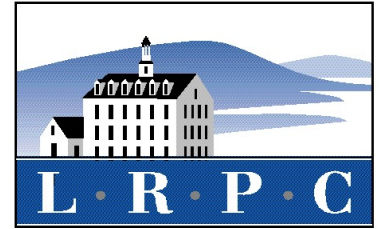


HHW Coordinator's Meeting
July 8, 2020 6:00 PM
Conference Call



Conference Call Number: 656-4263
Participant Code: 000172

6:00 **Introductions/Participants:** Tom Murphy (Belmont), Steve Favorite (Bristol), Mike Amero (Franklin), Cliff Caldwell (Franklin), Bill Wrabel (Effingham), Meghan Theriault (Gilford), Mary Ellen Prescott (Laconia), Tyler Smith (Laconia), Ron DeDucca (Moultonborough), David Katz (New Hampton), Nate Douglas (Sanbornton), Jim Humphrey (Sandwich), Sue Stowbridge (Tamworth), Kerry Long (Tuftonboro), Sarah Silk (LRHHPF), Glen Wilkinson (Tradebe), David Jeffers & Paige Wilson (LRPC)

6:10 **Organizational Items**

- Final contract has been signed.
- Dates and Sites – July 25th and August 1st (8:30-12pm)
 - 6 sites set – we are working on a 7th in Effingham
 - Bristol has moved to a new location @ Newfound Regional High School
 - Glenn will be doing a site visit at Bristol and Effingham on 7/9/20
- Invoices – most communities have made payments, several still need to get theirs in. Dave will do follow up with our Finance Administrator.

6:15 **Logistics on collection day**

- Staffing/Volunteer needs
 - Coordinators should be getting volunteers/workers set up to do surveys, traffic control, handling universal waste (lightbulbs, batteries, mercury-containing devices, oil)
 - Dave has submitted order for bulbs/boxes to our vendor
 - Site coordinator should be a floater and work in conjunction with the on-site chemist from Tradebe.
 - 2-4 people doing traffic control
 - 2-4 doing surveys
 - 2-4 universal waste
 - LRPC will supply a staff member/intern at each site
 - Survey people –
 - Ask the question EARLY on in case people show up from non-participating communities
 - Try to have space for people to turn around
 - Give people space if they must manually open their car trunk

- Commercial/Unusual quantities
 - Refer businesses (painting/hardware) to the LRHHPF in Wolfeboro.
 - LRHHPF:
 - Sarah (LRHHPF) has seen an uptick in waste and people from non-participating communities (Meredith, Ossipee, Tamworth)
 - LRHHPF took in over \$1900 from households in May
 - Will take anyone from any town on a cash/check basis
 - Nate (Sanbornton) – what is the deal with what a transfer station can bring to LRHHPF? How much? There is weird stuff showing up (people drop-off and drive away) because the facility is facility with few staff.
 - Transfer stations are in a different class/guideline for transporting materials. Meeting those requirements, you can transport that items.
 - NHDES/DOT rules – can transport 1 55-gallon drum at a time.
 - Can we work with transfer stations in the future as “a small business” and ask them to generate a manifest?
 - Mike (Franklin) – Contaminated antifreeze (4, 55-gallon drums and 5-10 gallons of old oil/gas) is from the own shop. Would need to be notified in advance, put on separate manifest, and picked up at a different time.

6:25 **LRPC Publicity, Outreach, and Information**

- HHW webpage lakesrpc.org/serviceshhw.asp
- Facebook & Instagram – both accounts: @lakesrpc
- Brochures & Flyer
 - Current flyer only lists 6 sites – we needed to get information out now
 - We’ve provided a flyer with alternative disposal options for residents in communities not participating
 - No **ACRYLIC**/Latex Paint
 - Some towns have posted outreach materials to their website
- Signage/banners
 - Will be ordered from Just Hit Print in Center Harbor
 - Each site will get ~9 signs and 2 banners
- TShirts
 - Will be ordered from Body Covers in Laconia for volunteers and site staff
- Survey
 - 2 questions – What community are you from? How many households are you representing?
 - We are encouraging 1 household per vehicle (sometimes there is more than one)

6:35 **Local Coordinator Roles and Responsibilities - Outreach**

- Printing and distribution of brochures & flyers
- Communication with community
 - Will not be printing and posting flyers for pickup in public places
- Issues and Concerns
 - Lightbulb boxes – Dave will know a specific date by the end of this week for when the containers will be delivered. If there are issues, contact Glenn

6:45 **Q & A with Tradebe Project Manager – Glen Wilkinson**

- Have had collections in Manchester and Andover, MA
- Andover – residents needed to sign up before – went smoothly, no line
 - Attendance was light but the volume of waste was about the same (same case in Manchester)
- Both: the word “acrylic” started making it a bit easier to describe what paint was not accepted and reduced the volume of the materials (helped speed up the process)
- Most residents complied with staying in their car
- Returning containers – we will deal with that on collection day.
 - Another vector for transmitting.
 - Clogs up the process when people have to wait
 - If people NEED their container, sites should designate a spot where they can pull off to the side and wait
- Nate (Sanbornton) – it should be a new norm that people use containers they don’t want back. In 2-3 years it may be common knowledge among residents.
 - Glenn – people are using COVID as an opportunity to implement that

7:15 **Other**

- Liners for dumpsters will be provided from Tradebe – sizes vary (~30-yard containers)
 - Franklin uses their trash truck
 - Laconia uses 2 dumpsters (one for Tradebe and one for town)