



Meeting Type: Regular Meeting  
 Meeting Location: Conference Room – 271 Mast Road, Dover, NH 03820  
 Meeting Date: **Tuesday, February 19, 2013**  
 Meeting Time: **6:00 PM**

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

**MEMBERS ABSENT:** Joe Nicolella, John Flick (Alternate)

**STAFF PRESENT:** Mike Moore - Solid Waste Coordinator, Meghan Moisan – Secretary, Doug Steele – Community Services Director

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

**1. Approval of Minutes:** The minutes for the January 17, 2013 meeting were reviewed.

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

**Second:** Mettee seconded the motion

**Vote:** U/A

**2. Monthly Update:** Members reviewed the financial reports provided. The current fund balance, shown on the Account Balance Sheet as of 1/31/13, stands at \$230,517.80.

**3. Recycling Center:**

**A. Recycling Center Reserve Fund -** Director Steele attended the meeting to address the commission's concerns and discuss efforts regarding the establishment of a reserve fund for the recycling center. He informed members of his meeting with Gilmore and Counselor Garrison regarding excess revenues from the recycling center going into the general fund and not staying at the center. Steele then relayed these concerns to the City Manager in a subsequent meeting and was made aware that the Fire Department tried something similar several years ago where they sought to keep revenues generated from ambulance services for their department. The reality, however, is that this is not the way the general fund was intended to work in this type of government. Another key point brought up during the meeting was the consideration to combine the recycling and solid waste funds. Steele stated that he and Moore were personally not in favor of this idea but he would bring forth whatever recommendation the commission decides. Although there is a decent fund balance right now, he reminded members that the new contract for trash and recycling service will be going out to bid next year and they may need those funds.

Steele displayed an enlarged copy of the FY14 Department Requests for Recycling and Solid Waste. The proposed budget included a breakdown and data comparison for the following: FY12 Actual, FY13 Adopted, FY13 Actual YTD Rev/Exp, FY14 Department Request, Dollar Changes and Percent Changes. Attention was brought to the proposed revenues for FY14 where Steele identified the

specific revenue sources (C&D disposal, scrap metal, Madbury agreement and reimbursements for hazardous waste collection), totaling \$210,000. The yearly expenditures are projected to be \$608,000, minus approximately \$407,000 for Pinard's recycling costs, for a balance of \$201,000. This would leave a remainder of roughly \$9,000 in revenue to be transferred into the general fund, which Steele did not feel was a significant amount. Any changes in revenue (such as a substantial drop in metal prices) could result in a shortage, which would be absorbed by the general fund.

DeDe explained that the discussion came about after members felt the needs of the recycling center were not being met. The idea of a contingency fund was introduced so staff would have the flexibility to purchase what they needed without having to wait until the next budget cycle. Steele stated he did not disagree but didn't think a contingency fund was the answer. He felt that building those expenses into the budget, then meeting with the City Manager to stress the importance of those line items, was a more feasible solution. Some of the particular line items were reviewed and discussed, such as increased overtime costs and having the center open additional days throughout the year. The center has opened several times in the past to accommodate the large amounts of debris brought in after a major storm. Steele estimated the yearly cost, which would allow the recycling center to be open twelve Sundays in the spring and fall, to be about \$5,000 – adding it to the \$608,000 in expenditures, for a new total of \$613,000. Members said they were happy with the presentation and thanked Steele for breaking everything down and explaining it to them.

**B. Fee Schedule Update** – Moore followed up on last month's discussion by looking into the disposal costs for fluorescent bulbs, stating the current rate is 3¢ per bulb. He does not feel this minimal charge is enough to warrant instituting a fee.

Members revisited the idea of changing and/or increasing the cost of bulky tags. One proposal was to create a list of large items requiring two tags. Some view the current approach as inequitable, where residents are being charged the same fee regardless of the item's size or weight. Others thought a flat increase was the easiest solution – or both, a two-tag system and a price increase. Moore reiterated that the very large items were few and far between and felt a flat increase would generate more revenue. Members further discussed the options and attempted to reach a consensus.

**Motion:** Mettee made a motion to raise the price of bulky tags to \$6 (*an increase of \$1 per tag*)

**Second:** Kemp seconded the motion

**Vote:** 4/1: Motion passed; DeDe opposed

Additional ways to increase revenue were discussed, such as using a megaphone to help reduce the number of people who are dropping off items without paying, selling wood chips, increase composting and presorting C&D to remove clean wood.

**4. Curbside Collection:** Moore commented on the recent heavy snowfall making curbside collection a little more difficult, but didn't have anything new to report.

**5. Old Business:** None

**6. New Business:** None

**7. Adjournment:**

**Motion:** DeDe made a motion to adjourn at 6:56 PM

**Second:** Mettee seconded the motion

**Vote:** U/A

**Next Meeting:** The next meeting is tentatively scheduled for May 2013 (exact date TBD), with the possibility of moving it forward if necessary.