

LAKES REGION HOUSEHOLD HAZARDOUS PRODUCT FACILITY
JOINT BOARD MEETING MINUTES
8-17-16

MEMBERS PRESENT: Liz Dionne, Alton Town Admin/member rep, Chair/Treasurer'
Sarah M Silk, Wolfeboro member rep/Vice-Chair/Secretary
MEMBERS ABSENT: Clay Gallagher, Tuftonboro Transfer Station/member rep
OTHERS PRESENT: David Jeffers, LRPC Regional Planner

I. Approve Minutes:

Chair Liz Dionne opened the meeting. She made a motion to approve the 7-20-16 Meeting Minutes as written. Sarah Silk made a second to the motion and it passed unanimously. (David Jeffers joined the meeting at 7:15 AM.)

II. Confirm Meeting Dates 2016:

Sarah noted that the 9-21 meeting date would be after the Alton and Wolfeboro collections. She advised the August collection would be at the end of week in Wolfeboro and would include medications. Therefore, there is no new collection data.

There was a brief discussion about the later meeting time after October's meeting (11-16-16). Liz suggested 8 AM in the winter due to her commute.

III. Treasurers Report:

Liz presented Paulette Wentworth's reports thru August 11th. Sarah noted she had additional billing from Clean Harbors for 2 collections in July in excess of \$9,000.

IV. Med Collection 8-20-16:

Sarah Connelly, Rite Aid Pharmacist in Wolfeboro will attend the collection as well as 2 Wolfeboro officers, a data entry person and the usual employees.

Liz advised they had made copies of the flyer for Alton's med collection and delivered such to the Hanniford Pharmacy who was unaware of the collection.

Sarah noted she gives them flyers for Wolfeboro before the June collection and that Hanniford donated the pill counter to the Alton PD. Perhaps it was a newer employee. Sarah suggested sending some to the Senior Center as that is a demographic to target for medications with Liz responding they have it on the web, to all town departments, and at the Post Office.

Sarah noted that she has had great difficulty getting estimates for the collection at the end of the week and indicated a pile of emails that had gone unanswered by the new Clean Harbors HHW coordinator since 6-25-16. One SQG had already been bumped from July as the estimate was not available for that date. The Gov Wentworth school district needs a PO number which can not be issued without the estimate. The furniture repair will have to initiate copious amounts of paperwork with NH DES if the product is not collected 8-20 as triggered by holding the drums after a specified period of time. The third estimate was for Freon to close out an estate which started 6-25-16.

When Sarah called for manifest copies prior to paying an invoice, she was given the account manager's direct line to speak to the issue. While sympathetic to a new position, a larger district, etc, seven weeks with no response to emails or to texts and phone messages for land line and cell is the worst service in all the years dealing with Clean Harbors. The interested parties are calling and emailing as the date gets nearer.

Sarah reminded Clean Harbors that next year will be contract renewal and the Facility has consistently been a customer bringing income from SQG's that would very likely not be secured otherwise, as well as the state-wide pesticide control collection for just under \$30,000. Within a couple hours, the information was forthcoming.

Unfortunately, the Freon customer could not wait and had chosen another option to settle the estate. The school is only able to issue a requisition number that will have to be cross-referenced to the PO as there is not time to complete the paperwork on their end. The furniture repair has attended previously and will be in attendance.

In response to a question from Sarah, David Jeffers advised that the LRPC RFP sent out some time ago, will be in the day after Labor Day and the committee will review them. The LRPC collections broke records again this year (Laconia 317 HH). Donation buckets and envelopes collected about \$2,700 toward the cost of the program. They distributed the green LRHHPF brochures and the press release for this week will advise people of the LRHHPF alternative if they were not able to attend with LRPC.

Andy had called from Moultonborough's Public Works Dept advising of 2 ea. 55 gal drums that were not DOT transportable when Clean Harbors was there. New drums were received and he sought drop-off at LRHHPF on the 20th. Sarah asked David if this would need separate manifesting, payment from Moultonborough (approx 2 x \$163 from HH waste, not town dept waste), or if it would be included in the LRPC paperwork/payment arrangement. He responded that it was part of the LRPC collection. They are scheduled to arrive at 7:30 AM prior to start of the public collection.

V. Vandalism at LRHHPF 7-16-16:

Sarah advised that she has been checking the Facility and seen no further damage. As it was reported to the Police and Solid Waste, those most likely to be involved have been put on notice. New padlocks (keyed alike) arrived for the outside gates.

VI. Budget 2017 Preparation:

Sarah presented Liz and David Jeffers with a draft. Paulette will provide Medicare, FICA, Unemployment, and Worker's Comp figures. The majority of the budget is either driven by contract (Clean Harbors and other outside services) or has a zero increase as has been mandated for several years by the Wolfeboro Town Manager and BOS. Sarah has spoken with Karen Koch at Tuftonboro as well as Carolyn Sundquist, BOS as well as Paulette to consider all member budget guidelines.

Liz noted that the Alton Budget Committee wants a 5% decrease, 0%, and usual calculations with all backup paperwork. Sarah responded that she has always given the

towns the summary with the dollar amount each town is responsible for, but not the backup pages. She asked if Liz would like a copy of the monthly attendance sheets as well as the justification sheets and the summary. Liz felt those documents might be helpful. The draft budget is just under \$64,000 and is primarily driven by attendance which has risen on the member level as has the regional attendance reported by David Jeffers. The trends appear to reflect increases and decreases in home improvements and house sales based on the fluctuations in the economy.

Alton will be responsible for 30% of the budget and Wolfeboro 70% once the Tuftonboro amount has been deducted. The Tuftonboro amount needs to be adjusted upwards as more people are attending. It is currently at \$4,000.

Carolyn Sundquist was advised of such and reinforced the position of the BOS last Oct when Sarah met with them. Sarah inquired about the Island Day clean-up outreach and was advised that it did not take place. Carolyn and Sarah will work together for 2017. This would likely enlarge the numbers of people using the program. They also discussed the reports of attendees that had been advised at the Transfer Station they were only allowed one pass. At a minimum, all member households need a pass for HHW and a pass for meds even if they have minimal waste. It is counterproductive to provide a program which is not supported with accurate information to those utilizing the services. The BOS was in full support of LRHHPF equal services policy when asked last year.

VII. Any Other Business:

The new contact list was passed out to those in attendance for internal use (for an emergency such as a snow cancellation for the monthly meeting).

With a motion from Liz and a second from Sarah, the meeting was adjourned at 8:05.

NOTE:

Sarah met with Paulette Wentworth where it was determined that data entry wages for medicine collections could not be included in 3-7000-182. They must remain in 3-7000-005. The adjustment was made and the missing figures for FICA, Medicare, Unemployment and Worker's Comp were calculated. Paulette advised that the next LRHHPF meeting may be after the budgets are reviewed in Alton. She also noted the IRS mileage calculator change, if any, is not known at this time and some state and federal percentages may change slightly later in the year.

Sarah spoke with Liz and they reconvened the meeting at 8:40 AM to take a vote on the budget with the missing figures provided by Paulette. With a motion from Liz and a second from Sarah, the 2017 budget for the LRHHPF was approved at \$64,391.

With a motion from Liz and a second from Sarah, the meeting adjourned at 8:45.

Respectfully submitted,
Sarah M Silk, Secretary