

LAKES REGION HOUSEHOLD HAZARDOUS PRODUCT FACILITY
JOINT BOARD MEETING MINUTES
11-16-16

MEMBERS PRESENT: Liz Dionne, Alton Town Admin/member rep, Chair/Treasurer; Sarah M Silk, Site Coordinator, Wolfeboro member rep, Vice-Chair/Secretary; Kerry Long, Tuftonboro Transfer Sta/member rep

NON-MEMBERS PRESENT: David Jeffers, LRPC Regional Planner

I. Approve Minutes:

Chair, Liz Dionne opened the meeting at 8:15 AM.

Kerry Long stated he had driven by the LRHHPF site while it was closed. Sarah Silk renewed her offer to meet him there some day to open up and acquaint him with the on-site process during a collection.

With a motion from Liz and a second from Sarah, the Minutes of 10-19-16 were approved unanimously as written.

II. Confirm Meeting Dates 2016:

Liz led a brief discussion regarding the December meeting date of 12-14-16. It is a week earlier than usual due to the holiday. It was agreed to meet at 8 AM.

III. Treasurer's Report:

Liz distributed the monthly Treasurers Report from Paulette Wentworth.

Sarah noted that she had some outstanding charges for Outside Services (Turnkey & Casella for the 30 yd container and waste disposal from the last collection) and in response to Liz's question explained that the 2016 End of Year Report for the Facility, with Paulette's input, is completed after the January 2017 cutoff date for invoices. It is different from the Annual Town Report submitted to the 3 member towns early January.

IV. Outstanding Invoices:

Tom O'Brien of the Boston area office of Clean Harbors (CH) has been contacted several times by Sarah in an effort to resolve 8 invoice abnormalities. Some invoices actually address small quantity generator's (SQG) disposals which get estimates in advance and pay only disposal fees/recovery fees directly to CH in an existing process. Three SQG's should not have been charged a setup fee.

Alton Solid Waste should not have a setup fee as well. This may be due to new personnel, although not all SQG's have been charged the setup fee.

There is also a follow up needed to locate SQG checks paid directly to CH site personnel and taken to the Braintree office which have experienced a delay in posting. Two have been recovered in a folder for August, but it is not known at this time which SQG's they belong to.

GWRSD needed a special form to make payment which has been resolved as they were not communicating with the right person. Sarah has given them the correct contact information.

Manifests signed off on the last line of copy 8 have been received for 2 of the LRHHPF bills with one shown as paid on Paulette's October financials and the 2nd for submission today. The remaining August invoice is for the difference between the standard fee for a 55 gal drum of flammable liquid and an up-charge for PCB's. The up-charge invoice does not have the credit for the initial payment at the standard price.

Tom O'Brien has submitted information to Krista Glodin, CH HHW representative, for revised billing. He and Sarah discussed the departure of Kelly LaRoche, Acct. Mgr. for LRHHPF and the need to interface with Sonya, her supervisor, until a new hire is on board. Sarah advised that Sonya will be speaking with Kristin Mahoney, her higher up, regarding SQG estimates for 2017 and a return to a smoother process.

David Jeffers noted he had a manifest related issue which Kristin Mahoney resolved.

V. Season-Wrap-up:

Rick Moriarity was contacted as Casella had not hauled the container when expected. He had it taken care of within 2 hours as the BOL and waste profile were at Wolfeboro Solid Waste in advance. There will be invoices for the haul as well as disposal at Turnkey.

VI. HHW Coordinator Meeting 10-24-16:

Sarah reported at the Concord meeting that the North Country had benefitted from the inclusion of seasonal population when they applied to DES for grant money for their program. Historically, for decades, the LRPC has been unable to include those numbers in their calculations. LRHHPF would also benefit from recognition of the large influx in the member communities during the summer months when the collections are held.

David noted that in some instance the population swells 2-4 times the year round numbers in LRPC covered towns. He also mentioned the discussion regarding how surveys are taken. Some programs have clipboards given to each participant, some have survey takers, using individual sheets which have to be tallied at the end of the day.

UVLSRP personnel each use one sheet with hash marks for each respondent. There was a discussion about devising a program for tablets so the tallying is done automatically.

Not all programs have multiple towns which must be calculated separately.

VII. NY State Pollution Prevention Institute Training 11-7-16:

Sarah displayed handouts from the training held at the Carey Institute for Global Good:

“Water-Front Properties, Guide to Achieving a Living Shoreline – A Stewardship Guide” -- appropriate for the Lakes Region with graphics for shoreline planting as well as the path of pollutants from meadows down to aquatic habitat;

“The Green Story Guide” – a booklet aimed at children with activities, educational facts, links to FASTFORWARDROC.ORG 5 minute films;

a graphic novel/comic book similar to an idea from the quarterly NH HHW Coordinator's meetings;

hangtag in the shape of a sturgeon promoting stormwater pollution prevention by H2OHERO.ORG;

numerous laminated “Healthy Eating, Living, Community, Home, Environment” reference cards with lists of products/practices to avoid and a corresponding list of better choices.

All these may be used by any program as long as credit is given to NYP2I and may help to satisfy the educational component of the DES Grant program.

VIII. USDA Grant – topics update from LRPC:

David advised Best Mgt Practices, Universal Waste, and Composting, were frequent choices in his survey of interests for a half dozen round table discussion targeting town officials and solid waste operators.

Kerry Long has attended DES free lectures, yesterday on battery disposal, bulbs, and mercury clean up with Tara Albert, and previously on asbestos with 2 more scheduled in 2016. This prompted a discussion about lack of funding for training. Kerry noted that 30-50 people give a variety of points of view and options for improving programs on a local level.

Sarah inquired if Kerry was able to attend the NRRRA “MOM” Meetings which have training credits and do not have a fee. She advised that the NY training had day care and hospitality representatives seeking info on less toxic solutions to cleaning products that will satisfy state requirements for sanitation as well as many extension service representatives who have direct contact with community members.

David discussed the grant enabling speakers from other states.

IX. 2017 Facility Brochures:

The Tuftonboro BOS letter proposes a separate procedure be implemented for that town which is not in keeping with the policies and practices of the LRHHPF. It appears to delete the medicine collection option for the Tuftonboro folks as well. Therefore, the brochure used by LRHHPF would no longer be valid for that single member town.

In order to schedule brochure redesign, based on whenever the BOS “...let you know what course of action we will follow in the future. The specifics in Para 3 above do not include medication disposal at this time.”, a date must be established for resolution of the indecision and confusion caused by misinformation presented to the BOS by non-LRHHPF personnel.

Kerry expressed that the pass procedure is complicated, but he is looking into it. He is communicating with the BOS.

Sarah offered to accompany him to a BOS meeting at any time as the Tuftonboro BOS members, while welcome any time, do not attend LRHHPF Joint Board Meetings.

Liz and Sarah confirmed that the LRHHPF process used by Alton and Wolfeboro for 14 years and in place when Tuftonboro joined has proven to be easy and efficient for those member towns. Restricting pass distribution to the same day as collections was seen as

an impediment to safe disposal and having no direct correlation to when passes are used. Sarah cited getting pass #1 for Wolfeboro in September, almost 5 months into a 6 month program. She also reminded the group that 70-120 HH used to attend the 1-day LRPC collections and as members, Tuftonboro has yet to reach that number. The question remains of where that material is going.

David noted coming to get an annual dump sticker once a year is basically no different from getting a pass for HHW. Name and address in exchange for the pass with less staff time as the pass is free. He noted that distributing 50 passes does not ensure they will all be used, nor turned in the same day issued.

Kerry sees several Tuftonboro options: 1- do HHW on their own; 2- go back to reimbursing for \$40/5 gal as non-members; 3- as part of the organization, participate as do all other members; 4- problems with same day pass distribution. There appears to be an issue with some Tuftonboro procedures still undecided and felt patience was needed.

David said the LRHHPF process is simple and fair with the intention of encouraging proper HHW disposal with no penalty for exceeding the 10 gal/HH limit.

Lead time for the brochure changes is such that the window of opportunity closes in January. Kerry was thanked for his efforts to clarify the position of his town and encouraged to continue his efforts for the December LRHHPF meeting.

X. Any Other Business:

There being none, with a motion from Liz and a second from Kerry, the meeting adjourned at 9:35 AM.

Respectfully submitted,
Sarah M Silk, Secretary

JB11-16