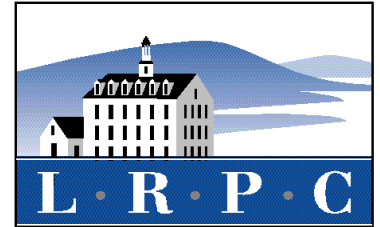


**HHW Coordinator's Meeting  
June 21, 2023  
6:00PM-8:00PM**



Introductions

Everyone introduced themselves.

Brad Jameson, Belmont  
Kyle Dodge, Belmont  
Tom Keegan, Bristol  
Michael Amero, Franklin  
Meghan Theriault, Gilford  
Scott Davis, Holderness  
Tyler Smith, Laconia

Mary Ellen Prescott, Laconia  
Mike Tarling, Meredith  
Maud Anderson, Tamworth  
Ellen Farnum, Tamworth  
John Curtis, Tradebe  
Ryan Paterson, LRPC  
Matt Rose, LRPC  
David Jeffers LRPC

Organizational Items

- Meeting Dates reminder
- Collection Dates
- Sites
- Invoices & Payments reminder

Notified coordinators that previous meeting notes have been posted on website. Walked group through the LRPC HHW page <http://www.lakesrpc.org/serviceshhw.asp> – information on collections, outreach material, and other documents. Explanation on collection sites that have been removed – overview on possible additional collection in the Fall.

Coordinator noticed that section links are not up to date. LRPC told coordinators that FAQ has been updated and will be posted soon.

Meeting date reminders – July 12<sup>th</sup> and September 13<sup>th</sup>, 2023.

Invoice reminder provided. Some towns have not paid and will not be able to until their budgets pass.

HHW Site Visits and Vendor Discussion

LRPC staff gave a brief description of site visits and changes. Meredith has been moved into their new DPW structure. General Meredith layout overview. Belmont Fire Station – new coordinator – no real change in layout. Gave an overview on Laconia's change of direction and the method of lining up cars in 4 rows. Bristol's change of moving dumpster over to same side of parking lot as oil site to make it easier for flow of traffic, making it easier to throw away old containers, and reduces volunteers and staff having to walk through traffic.

John Curtis from Tradebe spoke about safety and set up – they cover the ground and supply double liners for dumpsters using plastic and dry spill. Storm water drains will be protected. No issues in disposal of materials.

Question from Laconia about staffing. Project Manager Glen Wilkinson from Tradebe will be at Moultonborough on Aug. 5. A knowledgeable floating staff member from Tradebe could be arranged if coordinators/towns feel more comfortable. Can travel from site to site on collection days.

Gilford will also have their Island Clean-Up day at same time as collection, as they have in the past.

Franklin worked well last year, no issue with layout/operation from Tradebe.

#### Publicity, Outreach, and Information

- Brochures, Flyer, FAQ, Latex Paint, LRHHPF
- HHW webpage: [www.lakesrpc.org/serviceshhw.asp](http://www.lakesrpc.org/serviceshhw.asp) /QR code (Put these on your website!)
- Press releases/e-blasts/social media
- Shirts
- Signage

#### Local Coordinator Roles and Responsibilities - Outreach

Printed materials:

- Shown outreach material that shows Universal Waste items on the “not accepted part.”
- Coordinators review FAQs printout to provide edits – add fire extinguishers to unaccepted items (add disposal options - transfer station or fire department) on FAQ – remove line spacing between words on unaccepted items on brochure.
- Coordinators say outreach material looks great, just some minor formatting issues. Really like the looks of them.
- Coordinators want outreach material to be printed out professionally, it’s easier for coordinators and they are willing to pay more for it because it will be cheaper than doing it themselves.
- Outreach material should be done much earlier so that coordinators can provide input, make corrections, and get it earlier.

Staffing – volunteer waiver was announced and needs to be signed by each volunteer. LRPC staff will work one or both collection days – let LRPC know if you want one at your site. Franklin could use someone for surveys.

#### Universal Waste

- Materials regarding alternative disposal options
- Looking ahead - What does UW collection look like?

There was a discussion about Universal Waste disposal. Options for this year and what to do in the future.

- Meredith asked about thermostats not being accepted. Coordinators should add what UW they are accepting to their site safety plan to provide to Tradebe so that they are aware of local options.
- Laconia asked if broken thermometers and bulbs would be accepted since the hazardous waste is now exposed and not contained – Tradebe will get back with the answer. If mercury is out of device, it is no longer a mercury containing device, it is now just mercury (hazardous waste).

- Explained outreach material to hand out for Universal Waste – One coordinator thought title was confusing, asked to change it to reflect that these are commercial options available to the public. Also discussed how these are addressed on the HHW webpage – start identifying it as universal waste so that the public can learn it.
- Coordinators proposed that a second vendor might come in like North Coast Services to take UW – or provide it only at specific sites for towns that don't have UW options. Specific communities pay separate fee for them to show up at their site. Tradebe says this could cause space issues at sites due to two vendors being set up at one site.
- Some coordinators provided input on what universal waste their towns accept.
- It was suggested that a cost analysis be conducted on what it costs various municipalities to dispose of UW for outreach to communities.

#### Other

- Looking Ahead – HHW 2024-26 Contract

Coordinators were provided with an update on the Request for Proposals for the next HHW contract. We continue to request a fixed-price contract so that costs are known in advance, we are seeking both a one-year and multi-year contract, we are seeking 3-4 collection dates instead of the current two collection dates.