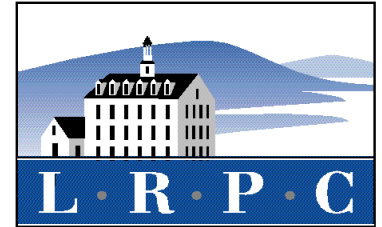


HHW Coordinator's Meeting
June 10, 2020 6:00 PM
Conference Call



Conference Call Number: 656-4263
Participant Code: 500246

6:00 Participant Introductions:

Steve Favorite (Bristol), Michelle Crumb (Gilford), Mary Ellen Prescott (Laconia), Tyler Smith (Laconia), Ron DeDucca (Moultonborough), Nate Douglas (Sanbornton), Jim Humphrey (Sandwich), Sue Stowbridge (Tamworth), Kerry Long (Tuftonboro), David Jeffers & Paige Wilson (LRPC)

6:10 Organizational Items:

- Last meeting we outlined COVID-19 precautions for site staff and attendees – LRPC staff are working with our vendor (Tradebe) to plan accordingly
- New coordinators should offer up new ideas and suggestions for improvements

Dates and Sites/Letters of Commitment:

Towns were asked to send recommitment letters to confirm HHW participation – **Bridgewater, Meredith, Northfield, Ossipee, Tamworth, and Tilton withdrew participation from 2020 Collections** (mix of budgetary and COVID-19 concerns)

- 19/25 towns have chosen to resume (75% of funding)
- Meredith & Ossipee will not be collection sites this year – remaining sites will keep the collection days they were assigned
- Need to get the word out about which towns are not participating this year
- Dave (LRPC) – concerned about high participation influx at the Moultonborough site in terms of pressure from communities on eastern side on the region.
 - Tamworth was considering being a site – Board of Selectmen voted to withdraw entirely
 - Bristol NHDOT garage not available for 2020, looking to host collection at the school.
- Dave and Jeff Hayes (LRPC Executive Director) have had video conference calls with Tradebe to accommodate changes and maintain contract with adjustments
 - Will settle a 1-year deal with the expectation that LRPC will resume a longer-term deal with Tradebe in the future

Questions/thoughts:

- Tyler (Laconia) – will we have to turn away people from those non-participating towns?
 - Yes. Those communities need to make it known they are not participating.
- Nate (Sanbornton) – will you send out an email that shows which communities are not participating so we have an official notice? Yes.
- Michelle (Gilford) – waiting to print updated materials.

6:15 **Adjustments for HHW 2020 and Contract Negotiation** – based on past meeting and conversations with Tradebe

- We will not be handing out printed materials on collection day
- Site staff should approach cars on the passenger side
- All site staff and volunteers will have masks and gloves (LRPC can purchase)

- Glenn (Tradebe representative) strongly encourages us to use an online or call-in sign up to reserve a spot (pre-registration) – will give Tradebe a sense of where the highest demand will be and where to place staff
 - 7 coordinators shared their thoughts and think it is a bad idea, not enough time to give a widespread notice and many people will not know to pre-register. Participants want to be in and out on collection day, quickly.
 - Transfer stations are finding that it is taking weeks to train their residents about COVID-19 changes related to recycling, therefore it will be a challenge to promote a pre-registration with only a few weeks until the collection.
 - Jim (Sandwich) – Can we maintain a status update online to let people know when it is busy at each site?
 - Nate (Sanbornton) – Majority of people do not pay attention to websites; it is a good idea worth doing but many people may not know to look for it.
 - We will **not** request pre-registration for the public

- Tradebe said collections are likely to go slower this year – would sites be willing to stay open an extra hour to allow people in?
- Tradebe wants to avoid returning containers to attendees (i.e. – gas cans, plastic storage tubs, etc.) to avoid contact between staff and attendees
 - Coordinators discussed the potential issues/complaints from attendees wanting their containers back.
 - LRPC will negotiate with Tradebe to discuss container returns
- Contract has not been finalized with Tradebe - if for any reason, we cannot reach a settlement with them, any town funds paid in will be fully reimbursed

6:35 **LRPC Publicity, Outreach, and Information** – Paige (LRPC) update

- HHW webpage lakesrpc.org/serviceshhw.asp
 - Webpage FAQ PowerPoint and document were updated with changes
 - Non-participating communities are listed on website
 - Bristol location TBD
- Facebook & Instagram – search both accounts: @lakesrpc
 - Facebook event has been updated and published several posts
- Brochures & Flyer – currently being updated with COVID-19 changes for attendees:
 - No **acrylic**/latex paint
 - All materials go in car trunk (open trunk before coming on site) or truck bed
 - All participants must remain in vehicles at all times – Glenn suggested that if they come out of the vehicle, staff will stop working until they get back in the car
 - Participants should wear a mask when on site and their window is down

- Signage/banners – Paige is currently pricing out signage costs and stands
 - Will be placed on driveways as people are coming up to the site
 - Access to a megaphone?
- Survey – will only be asking one question: **what community are you from?**
- T-shirts/aprons – site coordinators need to return *Bulbs.Boxes.Shirts* Excel sheet with # of shirts and boxes needed for this year

6:45 **Local Coordinator Roles and Responsibilities** - Outreach

- Printing and distribution of brochures & flyers
 - Coordinators can determine whether they want to distribute brochures and flyers before the collection – post in public places
 - No printed materials will be handed out on collection days
- Communication with community
 - Paige and Dave will be sending out information to town administrators, municipal members, and local coordinators.
- Issues and Concerns:
 - Lightbulbs & batteries – people may bring closed boxes that need to be checked
 - Main concern is people getting out of their cars

7:00 **Other** – next meeting is July 8th at 6:00 via conference call. Call details will be sent out in a reminder email and will also be posted to LRPC HHW webpage.