to document each order as the Order Forms and checks come in. For your convenience, keep the checks in order as they appear on the Tracking Form.

' **Collect Order Forms and checks** from your residents until May 2, 2015.

' **Tally all orders and complete the Final Order Form.** Please double check that the number of check(s) and orders match the amounts stated. **Do not staple order to checks when sending to MRRRA**

' **Make a copy of the Final Order Form** for your records and mail the original along with the check(s) made payable to the MRRRA using the **Order Envelope**. The Maine Resource Recovery Association must receive your Final Order Form and check(s) by **May 5, 2015**.

Order in multiples as follows: Compost Bins, Wingdiggers, Kitchen Pails = 20, Rain Barrels = 10 and Thermometers = 10 per order.

' **Items will be delivered** to you between May 18-22, 2015.

' **Have your Tracking Form available** when your items are delivered.

' **Conduct an immediate inventory** of your items when you receive them. You must notify MRRRA of any missing or broken pieces by June 15th, 2015. **NO EXCEPTIONS!** Replacement pieces will take 2-4 weeks to arrive.

' **Distribute items** to your residents at the predetermined date, time and location.

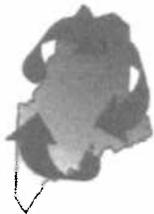
' **Look forward to the 2016 Backyard Composting Campaign!**



MRRRA 2015 Compost Bin Sale Tracking Form

Organization: _____ Contact Person: _____ Telephone: _____

	Date	NAME	PHONE	CHECK NO	AMOUNT PAID	No. of Bins Ordered, need 20	No. of Kitchen Pails Ordered, need 20	No. of Wingdiggers Ordered, need 20	No. of Rain Barrels Ordered, need 10	No. of Thermometers Ordered, need 10
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
Sub total this page - Fill to bottom or gray area for shipment						\$48.00	\$8.00	\$18.00	\$65.00	\$20.00
						Earth Mac	Kitchen Pail	Wingdigger	Rain Barrel	Therm



MRRA 2015 Final Order Form Due with funds by May 4, 2015

Delivery of items between May 18-22, 2015

Organization: _____ Contact Person: _____ Telephone: _____

Delivery Address: _____

Item	Quantity	Price incl Tax	Amount
Earth Machine Compost Bin - quantities of 20		\$48.00	
Kitchen Pail - quantities of 20		\$8.00	
Wingdigger - quantities of 20		\$18.00	
Rain Barrel - quantities of 10		\$65.00	
Thermometer - quantities of 10		\$20.00	
Total Enclosed		Sales Tax included	
We will be responsible for the sales tax, please send us the updated price list less sales tax	Yes	No	

Maine Resource Recovery Association, PO Box 1838, Bangor, Maine 04402, tel 207-942-6772, fax 207-942-4017, www.mrra.net

If your organization will be responsible for the Maine Sales Tax please use the prices below and send us an updated Sales Tax Exemption form with your order.

Although a town or city is not liable for Maine 5.5% sales tax the general public is liable

Item	Quantity	Price incl Tax	Amount
Earth Machine Compost Bin - quantities of 20		\$45.50	
Kitchen Pail - quantities of 20		\$7.58	
Wingdigger - quantities of 20		\$17.06	
Rain Barrel - quantities of 15		\$61.61	
Thermometer - quantities of 10		\$18.96	
Total Enclosed		No Sales Tax included	
We will be responsible for the sales tax and have included a sales tax exemption form	Yes	No	

Info Box A

Urges You to Do Your Part for Earth Day 2015: Compost Your Yard and Food Waste!



Only
\$48.00
Retail
Value
\$100

Earth Machine Backyard Compost Bin

Converts grass, leaves and table scraps into an abundant supply of rich garden soil.
Large 80 gallon capacity
Easy, snap together assembly
10 year warranty & Instruction Booklet
Made of recycled plastic
Assembled dimensions - 33"x35"

The Rain Barrel

55gal capacity,
Great rain water
collection for
gardening

Price
\$65.00



Only \$8

SURE-CLOSE SCRAP PAIL

Attractive, easy to use, Hinged lid
snaps securely to pail, 2 gallon
capacity accommodates plates for
"mess free" scraping!



Just
\$18

THE WINGDIGGER

Use this handy tool
to turn your compost
periodically.

Pick Up Your Ordered Items at:

Info Box B



The REOTEMP Backyard Compost
Thermometer with a 20" stem is designed
for monitoring interior temperatures
in a backyard sized compost bin.
Range 0 to 200 F

Just
\$20.00

Return the coupon below before May 2, 2015. All Sales Final

HERE'S HOW TO GET STARTED!

1. Clip & fill out this Order Form.
2. Mail it in with your check or money order.
3. Pick up your ordered items.

For more information call:

Info Box C

Item	Quantity	Unit Price	Subtotals
Compost Bin		\$48.00	
Sure-Close		\$8.00	
Wingdigger		\$18.00	
Rain Barrel		\$65.00	
Thermometer		\$20.00	
(One of each \$159.00)		TOTAL DUE	

Name: _____ Phone: _____

Address: _____ email address: _____

City: _____ State: _____ Zip Code: _____

Make checks payable to: MRRRA (Maine Resource Recovery Association) **ORDER FORM**

Mail to: **Info Box D**

