

LAKES REGION HOUSEHOLD HAZARDOUS PRODUCT FACILITY
JOINT BOARD MEETING MINUTES
12-14-16

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 Station/member rep
OTHERS PRESENT: David Jeffers, LRPC Regional Planner

I. Approve Minutes 11-16-16:

Chair Liz Dionne opened the meeting at 8:05 AM. There was a short break as Kerry Long reported he had a copy of the minutes but had not received emails relative to changes on the Minutes desired by David Jeffers. Sarah Silk made copies and confirmed that the email address listed in the LRHHPF group was indeed accurate. She had not received an email noting any undeliverable addresses. She also made a copy for David.

The following amendments for the 11-16-16 Minutes were suggested by David:

pg 2, VI – insert in line #4, "LRPC has not explored adding seasonal population since 2002 "

pg 3, VIII – move the sentence in paragraph 4 to paragraph 1 drop any reference to speakers from other states and insert "David noted that the upcoming proposal will include funds for training for school teachers regarding lab substances."

pg 4 top paragraph – No change as Sarah's statistics (70-120HH from Tuftonboro) were pertinent to the Wolfeboro collection site for the LRPC 1-day collections. David's chart referred to a different time period, except for 2001 when Tuftonboro had 88HH and was within the quantities stated by Sarah.

pg 4 paragraph 2 - referred to previous comments by Liz and Kerry as to the process for getting a pass, no change.

Pg 4 paragraph 4 – David would like to delete his comment referring to the LRHHPF process as "simple and fair with the intention of encouraging" and insert "is intended to encourage". At the end of the sentence he would like to insert the following: "It seems that Tuftonboro is looking for a means to allow 10 gal/HH and then have residents take responsibility for anything above that limit."

Sarah noted that they are specifically referring to *financial* responsibility and having the taxpayer pay as a non-member even though money remains in the LRHHPF member budget for that town at the end of the year essentially constituting double payment by some taxpayers.

An hour long discussion ensued initiated with questions and comments by Kerry Long. He first inquires were regarding a concept of the budget being 2 components as disposal and administrative costs. Both Liz and Sarah explained that there is single budget for LRHHPF as established within parameters of the NH Department of Revenue and RSA requirements. Funds are deposited into the account. Tuftonboro prefers to pay their amount in the spring. Alton and Wolfeboro owe many thousands more and have split billing – spring and fall. Any funds remaining may be rolled over for the following year.

David noted that the budget for LRPC HHW collections is inclusive of standard costs for administrations and disposal. It is understood that disposal costs are estimated as waste can vary.

Although it has never been the case in 14 years, the town may request in writing that the balance be returned. This is per DRA and RSA guidelines. Sarah, Site Coordinator, prepares the budget noting the lump sum amount from Tuftonboro with the remaining balance distributed between Alton and Wolfeboro as follows: Alton 30% and Wolfeboro 70% based on estimates for attendance which are derived from historical participation. The entire budget with the various town proportions are submitted to each town to be reviewed through the local processes.

Kerry referred to the waste received as a “stew” such that all the items were mixed together, not separated by actual products per car. David responded that costs were based on HH. Liz noted no one does an inventory of products by each car. Sarah noted in her 27 years experience, all the HHW received at regional collections such as LRPC and LRHHPF collections are packed in flex bins or 55 gallon drums by product, not origin by car or town.

There was a discussion regarding the cost for member towns being determined by actual costs each calendar year. All funds received from non-members are deducted and then the cost per town is determined with any balances noted by town. (Small quantity generators pay Clean Harbors directly after arrangements are made in advance based on actual product inventory to be brought to the Facility.) References to the roll-over amount as a “slush” fund were strongly objected to. Sarah noted that DRA requires each town to have a specific percentage of the budget as a fund balance. She believed it was about 10%. Liz advised that it can be 5-17% in the fund balance. Sarah noted that the rollover allows a cushion if there is unexpected attendance (she noted the extra medications received the spring DEA did not have their drop-off at police departments.)

There was a brief explanation by Sarah and David regarding the fiscal year for DES Grants and the calendar year budgets for towns and the overlap. The Grant for July of the previous year to June of the current year is submitted after all paperwork is received, but may arrive such that it is deposited in the next calendar year. The funds are allocated to each town’s in proportion by population. David noted that the permanent Facility gets more funds/HH than a town doing an individual collection once a year. LRPC benefits from a higher rate as well for the many towns participating together.

In response to comments from Kerry regarding an inability to get a clear picture of figures, both Liz and Sarah referred to the monthly budget reports showing activity by month and balances to specific portions of the budget as presented from Paulette Wentworth, Finance Director for Alton and part-time employee for LRHHPF.

There was clarification regarding private business “zero budgeting” and enabling State guidelines for revolving accounts and special revenue accounts. It was noted that when 2 towns or more join in an endeavor involving funds, no one town can hold the funds in

their general fund. Sarah indicated that such is the case for the milfoil control and eradication program which both Tuftonboro and Wolfeboro are members (that multi-town agreement was fashioned after the LRHHPF agreement).

In response to a question as to the number of years of membership by Tuftonboro, Sarah made a copy for Kerry of the report made at the Tuftonboro Bd of Selectmen's meeting 9-26-16 itemizing the number of HH attending as non-members from 2007 thru 2012, member attendance from 2013 thru September 2016 (October collection had not yet taking place), budgeted amount of \$4,000 for the 4 years, actual cost for 2013 thru 2015 with any carryovers and a reduced amount of \$2,500 paid in 2014 due to low initial attendance in 2013 noting that 17 HH paid \$40/ea unnecessarily as there was a balance of \$1,029.57 unused.

Liz explained about the Annual Facility Report which Paulette and Sarah work on after the books are closed in mid-January of each year for the previous calendar year expenses. Sarah explained that the report is sent to the member towns and LRPC for posting as they may desire to their respective websites.

Liz noted that the discussion had lasted an hour and the group should proceed with the Agenda.

Sarah noted that no motion or vote had taken place on the 11-16-16 Minutes. With a motion from Liz and a second from Sarah it was agreed to make the changes as previously discussed for: VI on pg 2, VIII on pg 3, pg 4 paragraph 4. The vote was unanimous.

II. Confirm Meeting Dates 2017:

The **January 18** meeting with Clean Harbors will take place at **8:30 AM** as arranged with all parties. Sarah has polled members and **Monday, 1-23-17 will be the snow date** as the 2 CH representatives will have to drive from CT the night before. Late on Monday the 16th will be the snow call based on the latest weather conditions.

As she listed the Wednesday LRHHPF Joint Board meeting dates for 2017, Kerry noted the dates starting in April were 2016 dates. Fortunately he had a 2017 calendar and the corrected dates are as follows: Feb 22, March 22, April 19, May 17, June 21, July 19, Aug 16, Sept 20, Oct 18, Nov 15, and Dec 13. (Note: Nov date).

May thru October will continue to start at 7 AM. January has an 8:30 AM start time. February thru April, and Nov & Dec will be changed to the later time of 8 AM. These dates will appear on all Agendas. Please mark your new calendars. As always, inclement weather and unexpected obligations may necessitate a change of date.

Sarah noted the collection dates are the 3rd Sat of May thru Oct in Wolfeboro and the 2nd Sat of July & Sept in Alton. Medicine collections are in Wolfeboro June/Aug and Alton in Sept.

III. Treasurers Report:

Liz presented the December report from Paulette. Sarah noted that Paulette advised after last month's meeting that she can make partial payments on invoices as authorized by the Site Coordinator. This resolved some of the outstanding CH invoices for LRHHPF as well as the Alton Transfer Station. Except for December monthly bills (arriving in January) all invoices are accounted for including Potty Patrol.

Liz advised that the closing date for 2016 will be January 24th. Sarah indicated that is not a problem except for the US cellular invoice which is the latest. She will confirm a date after that to meet with Paulette for the Annual Facility Report calculations.

IV. Outstanding Invoices:

As noted under the Treasurers Report, CH invoices appear resolved with no new billing being received this month. Small Quantity Generator invoices (with set up fees) appear to be resolved as well with the exception of Kimball's. It appears that the check was indeed misplaced as per discussions with Tom O'Brien at CH. Sarah will contact Brian Kimball requesting a new check and email the invoice for payment to be made directly to the Boston office.

V. Contract Extension Meeting:

Arrangements were reported under meeting dates.

VI. Pass Book Turn-In:

Kerry presented the binder containing outstanding passes from Sept & Oct 2016 collections. The pass book will to be prepared for 2017 with Alton and Wolfeboro books.

VII. DES Grants 2015-6, 2016-7, 2017-8:

All collection information, manifests, and invoices have been sent to DES for the fiscal year July 2015 thru June 2016. The grant period covering July 2016 thru June 2017 was applied for early 2016 and the contract has been signed by the Wolfeboro Town Manager as per the Inter-Municipal Agreement. Forms for the July 2017 thru June 2018 grant period will be applied for before the February deadline, also signed for by Town Manager, David Owen.

Kerry asked if the grant money goes into the Joint Board account.

Liz responded that Wolfeboro applies for, and receives, the grant money on behalf of all member towns. The money is then sent to Alton's Finance Director where it becomes part of the revolving fund.

Kerry inquired about crediting the money to the Towns.

Sarah advised that the money would be allocated to the 2016 receivables should it arrive before the Jan 24th closing date. If it arrives after that date it will be included in the 2017 receivables and proportioned by population to the member towns as it has been.

Liz noted that the grant money is shown in the Annual Facility Report after the books close.

VIII. 2017 Facility Brochures:

Kerry displayed a sample of the existing brochure.

Sarah advised that LRPC had redone their brochure with a much less “cluttered” appearance. She has someone that would assist in revising the LRHHPF one early in 2017. There is the question of correct information for all members.

David suggested a yellow slip might be stapled on those brochures going to Tuftonboro.

Liz inquired of Kerry if the Board of Selectmen were meeting again in Dec with the reply that they had no additional meetings due to holidays. She ascertained they would meet in Jan before the LRHHPF meeting on Jan 18th such that more information might be forthcoming at that time.

IX. Any Other Business:

Sarah displayed the NRRRA Conference material she had downloaded and the post card mailed to her. She gave Kerry the printout as he was interested in the information. There are not always speakers for HHW, but HHW vendors, including Clean Harbors, are often present.

David noted mid-February Tara Albert will do a presentation on Universal Waste as part of the USDA grant. Also 2 people have called LRPC needing to dispose of HHW at this time. He advised that Goffstown is not always a viable option.

Sarah advised one of the Pharmacists that perform the LRHHPF med collections contacted her after receiving several inquiries about a drop off during the winter months for controlled drugs they were concerned about holding until spring. Some years ago Sarah and a Police Officer collected meds at the Birch Hill senior community center just prior to a regular collection with good results (the PD took all the meds and Sarah handled pass distribution). Perhaps some sort of mid-winter collection might relieve the 10 month hiatus in services. She will explore the options.

With a motion from Liz and a second from Kerry there was a unanimous vote to adjourn at 9:35 AM. (Sarah met with Paulette.)

Respectfully submitted,
Sarah M Silk, Secretary

Jb12-16