

## Sanbornton Solid Waste Committee (SWC)

June 5, 2017 Meeting

Call to order at 5:35 pm

In attendance: Tara Mae Albert, Jen Holt, Dave Swanay, Bob White (alt.), Lynn Chong (Chair), Jeff Burns

Towns People: None

Vote on Role Changes

- During the previous SW Committee session, there was some question regarding a role swap between Lynn Chong (Chair) and Jen Holt (Vice Chair).
- Taking into consideration that Lynn Chong's summer is becoming busier with the other town committee's she sits on in addition to upcoming travel, the motion was made by Jeff Burns that Jen Holt become the Chair and Lynn Chong the Vice Chair of the SWC.
- There was some discussion amongst the members regarding what this would actually mean for the SWC; addressing task management; and considering how each Lynn and Jen feel about this change the question was called by Dave Swanay.
- The committee voted 'Aye' – 3 and 'Nay' – 2. The motion passed and the role reversal will stand. Jen Holt as the new chair and Lynn Chong as the vice chair.

Questions for other Transfer Stations

- The SWC has drafted a list of questions for four TS sites (Ashland, New Hampton, Ossipee & Tamworth) that have the approximately the same volume of recyclables as Sanbornton in order to compile data that could help shape the future of Solid Waste Management in Sanbornton including but not limited to the management of recyclables.
- The BOS has asked that the SWC provide those questions to them so that they can gather that information rather than the SWC Members go to the four TS in question.
- The SWC has come up with their list of questions in 10 categories (attached).
- Lynn moves to provide these questions to the BOS for them to send to the four facilities with a cover letter. Tara seconds the motion. The committee voted unanimously 'Aye' – 5.
- There was another motion by Lynn to streamline the questions prior to sending to the BOS, seconded by Jen. The committee voted this down 'Aye' – 2, 'Nay' – 3.
- **Action Item:** Schedule a time to present the questions and the purpose of each of the sections to the BOS.
- While discussing these questions, topics also came up regarding the state of the recycling markets. Tara suggested that the SW Committee members may want to attend an NRRRA M.O.M. Meeting to gather information. Sanbornton is a member and is invited to attend these meetings. Brian and Kevin are not always able to go so it might be an opportunity for the SWC Members to learn what are some successes at other TSs without actually visiting the sites.
- **Action Item:** Tara will send an email to the SWC with the information on the NRRRA M.O.M. Meetings.

Meeting minutes from 5/15

- Lynn makes a motion to accept the 5/15 minutes as amended. Dave seconds. The committee voted 'Aye' – 4, 'Nay' – 0, and 'Abstained' - 1.

## Other Business

- Upon listening to a BOS meeting where comments were made that the Sanbornton SW Permit with NHDES was up to date and compliant, Tara compiled a timeline to bring to the BOS detailing the deficiency.
- She asked the SWC if she could go to the BOS as a SWC representative giving them the facts. There are new board members and a new Town Administrator and they need to be aware of the shortfall.
- SWC agreed that this would be something that the BOS should be made aware of and that they would also attend the meeting should there be any questions.
- **Action Item:** Jen will email Katie Ambrose to request a time slot for Tara to present this information.

Next regular meeting is June 19, 2017 at 5:30.

Adjourned at 6:35 pm.

## Questions for other Transfer Stations

### **Metal pile**

1. Do you have a metal pile?
2. Is it on a cement pad?
3. Is it on dirt?
4. How often is it removed?
5. Does NRRRA help you contract for its removal?
6. Or do you have another contractor for removal?
7. Do you have issues with townspeople picking the pile?
8. What is allowed?
9. What is disallowed?
10. Do you have future plans for your metal pile that you are working towards?
11. Please send a photo of your metal pile.

### **Traffic flow**

1. Do you have signage regarding traffic flow?
2. Is your road width adequate?
3. Do you identify issues with your traffic flow?
4. Do you have future plans regarding your traffic flow?
5. Please send a photo of your entryway indicating which way the traffic flows.

### **Swap Shop**

1. Do you have a swap area?
2. Do you post your rules and are they followed?
3. Have you had problems with your swap area – and if you resolved them, how?
4. What do you do about electrical items intended for re-use?
5. Do you also have a Planet Aid or other kind of toss-in box on your site?
6. Is that satisfactory?
7. Please send a photo of your swap area or areas.

### **Public relations**

1. Are your townspeople / clientele happy with your Transfer Station?
2. If you get complaints, what are they, for example?
3. Do you register townspeople's cars via numbered stickers?
4. Do you make use of those numbered stickers? If so, what use is made?
5. Does it smoothly happen, if townspeople / clientele "pay as you throw" (bag stickers)?

## Questions for other Transfer Stations

### **Financials**

1. Do your processes cost you money that you could stand to save?
2. What kind of adjustments would you make to your processes if you could?
3. Is NRRRA a help, with contractors and keeping you apprised of market conditions?
4. What other help would you like to have?
5. Is your managerial training enough for what you perceive is needed, regarding financials?

### **Recycling**

1. Does your town separate some or all of the recyclable materials?
2. If so, which materials are separated?
3. May we have a photograph of the area where unbaled materials are stored?
4. How many balers do you operate? How many operators use the balers? May we have photographs of the machinery you use to bale the various materials?
5. What is the size (square feet) of the storage areas for baled materials?
6. Are all the baled materials stored in a dry environment? Please send a photo.
7. How often are baled materials sold or disposed of?
8. Is there a rejection rate for baled recyclables?
9. How many man-hours does it take to make one bale of each baled recyclable?
10. Do you have a dedicated forklift?
11. What are your maintenance costs for baling equipment?
12. Glass has little or no value, so does your town make some use of it? (For example: some are using it for road construction.
13. Do you have a glass grinder? Who operates it, if yes?
14. How many labor hours per week are required to handle, bale, store, ship, etc. the
15. recyclable materials?
16. Is the baling and sale of recyclable materials profitable to you?
17. Are you considering any changes to your recycling procedures, such as switching to single stream?

### **Signage**

1. What signs are posted at your Transfer Station?
2. Please send photos of signage.
3. Do you have plans for other signage?

## Questions for other Transfer Stations

### **Safety**

1. Do you maintain an updated First Aid Kit?
2. What arrangement with your town if anyone is injured at the Transfer Station?

### **Employees**

1. How many employees work at your Transfer Station?
2. What is the breakdown of hours / positions?
3. Are your employees dedicated to your TS or are they shared, as with Road Agent, etc.
4. Do you have a specific employee assigned to desk work, making change for customers (if you sell bags or stickers for instance), answering phone?
5. What is your hourly starting pay rate / position and benefits for employees?
6. What is your manager / employee turnover rate?

### **Hours**

1. How many days and hours per week is your TS open to the public?
2. On any closed days, are your employees working on specific projects such as baling?  
Please give details.