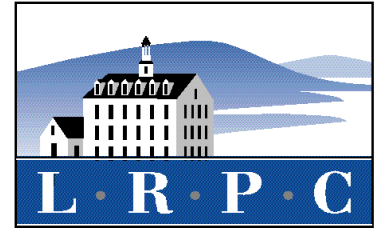


HHW Coordinator's Meeting May 17, 2023 - 6:00 PM



In Attendance

Jameson	Brad	Town of Belmont
Dodge	Kyle	Town of Belmont
Keegan	Tom	Town of Bristol
Dowey	Nancy	Town of Bristol
D'Arcy	Herb	Town of Bristol
Wrabel	Bill	Town of Effingham
Amero	Michael	City of Franklin
Theriault	Meghan	Town of Gilford
Davis	Scott	Town of Holderness
Smith	Tyler	City of Laconia
Precott	Mary Ellen	City of Laconia
Hale	Craig	Town of Meredith
Kenney	Ashley	Town of Moultonborough
Humphrey	Jim	Town of Sandwich
Farnum	Willie	Town of Tamworth
Farnum	Ellen	Town of Tamworth
Ruel	Chris	Town of Tuftonboro
Silk	Sarah	LRHHPF
Jeffers	David	LRPC
Rose	Matt	LRPC

6:00 Introductions

- Welcome
 - o All introduced themselves. We have several new local or site coordinators.
 - o A couple of long-serving coordinators have stepped down and were thanked for their service – Sue Stowbridge (Tamworth), Tom Murphy (Belmont). Also noted was the passing of Barry Weeks (Meredith) who had been involved with the HHW program for more than 20 years.
- Program overview
 - o A handout and summary of the program and roles of participants were provided.
 - The program has offered opportunities for safe, convenient disposal of HHW for more than 35 years. It involves two dozen communities, multiple sites, and multiple dates.
 - o Roles
 - LRPC – coordinates, contracts, financial management, some outreach/education
 - Site Coordinators – prepare site for vendor and participants, coordinates non-HHW workers (A Site Coordinator Checklist was distributed)
 - Local Coordinators – communicates with the community (leaders & residents)

6:10 Organizational Items

- Collection Dates, Meeting Dates
 - Collections – July 29, Aug. 5 (8:30 – 12:00)
 - Meetings – June 21, July 12, Sept. 13
- Letters of Commitment & Invoices
 - 16 of 24 received. Please submit, if you need a new request let us know.
 - Invoices were sent out to communities this week.

6:15 The 2022 Collections

- Take-aways from the 2022 Collections
 - Several items were noted including: several site-specific adjustments, a vendor staffing issue that had been addressed in the fall, and the heat of the collection days and need for some shade, if possible. The vendor has noted that staffing four sites on each of our collection days has been challenging for them the last couple of years. One site did not get double liners for dumpster from vendor. Issues with the collection of Universal Waste and extra packaging were noted.
- New for the 2023 Collections
 - Ossipee has indicated that it will participate, but not host in 2024. We are working on an alternate site as a replacement for this year. Laconia and Meredith are exploring new traffic patterns to improve traffic flow.

6:35 Collections – Vendors & Sites

- HHW
 - Our HHW Vendor remains the same – Tradebe. A national/international hazardous waste management company, they do have a branch in Newington, NH. They have been our vendor for the past four years, providing good, safe, and responsive service.
 - On June 21 Tradebe's HHW Collection Manager is scheduled to visit each site with either a new Site Coordinator(s) or considering a change in the site set-up or traffic pattern. This has proved quite helpful in the past.
 - It was confirmed that the HHW vendor needs to have a paved area for set-up (dirt/gravel is not an option, in case of spill).
 - Site coordinators need to arrange for a dumpster on site (location will be part of site visit). Vendor will supply liners.
- Universal Waste (UW)
 - We have just recently been made aware that some issues have arisen with NLR, the vendor contracted under the State Lamps contract to manage Universal Waste that may severely limit our ability to include Universal Waste collection as part of this year's collections.
 - It was noted that several LR municipalities collect UW throughout the year and have it disposed of. The question was raised of how many of the 24 participating municipalities collect UW year-round

6:45 Publicity, Outreach, and Information

- Coordinators were encouraged to get links to the HHW webpage onto their municipal webpages to direct people to information about the collections: www.lakesrpc.org/serviceshhw.asp /QR code



- Brochures & flyer – some adjustments to the HHW brochure and flyer were suggested for accuracy and readability. Emphasize “No latex paint.”
- Press releases/e-blasts/social media – LRPC will put out 4 press releases, several eblasts, and posts on Facebook and Instagram
- Shirts - The group decided to go with Neon Green this year. Site Coordinators were encouraged to consider who would be working at the event this year and submit their order with numbers and sizes.

6:55 Local Coordinator Roles and Responsibilities - Outreach

- Printing and distribution of brochures & flyers
- Communication with community
- Local Issues and Concerns

7:10 Other

- LRHHPF Update
 - 3rd Sat. morning May-Oct.
 - Will take from anyone - Cost \$45/5-gal., although they expect some increased costs next year
- USDA Solid Waste programs
 - Recently completed a Municipal Solid Waste evaluation with several LR communities. Reported on ways to potentially save staff time and disposal costs. Also learned about patterns of Styrofoam waste disposal and discussed recycling opportunities (Gilford).
 - Will be presenting to the Lakes Region Transportation TAC in early June about opportunities for glass crushing and use of the byproduct in bases for culvert repairs. .
- Looking Ahead – HHW 2024-26 Contract
 - 2023 will be the fifth and final year of our fixed-price contract with Tradebe for HHW collections. The cost of the collections has not risen in those five years.
 - Correspondence with several other regional collections in NH indicates that our current pricing is lower than most others (as much as 50% lower) and that costs have been increasing quite a bit.
 - We will be putting out an RFP soon to select a vendor by the end of September.. In order to keep costs down and encourage multiple bidders, we anticipate some changes as part of this RFP:
 - 8 collections – 4 days, 2 sites/day (Early & late July, Aug, Sept.) or
 - 6 collections – 3 days, 2 sites/day (July, Aug, Sept.)
 - Coordinators generally seemed to like these potential changes in format, providing more opportunities to dispose of HHW throughout the summer. One suggested that we might work with other RPCs on a joint RFP to have one contract with one vendor.
 - A couple of Coordinators will be needed in August to evaluate and select a vendor.