

LAKES REGION HOUSHOLD HAZARDOUS PRODUCT FACILITY

JOINT BOARD MEETING MINUTES

March 30, 2022

**MEMBERS PRESENT:** Ryan Heath, Alton Town Admin/Alton Rep, Chair/Treasurer; Sarah M Silk, LRHHPF Site Coordinator/Wolfeboro Rep, Vice-Chair/Secretary

**GUEST:** Catherine McNamara, Account Manager (9AM)

I. Approve Minutes 2-16-22:

Ryan Heath opened the meeting at 8:46 AM in the Town Administrator's Office as both the meeting rooms were otherwise occupied.

With a motion from Ryan and a second from Sarah Silk, the Minutes from 2-16-22 were approved as written.

II. Confirm Meeting Dates 2022-Status:

There was a brief discussion regarding the 4-20-22 meeting date. The time will be 8:30 AM. As the weather now allows the gates to function, it was suggested that the meeting be held at the Facility such that Ryan can become familiar with the layout, the small building roof repairs and the special requirements for the Facility cover supports. Perhaps Seacoast Crane can attend.

III. Treasurers Report:

Ryan referred to the monthly report from Laura Parker. It had been delivered to Sarah on the 23<sup>rd</sup> when she met with Laura regarding the Annual Facility Report.

Sarah discussed pertinent information from the Report charts with Ryan. With a motion from Ryan and a second from Sarah, the 2022 Annual Facility Report was unanimously accepted as written. It will be sent to the IT personnel of both member communities for posting on the appropriate town sites.

Ryan advised that he had signed the PAF forms that Sarah had submitted to Laura Parker. Sarah will see Laura for copies for the file after the meeting.

IV. Election of LRHHPF Joint Board Officers:

Sarah made a motion presenting the current slate of officers as she declines Treasurer and Chair due to her position as Site Coordinator. With a second from Ryan, the motion was unanimously accepted.

V. Pharmacist Protocol:

Ryan and Sarah briefly discussed the Pharmacist Protocol which will be sent to Elsa Croteau, NH Bd of Pharmacy.

Sarah advised Ryan relative to the letters to DEA and NH DOJ by Chief Dean Rondeau, Wolfeboro, and Chief MacDougal, Alton, for authorization regarding the medicine collections.

VI. 2023 LRHHPF Agreement - Next Steps:

A timeline was established for legal review of the final version of the minor changes to the 10-year Agreement. Ryan will submit same to Steven Whitley for review in June. Presentation to the BOS of Alton and Wolfeboro will be scheduled for July as budget submittals are due in August, and the fall meetings are consumed with budget review.

VII. Catherine McNamara –Clean Harbors:

Catherine McNamara, Clean Harbors (CH) Account Manager joined the meeting at 9 AM. After introductions, there was a review of the process for securing estimates for Small Quantity Generators (SQGs), paperwork involved, lead time/turnaround time, and errors in billing in 2021.

Cathy advised she had spoken with Danny Applegate and he would email corrected billing tomorrow (Thurs, 3-31-22) for the 2 LRHHPF invoices (approx. \$700 overcharge for Alton, Sept 2021, not \$1,925.11 set up fee charged for Wolfeboro, should be 2x employees @ \$58.30/hr) invoice #1003900182, and invoice #1003956565 which should be a lesser amount (difference between PCB drum charge on Nov 2021, minus drum credit paid on invoice #1003924399 as consolidated solvent disposal with appropriate 13% recovery fee). Sarah was disappointed that the corrections had not been made for the meeting date as she had emails each of the last 4 months assuring resolution within days.

Cathy suggested a response timeline of 3 days between submittal to Danny and LRHHPF receiving the estimate for an SQG based on communications between the two of them prior to the Joint Board meeting. Sarah had no problem completing the EPA form, getting the SQG signature, and returning the form to Danny as has been accomplished in the past. It was agreed that items would be by size of container, quantity of each size and identification of contents as previously submitted to CH. Cathy appreciated the streamlining of the paperwork for CH personnel.

There was discussion about lead time with Cathy asking about past practices. Sarah aims for a month with 2 weeks as the minimum. Past prompt responses had been somewhat delayed in 2020 and caused the cancellation of all SQG's one month in 2021 because information was not received. Estimates took several weeks with follow-ups, often not arriving until late in the week of the collection with virtually no time to facilitate the EPA forms. Cathy noted problems due to staff shortages during covid-19. Sarah expressed a high level of satisfaction with the on-site personnel, many of which have worked the LRHHPF collections for years. Ryan asked several questions about the process as he had attended only the Alton site previously which does not accept SQG's nor consolidate.

There was a discussion about Gilbert's \$211.97 credit, check image and invoice received from India and the difficulty communicating over the phone. Cathy indicated that India should have contacted Sarah directly. Sarah also explained she had pointed out, to no avail, that the entity responsible was the name and address on the top right of the invoices. (Mike Benton, #1003737241, NE Boat & Motor #1003791790, Sanborn/Blackwater Auto Body #1003924416, Mills Industries #1003946809 and one from 2019 RJ Furniture #1002905081).

The amounts quoted by CH were those on the EPA paperwork to the various SQG's. It is not known why the amounts were different. No items are accepted by CH unless the check is presented at the collection site. Sarah had sent photos of checks and copies of EPA forms to India, Danny, and Cathy hoping for a timely resolution as the invoice issues range from May thru October of last year.

Cathy was thanked for attending with all parties optimistic for a successful 2022 collection season. Sarah will look for Danny's email tomorrow.

VIII. Any Other Business:

Ryan and Sarah discussed the roofing estimates. Sarah had elicited more information about the Timberline shingles and explored their on-line site researching warranty (lifetime is modified to 40-year limit on government & non-profits with 3 qualifying installation requirements included in the quote). With a motion from Ryan and a second from Sarah the quote from Folkersen was accepted from those submitted during the winter. Sarah will contact Jon Folkersen and make arrangements for keys, etc. with the goal of having the roofing completed prior to the 3<sup>rd</sup> Saturday of May collection. Ryan estimated it is one day's work.

LaPierre Septic contracts for LRHHPF and Wolfeboro Brush Facility have been received as quoted last fall with delivery of the LRHHPF unit for the 3<sup>rd</sup> week of May, including 1x/mo servicing prior to the next collection date. (Sarah will deliver the Brush Facility contract to the proper personnel at Wolfeboro as they are responsible for the pumping fees on the town unit.)

IX. Adjourn:

With a motion from Ryan and a second from Sarah, the meeting was unanimously adjourned at 10:45 AM.

{NOTE: after the meeting ended, Ryan confirmed that Bob Holt is the BOS member for Alton.}

Respectfully submitted,

Sarah M Silk, Secretary

jb3-22