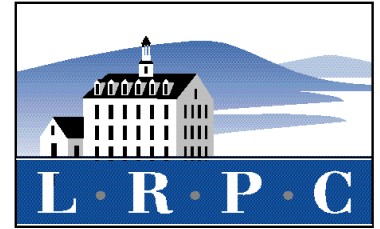


HHW Coordinator's Meeting July 12, 2023 - 6:00 PM

Humiston Building
Meredith, NH



6:00 Introductions –

Kyle Dodge (Belmont), Tom Keegan (Bristol), Michael Amero (Franklin), Meghan Theriault (Gilford), Tyler Smith, Mary Ellen Prescott (Laconia), Mike Tarling (Meredith), Ashley Kenney (Moultonborough), Jim Humphrey (Sandwich), Maud Anderson (Tamworth)
D. Jeffers, M. Rose (LRPC)

6:10 Organizational Items

- Invoices
 - o Reminder was sent out to remaining communities – Still need Gilmanton, Meredith, New Hampton, Sanbornton, Tamworth
- Dates & Sites – 8:30 AM – 12:00 PM
 - o July 29 – Belmont, Franklin, Gilford, Meredith
 - o Aug. 5 – Bristol, Laconia, Moultonborough
 - o Details are being worked out for a Fall collection in the eastern area

6:20 LRPC Publicity, Outreach, and Information – www.lakesrpc.org/serviceshhw.asp

- Publicity - The first two press releases have been distributed and are available at the HHW webpage for use and reprinting in local newsletters. Three more press releases will be distributed to both weekly and daily papers through the first week of August. FaceBook and Instagram posts are being created. All are encouraged to like, re-post, and suggest further linkages.
- Local outreach efforts include a banner and road signs in Laconia, message boards in Moultonborough, and a table at the Tamworth Farmer's Market. Tamworth has also done a nice job of posting info to their town webpage
<https://www.tamworthnh.org/home/news/household-hazardous-waste-collection-august-5-2023-moultonborough-highway-garage-68-hwy>
- Flyers – Up-to-date fliers and brochures are posted on the HHW website

- Signage – Some extra signs both for advertising and for collection sites were made available.
- T-shirts for each Collection Site were distributed.
- Universal Waste – Several calls have been received asking about options for disposal option for UW. They are being referred to the resources on the LRPC HHW website “Universal Waste Disposal Options” one for residents and one for municipalities (and businesses).

6:40 Logistics on collection day

- D. Jeffers will be checking in with each site several times throughout the collection day.
- Survey & Tally Sheet
 - o The draft survey was reviewed. It adds two new questions asking about preferences for timing of collections, both by month and weekend vs. weekday. These may be useful for scheduling collections in the future to best meet local needs. A final version of this survey and the sheet for tallying and reporting the results will be distributed within a week. Please include emails and comments on the tally sheet.
 - o If Site Coordinators need assistance with printing or tallying surveys, please let LRPC know, we can assist.
- Staffing
 - o Site Coordinators were asked about their staffing levels and whether additional volunteers/staff were needed.
 - Franklin, Laconia, Gilford are all set with staff.
 - Belmont and Moultonborough are all set with a mix of staff and volunteers.
 - Bristol is fairly well set with mainly volunteers.
 - Meredith could use a few more workers with a mix of staff and volunteers.
 - o Site Coordinators were reminded that all volunteers now need to sign a waiver form (a hard copy was distributed).
 - o Site Coordinators were given a Sign-In sheet and asked to complete and return a copy. The number of hours worked should be shown also. These will help both in documenting hours of match for grant writing AND for reaching out to workers in future years, especially if there is transition at the site.

- Commercial/Unusual quantities
 - o All were reminded that we are only collecting from households. One option open to businesses is the LRHHPF in Wolfboro – collecting for residences and businesses on the third Sat. morning of the month through October (7/15, 8/19, 9/16, 10/21). Businesses should call ahead so that S. Silk can assist them with paperwork and make it as easy as possible.

7:10 Other

- Update on RFP for HHW 24-27
 - o As noted at the last meeting, our current contract price has remained the same for five years in a row now, but this contract is coming to an end. A Request for Proposals was developed and distributed in late May. Submissions were due at the end of June.
 - o A Flat Fee Bid was requested (like the current contract) to maintain predictability in pricing.
 - o The bid requested four collection dates (June, July, Aug., Sept.) with two sites open per day (a change from our current format of two dates, four sites each date). This was intended to reduce staffing pressures, maintain good service, and increase disposal opportunities for residents. A one-year and a three-year bid extension were requested.
 - o One bid was received. It is being evaluated by evaluators this month. The evaluators include two Coordinators and two members of LRPC's Executive Board.
 - o Information was shared about comparing our HHW program to others around the state both in terms of format and pricing. There was discussion about possible re-bidding options for next year and subsequent years. Also discussed was whether people dropping off just Universal Waste might inflate the LRPC participation figures.