



CITY OF DOVER

SOLID WASTE ADVISORY COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, February 16, 2012**
Meeting Time: **6:00 PM**

MEMBERS PRESENT: Dave Dinzeo – Chairman, Judy Mettee, Joe Nicolella, Bill Garrison – Council Representative

MEMBERS ABSENT: Ed McCabe, Doug Kemp, Gary Gilmore, Doug DeDe

STAFF PRESENT: Mike Moore - Solid Waste Coordinator, Meghan Moisan – Secretary

Chairman Dinzeo called the meeting to order at 6:04PM

1. Approval of Minutes: The minutes for the December 1, 2011 meeting were reviewed.

Motion: Nicolella made a motion to accept the minutes.

Second: Mettee seconded the motion.

Vote: U/A.

2. Monthly Update: Dinzeo met with Community Services Director, Doug Steele, and Office Manager, Stacey Hager, to request reports the Commission has been seeking but unable to obtain for some time. Dinzeo stated that Steele and Hager met with the Finance Director, Dan Lynch, to see about getting those reports. Lynch was able to grant Hager permissions to reports so she didn't have to wait on the Finance Department for the information.

Members were provided with the Revenue & Expenditure Reports, Account Level Balance Sheet, Monthly Curbside Tonnages, and Bag & Tag Sales Sheet for FY10, FY11 and the first half of FY12. The fund balance as of January 31, 2012 was also provided, in addition to the balance from June 30, 2011. The total loss/income from both statements was added to obtain the current fund balance of \$151,640.79. Councilor Garrison inquired if the fund balance was always that high. Moore stated that perhaps the biggest factor was due to the decrease in disposal costs per/ton. A decrease in bag & tag prices was brought up but members agreed prices should remain as they are, noting people tend to focus more on increases rather than decreases. Moore reminded the Commission that we are already 3 years into the contract with Pinard and costs could increase, forcing bag prices to go back up again. Members thought stabilizing the prices made sense and additional funds could be used toward something else, such as a bulky waste pickup.

3. Recycling Center: The discussion of hiring an additional employee at the Center was brought up again and Moore explained that employees were being utilized from other divisions to fill in at the Center as needed. He informed the members they have been managing with limited personnel but are no longer self-sufficient. Moore said the Recycling Center has stayed busy due to the mild weather. Dinzeo inquired about the obligations listed in the contract with Pinard and asked how

they have been keeping up with the public relations, education, etc. Moore stated the educational aspect was intended as a joint effort between Pinard and Recycling Center staff, however, the loss of an employee has hindered that effort.

Moore informed the members that Pinard intends on installing a lock and key pad for the cardboard compactor at the center. Residents are currently being allowed to push the buttons themselves whenever there's a jam, but concerns for safety will soon limit this to staff members only. Moore said that allowing residents to push the button themselves has been helpful, particularly with limited personnel, but he understands the concerns for safety. Moore brought up a few ideas he had, such as providing for overflow and directing small businesses to an additional open-top container, or building a wall with slits so that residents are forced to break down the boxes.

Moore said they've received the okay to replace the book recycling building at the Center. Residents were upset when they had to get rid of the old shed, which had been falling apart, and hope to move forward next month.

4. Curbside Collection: None

5. Old Business: Chairman Dinzeo passed out the Operating Rules for the Solid Waste Advisory Commission. Members were asked to review the rules again before presenting it to the council for approval. Councilor Garrison questioned the makeup of the members and asked for clarification. Members discussed the councilor position as being a non-voting entity and, according to the proposed Operating Rules a quorum would consist of 4 members. After discussion, members agreed Article III-A should be changed from "7 members on the commission" to "5 members with 2 alternates". The change would lower the quorum to 3 members.

Members discussed the current rates and whether any changes to the fee schedule would be necessary. Moore informed the members that he makes sure we aren't paying more than what we are charging. A March 2012 meeting was suggested to go over these rates before being presented to the council in April.

Moore suggested a possible use for some of the additional funds in the Solid Waste account. He expressed problems they encounter with the delivery of bags in inclement weather. The tarp currently being used isn't very effective and they receive complaints from the vendors as to the condition of the boxes when they arrive. Moore thought some type of enclosed trailer would be helpful in not only protecting the boxes en route to the stores but it would allow them to pick-up other items, as needed, while doing deliveries. Moore said he would look into the cost and report back to the commission.

6. New Business: None

7. Adjournment:

Motion: Mettee made a motion to adjourn at 6:59 PM.

Second: Nicolella seconded the motion.

Vote: U/A.

Next Meeting: The next meeting is scheduled for March 22, 2012.