TOWN OF TUFTONBORO BOARD OF SELECTMEN 240 MIDDLE ROAD, P.O. BOX 98

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Selectmen's Meeting 9:00 am – Town Offices Monday January 13, 2020

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel at: https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw.

MINUTES

Present: Chairman Chip Albee, Selectman Lloyd Wood, Selectman Bill Marcussen, and Administrative Secretary Karen Koch.

CALL TO ORDER

Chairman Albee called the Selectmen's meeting to order at 9:00 am and led the pledge of allegiance.

PUBLIC INPUT

Gordon Hunt shared that the Library Capital Reserve Fund still has market value of \$848.72. He asked the Selectmen to release these funds before closing out the account. Later in the meeting, Selectman Marcussen moved to direct the Trustees of the Trust Funds to withdraw \$800 from the Library Capital Reserve Fund, seconded by Selectman Wood with all in favor.

MINUTES

Selectman Marcussen moved to approve the 1/6/20 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 1/10/20 meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS

Jack Parsons gave the Building Department update. In 2019 there were 128 building permits, 19 new houses, and 542 inspections. So far this year there have been 5 building permits and 10 inspections. The pellet hopper at the Town House has been replaced. The ramp at the beach is almost complete. All the plastic was removed and replaced with concrete so it can be used this winter. The project will be finished in the Spring. Replacement of the remaining Town Offices windows is being scheduled. The exterior lighting at the Town House will be done before the elections. Selectman Wood paid Mr. Parsons a compliment regarding his recent interactions with three new residents. The Pier 19 store is being remodeled and should be open year-round in approximately three months.

Skip Hurt met with the Selectmen and presented his petitioned warrant article with signatures for reclassifying a half-mile of Willand Road to a Class V road. He also provided a historical background regarding the road. About 100 years after the road was laid out there was a warrant article to discontinue maintenance of the road. Now 100 years later there will be a warrant article to have 1/3 of the road maintained. Mr. Hurt offered talking points to clarify the rationale behind this change. The Selectmen clarified that there have been changes in the amount of revenue that comes from the State in terms of contribution to road maintenance. This would make his last talking point that "there should be no increase in property taxes" incorrect. The Selectmen informed Mr. Hurt that he will be the point person to speak regarding this petitioned article at Town Meeting. Mr. Hurt shared that he and Steve Allen would rather not see a tax increase for the other residents of the road, and depending upon what other upgrades the Town requests, they are willing to accept this cost themselves rather than burden the other residents. Chairman Albee will confirm the potential increase in property values that this road change may have on residents of Willand Road with the Town's Assessor. Mr. Hurt will attend the Budget Committee's 1/21/20 meeting to speak to this article.

Steve Wingate met with the Selectmen regarding a warrant article for a property easement on Mirror Lake. In 2009 there was a cyanobacteria bloom in Mirror Lake. The Watershed Plan recommends conserving some undeveloped land in the Watershed. The former Hersey property, along Lang Pond Road, was recently purchased by the Lachners. This property (115 acres in Tuftonboro and 35 in Wolfeboro) is the highest ranked in order to protect water quality in Mirror Lake. The Lachners are willing to sell the Town a conservation easement. They wish to develop a home site and reserve a lot for their children so they are currently working with the Planning Board and will approach the Selectmen regarding year-round use of Lang Pond Road. As the easement acreage amounts are unknown at this time they are unable to agree to a letter of commitment. Mr. Wingate shared background regarding an existing easement on the North side, various grant funding options and possible scenarios that could take place to establish this conservation easement. Mr. Wingate stated that the maximum amount needed for this warrant article would be \$12,000 to get through the application process(es) and any negotiations along the way. (The minimum need would be \$3,000-\$4000 and could be as much as \$12,000 depending on how much grant funding needs to be sought after.) The group agreed that the warrant article will need grant language incorporated and would need to be non-lapsing as the project will more than likely take two years to complete. There was discussion about the Board voting to support the warrant article only if a commitment is received from the other party. Mr. Wingate will work to obtain a letter of commitment before the Selectmen sign the warrant on February 11, 2020. Mr. Wingate responded to Chairman Albee's uncertainty with creating a warrant article for the full \$12,000 at this point in the process. He asked that the Selectmen consider the sellers' point of view and how they may interpret the Town's commitment if the Town is not willing to commit to applying for 2-3 grants for funding. Chairman Albee moved to create a warrant article for the Conservation Commission to acquire an easement on the South End of Mirror Lake for \$3,000, seconded by Selectman Wood with all in favor. The article can be revisited if the information changes. This motion is contingent to there being a signed commitment from the seller by 2/11/20.

Then Mr. Wingate discussed Normandeau Associates' Nineteen Mile Brook Baseline Environmental Assessment with the Selectmen. The Selectmen requested a rough estimate for additional work that may be needed in 2020 in order to able to discuss the creation of a warrant article at today's meeting. Normandeau Associates recommended that \$55,000 be set aside for 2020. This is a one-time cost estimate and would not be a yearly requirement. A higher cost analyzing device is the reasoning for most of the increase. There was discussion regarding the effect of the missed September 2019 data for this year's report and the fact that this estimate is more than what was spent for the 2019 baseline study. It was agreed that this amount can be more specific once the public presentation is done. Discussion included putting more of a focus on Whitten Pond, the history regarding Whitten Pond, Selectman Wood's suggestions to postpone this article, putting this project out to bid, multi-year contracts, lowering the amount of the article, the high cost for these types of services, Normandeau Associates' delay in providing the report to the Town, the establishment of an expendable fund for monitoring of 19 Mile Brook and the opportunity to work this into the Watershed Management Plan. Selectman Wood moved to create an expendable trust fund for \$20,000 for the purposes of funding issues dealing with the RIB all the way to 19 Mile Bay, with the Selectmen as agents to expend, seconded by Selectman Marcussen with all in favor. Selectman Marcussen will draft the article. Steve Wingate will work with Karen Koch to schedule a public presentation of Normandeau Associates' updated baseline study.

Clay Gallagher gave the Transfer Station update. Please see attached. Selectman Wood offered condolences for the passing of Mr. Gallagher's mother-in-law. Mr. Gallagher complimented the Fire Department for their response to calls that dealt with her ongoing health problems.

SIGNATURE FILE

Selectman Wood moved to approve 2020 milfoil control grant paperwork, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve a NH Department of Revenue MS-60A, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a CDBG Micropurchase Grant Writer Procurement Policy, seconded by Selectman Wood with all in favor.

CORRESPONDENCE

The Selectmen received Route 109A Snowmobile Trail permits from the NH Department of Transportation (DOT). Per Selectman Wood's request, Karen Koch will contact the State to inquire about permits for 19 Mile Bay. Selectman Wood moved to accept the federal rate for mileage reimbursement of 57.5 cents per mile, seconded by Chairman Albee with

all in favor. The Selectmen discussed their concerns regarding the final report and budget for the new Police Facility. Selectman Wood raised concerns regarding the heating system, building site plan, and overflow parking for the Library. Chairman Albee is interested in use of solar power and energy efficiency. It was agreed that these final details can be determined at a later date and don't necessarily affect the building design being created for Town Meeting purposes. It was agreed to invite Alba Architects to the 2/11/2020 Selectmen's meeting to further discuss the project. The Selectmen agreed not to add the lake access parking ordinance and the snow in road ordinance to the 2020 warrant. The Department of Environmental Services (DES) responded to Fran Laase's suggestions for the 19 Mile Bay Beach Improvements project. It was agreed to get the second half of the project funded and underway before considering these additions. The Selectmen reviewed NH DOT's response to Mehnaz Mahidastiti's request to install a crosswalk on Rt. 109 at Pier 19. There was discussion regarding the past failed Town Meeting vote for a crosswalk at this location. The Selectmen will work collaboratively to write the Selectmen's submission to the annual report and will review photo options for the cover.

Other correspondence reviewed included: State correspondence regarding electronical ballot for disabled voters; NHMA 1/10/20 Legislative Bulletin; Councilor Cryan's 1/9/20 report; Primex Training information; ZBA Notice of Decision for Camp Belknap; ZBA Hearing Notice for Carleton; NHBEA January newsletter; NH DOT driveway permit for PID 14-2-23; letter to Beveridge Craft Beer & Soap Co.; NH BET January newsletter; Carroll County Regional Coordinating Council Transportation Guide; Building Permits for PIDs 39-1-12 and 40-4-1-1; Code Enforcement letter for PID 37-1-24; various emails; various minutes and other various correspondence.

2020 WARRANT ARTICLES

19 Mile Bay Beach Improvement Project (2nd half): Selectman Marcussen moved to reduce this article from \$34,429 to \$34,000, seconded by Selectman Wood with all in favor.

Vertical Baler: The Selectmen voted for an article in the amount of \$15,000 on 1/6/20. Mr. Gallagher provided a quote at this meeting for \$11,750. Selectman Marcussen moved to reduce this article to \$11,750, seconded by Chairman Albee with all in favor.

Police Facility Architectural Plans and Costs: Alba Architects provided a quote of \$53,498. Selectman Marcussen moved to approve a warrant article for \$54,000, seconded by Chairman Albee with all in favor.

Shirley Way, Ledge Hill Road, Federal Corner Road Repairs/\$34,000: The Town is expected to receive \$34,416 in Highway Block Grant Funding that would pay for these repairs. Selectman Marcussen moved to approve a warrant article for \$34,000, seconded by Chairman Albee with all in favor.

2020 ESTIMATED REVENUE

The Selectmen reviewed the 2020 Estimated Revenue and made the following adjustments:

Chairman Albee moved to increase Land Use Change Tax (LUCT) from \$0 to \$10,000, seconded by Selectman Marcussen with all in favor. Chairman Albee moved to increase Payment in Lieu of Taxes (PILOT) from \$10,000 to \$12,000, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to increase Excavation from \$100 to \$400, seconded by Chairman Albee with all in favor. Chairman Albee moved to increase Boat Registration from \$23,000 to \$25,000, seconded by Selectman Marcussen with all in favor.

Diane Falcey responded to the Selectmen that the \$13,000 in the Interest line item is interest on the Town's bank account. It was agreed to move \$9200 in Primex Holiday Pay from Miscellaneous Revenue to Miscellaneous Reimbursement. The revised estimated revenue totaled \$1,256,900 before including the \$5,000 contingency fund. Selectman Marcussen moved to approve estimated revenues in the amount of \$1,261,900, including the \$5,000 contingency, seconded by Selectman Wood with all in favor.

ADJOURNMENT

At approximately 11:33 am, Chairman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 1/13/2020:

Transfer Station

- 1. Monthly Totals for Dec 2019 (9 SW compactors, 8 C/D containers, 2 Plastic Containers)
 - a. 1 x Glass container P/U 17.55 tons, Cost \$746 (\$132 transport \$ 614 Crush)
 - b. 1 x Freon and Propane P/U (20 Freon, 12 Propane)
 - c. 1 x Used motor oil 180 gallons, No cost.
 - d. Revenues thru Dec 2019 are approx. \$118,405. Last year same time was \$94,386

2. General Info Items

- a. Administrative requirements due:
 - i. Tuft Times Article Complete.
 - ii. Employee Evaluation Reports Complete.
 - iii. Updated bids for CIP inputs Complete. (Compactor with new hopper \$23,995. Baler \$11,750)
 - iv. LRPC meeting 6 Jan in Tamworth Complete. Minutes attached with inputs for regional cooperation possibilities for small towns in general areas of Solid Waste disposal and Recyclables (both multi stream and single stream). Be ready for significantly higher costs for getting rid of single stream recyclables!
 - v. TS Budget for 2020 Complete: thru BOS and thru Budget Committee
 - vi. Landfill Monitoring contract Complete and out for bids.
 - vii. DES Annual Facility Report working (need landfill monitoring info and dates and it will be complete)
 - viii. Annual Report for Town Meeting working (need avoided costs summary and it will be complete)
 - ix. Avoided costs Matrix working (need final numbers from W/M and it will be complete)
- b. Both book containers full awaiting p/u
- c. 2 pallets of lead acid batteries awaiting p/u

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Dec-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
4-Dec-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXX	
5-Dec-19	WM Comp #2 & Glass		\$264 P/U vs \$360	XXXX		132-g	
5-Dec-19	NRRA Glass At \$35 /TON		17.55 TONS@\$35/ton			614	
6-Dec-19		Used Motor Oil	180 Gallons				N/A
10-Dec-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
12-Dec-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
17-Dec-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
19-Dec-19	WM Comp #2 & Plastic		\$264 P/U vs \$360	XXXX		XXX	
19-Dec-19	Freon & Propaner P/U	AC & G	20 Freon 12 Prop				N/A
24-Dec-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
26-Dec-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
31-Dec-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		

9 Solid Waste		WM (XXXX tons)	XXX			
8 C/D Containers		WM (xxxx tons)		XXX		
2 Plastic		WM (XXXX tons)			XXXX	
1 Glass		WM (17.55 tons)			132-g	
NRRA Glass At \$35 /TON		17.55 TONS@\$35/ton			614	
	Used Motor Oil	180 Gallons				N/A
Freon & Propane P/U	AC & G	20 Freon 12 Prop				N/A
Resident Usage fees paid						\$4,975.00
Stickers fees collected						\$80.00
		Total				\$0.00

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	9 (XXXX tons)	117 (1046.32 tons)	126 (XXXX tons)	115 (1085.80 tons
C&D	8 (XXXX tons)	146 (863.35 tons)	154 (XXXX tons)	149 (979.05 tons)
Plastic co-mingle	2 (XXXX tons)	32 (25.05 tons)	34 (XXXX tons)	33 (25.58 tons)
Glass	1 (17.55 tons)	3 (48.69 tons)	4 (66.24 tons)	5 (70.70 tons)
Paper				1 (23 tons)
Cardboard Bales		2 (46.05 tons)	2 (46.05 tons)	3 (67.1 tons)
Alum Bales		1 (20,767 lbs)	1 (20,767 lbs)	none
Steel / Tin Cans		3 (10.32 tons)	3 (10.32 tons)	2 (7.23 tons)
Electronics W/screen		4 (24,000 lbs)	4 (24,000 lbs)	4 (24,000 lbs)
car batteries		1 (1865 lbs)	1 (1865 lbs)	1 (2050 lbs)
Freon	1 (20 units)	7 (206 units)	8 (226 units)	8 (184 units)
Metal Scrap		16 (119.86 tons)	16 (119.86 tons)	14 (106.3 tons)
Non-Ferrous Metal - Cop		1 (661 lbs)	1 (661 lbs)	1 (842 lbs)
Non-Ferrous Metal - other				
Propane	1 (12 units)	6 (70 units)	7 (82 units)	8 (98 units)
Tires		2 (12 tons)	2 (12 tons)	1 (6 tons)
Used Oil	1 (180 Gallons)	2 (545 Gallons)	3 (725 Gallons)	3 (835 Gallons)
Call 2 Recycle		4 (180 lbs)	4 (180 lbs)	3 (148 lbs)
Bulbs		2 (4,560 Lin Feet)	2 (4,560 Lin Feet)	1 (2084 Lin Feet)

Meeting to discuss regional solutions for waste management and recycling

January 6, 2020

Cook Memorial Library, Tamworth NH

Meeting called to order: 10:00 am

Attendees:

Adam Tasker (Wolfeboro Public Works Operations Manager)

Barb Bloomberg (Tamworth Recycling Project – TRP member)

Beth McCarthy (TRP member)

Bonnie Bethune (Northeast Resource Recovery Association – NRRA)

Carol Sullivan (Center Harbor Energy Committee)

Clay Gallagher (Tuftonboro Transfer Station Manager)

Dave Downs (Madison Solid Waste Advisory)

David Babson (Carroll County Commissioner)

Deb Maille (TRP member)

Denise Roy-Palmer (Wentworth Economic Development Corp – WEDCO member)

Ellen Farnum (TRP member)

Janina Lamb (Sandwich Planning Board and Sandwich Business Group)

Jean Beadle (Moultonborough Selectboard)

Jon Greenwalt (Sandwich Business Group)

Kelly Goodson (TRP member)

Kit Morgan (TRP member)

Maud Anderson (TRP member)

Maureen Diamond (TRP member)

Michael Cahalane (Effingham Selectboard)

Paige Wilson (Lakes Region Planning Commission - LRPC)

Pat Farley (Economic Development Council, Mt. Washington Valley Economic Council, LRPC)

Paul Degliangeli (Conway Public Works)

Tino Fernandes (Madison Solid Waste Advisory)

William Farnum (Tamworth Selectboard)

Brief overview/introduction:

Paige Wilson from Lakes Region Planning Commission (LRPC) – an organization dedicated to helping local governments work together to plan effectively for a sustainable environment

- Brief overview of the current recycling dilemma markets for recyclable materials have crashed and communities are struggling to cost-effectively recycle materials
- Outlined the goals for the meeting: to identify and discuss possible strategies for handling recycling in the area

Bonnie Bethune represents Northeast Resource Recovery Association (NRRA) where she has worked as an operator since 1981. NRRA works with 200 members/municipalities – they are a broker of recyclables in the larger New England area and can help move material along.

• Spoke on the importance of collaboration between municipalities in order to pool resources, knowledge, and expertise to face the challenges associated with solid waste management

Dave Babson, Carrol County Commissioner, also supported the idea of collaborating regionally.

Group discussion on current problems:

- Recycling requires specialized, expensive equipment. Currently, each town must purchase its own equipment.
- Small communities cannot afford balers or storage facilities. They may not have the space to handle recyclables. This puts them at an economic disadvantage.
- Hard to get mill-ready bales of material
- Transportation of recyclables and solid waste is one of the largest expenses.
- NRRA has information available (for members) on best market prices for recycled goods, but smaller towns with fewer employees are often challenged to find time to access info.
- Distance to major sites that handle waste is difficult local waste processing facilities are limited
- Markets for recycled products are disappearing: they need to be developed in the US.
- Overall recycling rates are stuck around 35%.
 - o What can we do legislatively, or collaboratively to increase recycling?
- Landfills are reaching capacity in many NH towns. Citizens need to reduce the amount of plastic and other trash they purchase and discard.
- 50% of the waste stream is generated by out of state citizens.
 - Should there be changes in legislation to limit out-of-state dumping? Or place a tax on out-of-state waste? Could we request that the governor restrict out-of-state waste imports?
 - Would this reduce our revenue stream and therefore be counterproductive? (Tipping fees pay for landfills)
- Contracts vary widely from town to town, even when the same company is used. Each individual town should approach renewing contracts with caution. For example, some contracts will renew automatically; this is usually advantageous to the companies hauling waste, not the town.
- Single stream: Bonnie (NRRA) mentioned that new challenges are arising in single stream recycling. Single stream contracts are going to get much more complicated.
 - Attendees promoted the idea of towns changing to a dual stream recycling system (able to sell materials through available markets)

Group discussion on ideas and strategies/questions moving forward:

- Communicate with economic councils such as Mount Washington Valley Economic Council (MWVEC) and the Wentworth Economic Development Corporation (WEDCO). Include state legislators in the loop because there may be a need for legislation to expedite regional work.
- Inform other regional planning commissions about our work and gain their support.
- Look at what services NRRA and LRPC currently has to offer member towns
- Could we develop a <u>local</u>, regional clearinghouse for the region? If we had centralized info specifically dedicated to our smaller Northern towns, it could be helpful. (Note: NRRA website has information for larger New England region)
- Should the state regionalize solid waste, and own and operate landfills? This would mean that the state would set fees for disposal and tipping cost: it would be the same for each town.

- Could we develop a regional, centralized site in Carroll County so towns may bring material for shipping?
- How can we encourage citizens to use less plastic? ...Legislation? Education? Use our consumer power to reduce the waste stream!
- Have NRRA and LRPC help us regionally negotiate contracts with Waste Management, Casella, and other companies.
 - Towns farther away from the disposal facility may need to pay more because of the hauling cost. But, if we had more towns on the same contract, we may get better deals.
 (There is currently a wide variance in tipping fees between towns, even when comparing costs issued by the same company).
 - Recently, efforts by LRPC to regionalize electricity have demonstrated the power of towns working together to lower costs.
- Apply for grants through NH the Beautiful: utilize the help of NRRA and LRPC to write grants for needed equipment such as balers, skid steers, and storage units.
- Visit the BCEP (Barnstead, Chichester, Epsom, Pittsfield) Regional Solid Waste District
 - o Paige (LRPC) is organizing a visit and discussion with Lisa Stevens (BCEP director)
 - Look at other towns structured in a regional model Candia and Lee have formed an alliance. Keene is also an important site to focus on – they are shipping full containers.
- Explore the possibility of using several local transfer stations as recycling hubs for certain materials. For example, NRRA is working with Meredith to collect clean glass and ship it to Canada. Could a different town take on plastics as a commodity? Aluminum? Paper?
 - Need to investigate restrictions with facility Permit-by-Notification permits with NHDES
- Consider introducing a special revenue fund that can be used ONLY for specific projects such as airports and solid waste facilities per RSA 31:95
 (http://www.gencourt.state.nh.us/rsa/html/III/31/31-95-b.htm)
- Request that towns share their waste hauling and disposal contracts for transparency of terms, clauses, and language
- Consider asking for legislation that would require the NH DOT to use a higher percentage of Processed Glass Aggregate (PGA) on road projects.
- Continue to follow and support recommendations made in HB 617 Report (http://gencourt.state.nh.us/statstudcomm/committees/1476/default.html)
- Utilize the Carroll County land and/or vacant NH DOT buildings as recycling storage facilities
- Continue to explore ways that the Carroll County Commissioners can help us with regional recycling/waste management issue
 - Ask selectboard members to contact their county commissioners/representatives and encourage them to support efforts toward regionalized waste management practices
- Explore capped landfills as sites for solar projects

Next steps/goals determined by the group:

- 1. Connect with other regional planning commissions notify about efforts, increase support
- 2. Develop a standardize waste contract or resource "Contracts 101"
- 3. **Collect town contracts and post them online** to increase transparency about terms, clauses and language
- 4. Involve NHDES
 - a. The state secures salt and gravel contracts why can't we have tipping contracts? Establish price brackets depending on the town's distance from a certain landfill or processing facility.
- 5. Develop legislative requests for what we want to ask for (i.e. waste districts, import tax, etc.)
- 6. **Create a list of present bills** in the Senate related to recycling and solid waste what's currently happening?
- 7. Host a series of **roundtable discussions** (LRPC/NRRA) to get stakeholders together and exchange ideas (transfer station staff, selectboard members, EDC's, legislators, concerned citizens)
 - a. NRRA conference (May 2020) Bonnie is considering adding a workshop about writing and negotiating contracts
- 8. Collect and share info for **future planning and improvements** for support to buy compacters, balers.
 - a. Research the costs and savings (economics) to bring as evidence
 - b. Vertical baler is \$15,000 + electricity, installation, infrastructure, etc. what are the long-term savings?

9. Research grant opportunities through USDA

a. Economic development grants can provide up to 50% of funding through Northern Border Regional Commission (http://www.nbrc.gov/) and U.S Department of Agriculture

Potential regional options:

- 1. Start new and develop a centralized location for communities to bring their material for further transporting use *NH* the Beautiful funding for equipment to bale/package material
- 2. Utilize vacant/non-operating NH DOT buildings for consolidating materials
 - a. Is this feasible? Who do we contact to propose this idea?
- 3. Work with NHDES and facility permit-by-notifications to have towns manage select materials

Meeting adjourned: 12:15 pm