

LAKES REGION HOUSEHOLD HAZARDOUS PRODUCT FACILITY  
JOINT BOARD MEETING MINUTES  
7-20-16

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

I. Approve Minutes:

Liz Dionne opened the meeting at 7 AM.

With a motion from Clay Gallagher and a second from Liz, the Minutes from 5-18-16 were approved as written.

II. Confirm Meeting Dates:

The next date of 8-17-16 @ 7 AM was confirmed.

III. Treasurers Report:

Liz distributed the monthly report from Paulette Wentworth. The July report reflects all activity for June and July. Sarah has dropped off invoices as the June meeting was cancelled such that they would be paid in a timely fashion. May and June from Clean Harbors have been paid with 2 billings for July as there was an Alton and a Wolfeboro collection.

Sarah explained she had an email from DES 6-1-16 regarding grant funds for the fiscal year ending July of 2015 as not having been disbursed and at risk of being lost. After many attempts to contact Dean Robinson, she reached him by phone 6-23-16. Sarah advised him a check had been received for \$3,273 for that submission which had been sent electronically and in hard copy on 12-10-15. Dean determined that the check sent to Wolfeboro 12-14-15 was assigned in error to the fiscal year ending June 2016. Dean advised that he "will take the hit" for the wrong posting and to submit the 2016 packet when all 2016 billing has been received.

IV. Collection Results:

Four collections have taken place since the last meeting 5-18-16. Sarah noted that Liz had attended the May collection and observed the site in action. In June, the medicine collection took place in Wolfeboro. July had collections in Alton and Wolfeboro.

Sarah distributed the chart with 2016 attendance (see attached) and a comparison of 2015.

Relative to the Alton collection 7-9-16, Sarah presented a memo to Liz regarding the extra effort of an Alton employee as there was inclement weather at that time. Joe Goodrow had worked the night before and in the early AM to prepare a rain-free area for packing in the transport bins and provision of Easy-Ups for the HHW employees. Sarah asked that the BOS be made aware as the site was short-handed that day and the extra effort was much appreciated.

V. Med Collection 10 Year Award 6-16-16:

beSarah displayed an article from the 6-23-16 Granite State News showing a photo of Capt. Dean Rondeau of the Wolfeboro PD receiving a commendation she presented on behalf of LRHHPF for a decade of support for the medicine collections. He was on board from the initial pilot program stage and continues to advocate for the program, participate in the collections, and meet the filing requirements necessary by a sponsoring Police Dept such that the collections can take place.

#### VI. Vandalism @ LRHHPF 7-16-16:

On the Saturday morning of the med collection, Sarah arrived at 6:30 AM to prepare the site for the Clean Harbor truck arrival. She observed a strong odor of the chemical used in the porta-pottie. As she had been onsite on Thursday, whatever was amiss had happened since that time. It appeared the unit had been tipped onto the front door and then righted (a slight dent can be seen on the door). Blue fluid covered the door interior and damaged spare rolls of tissue and the paper towels which now littered the floor. A call to Pottie Patrol resulted in information that Michelle had serviced the unit on Friday.

Michelle arrived and cleaned the interior as there were 13 employees present counting officers, CH personnel, extra HHW personnel, and a pharmacist. Michelle noted damage to the floor where someone had attempted to pry the floor off the unit's upright seat support.

When the officers arrived, the issue was reported and photos were taken by phone. The padlock on the door had been ripped off in past years.

#### VII. HHW Meetings:

Both Sarah and David Jeffers reported on the state-wide HHW meeting in Concord on 6-8-16 and the two LRPC HHW meetings in Meredith 6-8-16 and 7-13-16.

David discussed and showed the new brochure for LRPC HHW collections which has more graphics and reduced wording as well as a different color.

They discussed the speaker, Wendy Wetherbee, Wetherbee Creative, at the Concord meeting where she expounded on using social media for community outreach. LRPC has an intern, Nicole Stevens, addressing the LRPC Facebook page, adding material every few days.

Clay Gallagher stated that the people using Facebook and twitter rarely go on-line on computers.

David believes the key is to get the 2/3 repeat attendees to buy other less toxic products.

Clay thought those cleaning out estates are younger people. It was noted those cleaning out are generally there for a very limited amount of time.

David spoke to the new donation options for LRPC with the new QR code on the flyer for smart phone use.

Sarah asked if the LRPC RFP (due 9-6-16) would be ready for the LRPC HHW follow-up meeting in September. David responded that it would. They can bid a 1 or 3 year contract at 1 or more of the 4 sites each of the 2 collection dates with an October contract expected. The State has made exceptions on insurance that may come into play as well.

VIII. Budget 2017 Preparations:

The current contract for Clean Harbors will need to be addressed for 2018-2020. Sarah had advised Krista Gloden of this meeting date, but she was unable to attend.

Wolfeboro's Town Manager is looking at another year of 0% increases in budgets except for contractual fluctuations. The responses from Tuftonboro and Alton were to contact the Tuftonboro BOS as no information was known, and Alton was looking at a 5% reduction recommendation from the Budget Committee.

Alton has a 3% step and has 1 step and 2%. Wolfeboro has not yet negotiated with the unions for the 2017 contract changes.

Liz noted that Paulette Wentworth would have the new forms which LRHHPF utilizes to itemize the various accounts within the joint budget.

There was a brief discussion regarding an increase to the original funding level for Tuftonboro as the Annual Facility Report shows the attendance is increasing and the reduced amount barely met their obligation for 2015. Generally Wolfeboro has 70% and Alton 30% of the remaining costs. All communities are administered the program on an equal basis.

IX. Any Other Business:

There being no other business, the motion to adjourn was made by Liz with a second from Clay and the meeting adjourned at 8:25 AM with an affirmative vote.

Respectfully submitted,  
Sarah M Silk, Secretary