



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, August 16, 2012**
Meeting Time: **6:00 PM**

MEMBERS PRESENT: Dave Dinzeo – Chairman, Doug Kemp – Vice Chairman, Doug DeDe, Joe Nicolella, Bill Garrison – Council Representative

MEMBERS ABSENT: Judy Mettee, Gary Gilmore

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

Chairman Dinzeo called the meeting to order at 6:02 PM

1. Approval of Minutes: The minutes for the May 17, 2012 meeting were reviewed.

Motion: DeDe made a motion to accept the minutes

Second: Kemp seconded the motion

Vote: U/A

2. Monthly Update:

A. C&D Fee Schedule Update – Since the last meeting, the City Council has approved the FY13 budget, to include the adoption of the proposed C&D fee changes. As recommended by the Commission, the changes include the minimum C&D charge for residents being reduced from \$15 to \$5 and the non-resident/commercial C&D fee increased from 11 cents per pound to 13 cents per pound.

B. Fund Balance – End of Year (6/30/12) – Members reviewed the various financial reports provided. The unreserved fund balance for residential solid waste, as shown in the Account Level Balance Sheet as of 6/30/12, stands at \$115,297.41. A handout containing the account descriptions listed the Recycling Center budget for FY13 at \$599,395, up from the FY12 budget of \$557,491. Nicolella pointed out an increase in the Sales & Service Charges from \$147,000 in FY12 to \$167,000 in FY13, making up \$20,000 of that difference.

C. Price Increase/Fees for FY13 – No discussion

3. Recycling Center: The contractor, Oakwoods Lumber, spent six full days grinding the large pile of brush at the recycling center. Thirty-two loads were hauled away (at \$400 per load) for a total cost of \$12,800.

Moore informed the members that, starting this weekend, the staffing at the recycling center will be reduced down to one full-time employee and one part-time employee in order to help offset some of the overtime costs. The part-time employee will work from 8:30AM until 12:30PM and has been instructed not to stay later, regardless of how busy the center may be. Starting around January, this will reduce further to just one full-time employee and will continue through April. The manpower is expected to increase back to three full-time employees for a six-week period in the fall to accommodate the busy leaf season. Attempts will be made to

compost the leaves during that time. Severino is allowing city staff to utilize the pit, located behind the center, to accomplish this task. Moore will have their employees assist in turning the piles while working in the pit, as this project is also helping them to reclaim the area. Moore stated he's still learning about the process but if all goes well the compost will be spread over the area and a small pile may be made available for residents to take. Members suggested additional ideas for distributing the product, such as making it available to other City departments, if desired. Moore expressed his interest in attending a composting school at the University of Maine in Orono. Kemp offered his help and expertise on the composting process.

A. Update on Efforts for Recycling Center Fund Reserve – No discussion

4. Curbside Collection: None

5. Old Business:

A. Update of Adoption of Operating Rules by City Council – Garrison informed the members that the meeting was a little long but went well. One point brought up during the discussion referred to the old make-up and former rules. There was some confusion as to whether any old rules or bylaws ever existed. Members did not believe there had been anything and the membership was likely set up using the Administrative Code. The Operating Rules were ultimately accepted and Garrison thanked Dinzeo for putting together the list of current members, which had been helpful. Dinzeo informed the members that Ed McCabe did submit his resignation and is officially no longer a member. The current membership now consists of: Dave Dinzeo as Chairman; Doug Kemp as Vice Chairman; Judy Mettee, Joe Nicolella and Gary Gilmore as regular members; Doug DeDe as an alternate, with one alternate vacancy. Members inquired whether the Appointments Committee was aware of the alternate vacancy and Garrison stated he did mention it during the aforementioned council discussion. DeDe asked for Moisan to keep an attendance record on paper, aside from being listed on the minutes, and it was agreed that maintaining a quorum was particularly important on minimizing overtime expenses. Dinzeo reminded the members to get back to Moisan as soon as possible for a headcount.

Motion: DeDe made a motion that the Chair request that our secretary keep that attendance record. (*Moisan agreed*)

Second: Kemp seconded the motion

Vote: U/A

Moisan was asked to notify the Chair once a member has reached a total of four absences in a row (as necessary action may need to be taken).

6. New Business:

A. Election of Chair – Discussed below

B. Election of Vice Chair – Discussed below

C. Officers: The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected. The terms of the officers and members were discussed. It was suggested that all members be

present and have the opportunity to provide input before making any decisions. The idea of staggered terms, expiring at different times, was recommended in order to avoid the risk of having a commission made up of all new members and subsequent renewal and reappointment terms could be for an equal number of years. Future meeting dates were proposed for January, March, June and September, with the option of holding additional meetings if needed. The commission discussed whether there was an ideal time of the year for elections and the month of January was suggested in order to coincide with the appointment of the council liaison. Dinzeo was asked and agreed to remain as Chairman until that time. Further discussion was tabled until January.

7. Adjournment:

Motion: DeDe made a motion to adjourn at 6:55 PM

Second: Nicolella seconded the motion

Vote: U/A

Next Meeting: The next meeting is scheduled for November 29, 2012.