



Meeting Type: Regular Meeting  
 Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820  
 Meeting Date: **Thursday, January 17, 2013**  
 Meeting Time: **6:00 PM**

**MEMBERS PRESENT:** Dave Dinzeo – Chairman, Doug Kemp – Vice Chairman, Judy Mettee, Bill Garrison – Council Representative, Gary Gilmore, Joe Nicolella, Doug DeDe (Alternate), John Flick (Alternate)

**MEMBERS ABSENT:** N/A

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

Chairman Dinzeo called the meeting to order at 6:01 PM

DeDe wished everyone a happy new year.

Members welcomed SWAC's newest alternate member, John Flick, to his first meeting.

**1. Approval of Minutes:** The minutes for the November 20, 2012 meeting were reviewed.

**Motion:** DeDe made a motion to accept the minutes

**Vote:** U/A

**2. Monthly Update:**

- A. Fee Schedule Update –** Moore informed the members he had not met with the Community Services Director yet regarding the fee schedule and his portion of the budget. He is looking into what the annual cost has been to dispose of fluorescent bulbs and, if there is a need to generate more revenue, would also like to discuss the possibility of an increase for bulky tags.

Members discussed several ideas relating to changes and/or increases for bulky tags. A scale system was suggested, where a higher fee would be charged for heavier/larger items. Vendors would be provided a schedule to look up fees for various items and a check-off or notation would then be made on the tag. Other ideas included requiring additional tags for certain items or simply increasing the cost of the tags. Members agreed the solution would have to be simple and easy to decipher, however, many felt a flat increase across the board was inequitable – commenting that a small piece of furniture should not cost the same as a grand piano or sectional sofa. One particular concern with implementing a scale system was the additional burden it would have on both the store vendors and drivers. Moore stated the City does get charged by weight for the removal of bulky items (\$64.50/ton) but believes it evens out since the very large items are few and far between. Since there are only two years left on the current contract with Pinard, Moore would like to speak with Director Steele about an increase when they meet to review the fee schedule. He reiterated the need for simplicity and suggested to either increase the cost of the tag, make a list of designated items that would require two tags, or both. A consensus was reached, and unanimously voted upon, for Moore to put together a new fee structure that would increase the number of tags for certain items.

**B. Budget Preparations** – Members reviewed and discussed the financial reports provided, noting a current fund balance of \$181,807.95. A discussion ensued regarding fluorescent bulbs. The City pays for disposal costs, although residents are not currently being charged. There were concerns over residents breaking and/or throwing away these bulbs into their household trash to avoid paying a fee, creating hazardous situations. Members reviewed the fees for the disposal of Freon items. Moore pointed out, under Recycling Center Revenue (Page 7), the word Freon “Extraction” should be “Items”. The Freon extraction fee has remained at \$8 and the City still charges residents \$10 per item. Moore was asked for his input regarding the reduction of the C&D minimum charge and whether he noticed an impact. Moore stated the residents were happy about the change and he did not believe the reduction has affected revenue. It was also noted that, despite the 2 cent per pound increase for contractors, he did not see any reduction in commercial C&D disposal.

Members reviewed the Recycling Management Through 12/31/12 report on Page 8. The Recycling overtime budget of \$18,750 was pointed out. Approximately \$24,000 in overtime was paid out last year, so Moore is trying to stretch the funds as much as possible. He said having three employees on during the busy leaf season is unavoidable; however, staffing was cut in half to one full-time and one part-time employee as soon as things slowed down. Once the holiday rush subsided after the first of the year, manpower was further reduced to just one full-time employee. Moore would like to keep one employee on until April, or as long as possible, in order to meet the overtime goal. Members brought up safety concerns with only having one employee at the center. Moore agreed there were times when it would be nice to have additional employees, particularly when dealing with irate residents, but commented that other divisions are sacrificing with reduced staffing as well.

The Bag & Tag Sales data on Page 10 was reviewed more thoroughly, noticing a decrease over the past two years. Members questioned some of the figures, noting fairly substantial increases or decreases from month to month or year to year. To assist deciphering the numbers, Moisan pointed out a new column added to the Monthly Curbside Totals on Page 9, which totaled the number of weeks (B&T deliveries) during that month, over the past three years. *For example: The totals for December 2010 were considerably higher than those from December 2011 and December 2012. In breaking down the number of weeks for those months, there were five delivery weeks in 2010, but only four in 2011 and 2011.* Totals from those extra weeks likely attributed to many of the increases that were observed in particular months from year to year.

**3. Recycling Center:** The last batch of brush grinding was completed, utilizing the remainder of the \$5,200 available in the yard waste disposal fund. Although that was not enough to clear the entire pile, the contractor was able to haul away 14 loads.

After several inquiries from residents, the Goodwill clothing bin that was removed from the center a couple years ago was replaced. Moore had not heard back from representatives in regards to obtaining a new bin, so they've made due using an oil container with a locking door. They have been accepting donations of good, used clothing and will transport all items to the Goodwill facility on Chestnut Street once the container is full.

- A. Update on Efforts for Recycling Center Reserve** – Councilor Garrison spoke to Director Steele earlier in the day regarding the establishment of a reserve account and they plan to meet up as Steele prepares the budget. Members discussed the proposal and recapped particulars from prior meetings, such as earmarking a specific amount for the reserve account, which would provide flexibility to acquire items needed for the recycling center. Garrison indicated, of the two aspects, the part they were looking at would combine revenues from the Solid Waste and Recycling, providing access to funds from either side. Revenue and expenses would still come in and out of the account but the difference lies in the ability to access various revenue sources. Council approval would be still required prior to utilizing funds that were not outlined in the budget. Referring to the six-month figures identified in the Recycling Center Revenues on page 7, Dinzeo and Mettee estimated the revenue at roughly \$173,000 for the year. The Recycling expenses were then calculated by subtracting the non-associated Waste Collection & Disposal fees from the Total Expenses, for a more accurate operating cost of approximately \$136,000. The creation of a separate account for discretionary expenses was brought up again. The idea would be to provide some spending flexibility, up to a certain amount, that could be utilized as needs arise. DeDe commented on the difficulty of planning, noting that budgetary transfers are often performed in order to make sure everything balances. There were some apprehensions with combining budgets, citing the cost of the bags being tied to the tipping fees and the ability to justify any increases. Ultimately, the need for transparency and accountability was agreed upon and members wished to proceed with the efforts to establish a reserve account. Members also agreed to wait and present the proposal as part of the next budget, as opposed to bringing forth a resolution to incorporate it into the current budget.

**Motion:** Mettee made a motion for Garrison to move forward in meeting with Director Steele regarding the proposed reserve account.

**Second:** DeDe seconded the motion

**Vote:** U/A

Gilmore asked to be included in that meeting with Garrison and Steele.

**4. Curbside Collection:** None

**5. Old Business:** None

**6. New Business:**

**A. Election of Chair** – (See Below)

**B. Election of Vice Chair** – (See Below)

**C. Officers** – As stated in the Operating Rules: “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.”

DeDe thanked the current Chairman and Vice Chairman for their service to the commission. Chairman Dinzeo and Vice Chairman Kemp agreed to continue their roles if no other members were interested. Dinzeo briefly described the duties as chairman and what his responsibilities have entailed over the years.

**Motion:** DeDe made a motion to keep the current officers.

**Second:** Mettee seconded the motion

**Vote:** U/A

#### **7. Adjournment:**

**Motion:** Nicolella made a motion to adjourn at 7:30 PM

**Second:** DeDe seconded the motion

**Vote:** U/A

**Next Meeting:** The next meeting is scheduled for **March 21, 2013**, with the possibility of moving it forward to February 21, 2013, if necessary. Moore would like to hold a meeting with the Community Services Director before making a decision to change the date. Subsequent meetings are tentatively scheduled for June 20, 2013 and September 19, 2013.