

**Minutes
Nottingham Selectmen's Meeting
December 2, 2013**

6:30 PM Chair Rafter opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Hal Rafter, Mark Carpenter and Mary Bonser

Others: Charles A. Brown – Town Administrator, Dawn Wirkkala – Secretary, Eduard Viel, Dee Ann Decker, Gary Anderson

MANIFEST SIGNATURE:

Motion: by Ms. Carpenter, second by Mr. Carpenter to approve the December 2, 2013 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second Ms. Bonser to approve the minutes of the November 18, 2013 meeting as amended.

Vote: 3 – 0 in favor.

Ms. Bonser asked for confirmation information about whether or not dry hydrants and cisterns being are covered by insurance for repair, similar to buildings, and do they need to be listed as an asset.

Town Administrator Reports, Signature Items:

Police Department: Mr. Brown reported the 2011 cruiser needs to be repaired after an accident. Staff is unhurt and the initial estimate for repair is \$1,760.00, with a \$1000.00 deductible.

Building Inspector: Mr. Brown stated the Building Inspector may need to take some extended leave, limiting his office hours. A determination will be made about having the temporary Building Inspector fill in or fewer office hours while the Mr. Colby is out after more information is received.

Highway Department: Mr. Brown reported the road crews have begun treating roads because of winter weather. Ms. Bonser stated she appreciated the increase in treatment to intersections. Mr. Brown stated an informal request has been received from the school asking for the Highway Department to plow a back area of the school. It was stated more consideration to the school request will be given when a formal request from the School Board or the Principal is received.

Recreation Department: Mr. Brown stated Ms. Horvath asked if the Selectmen would support the 10 Year Plan for the Recreation Department and consider possible funding options and also asked for support of the Recreation Revolving Fund prior to her meeting with the Budget Committee.

Ms. Bonser stated she believes the plan was created without specific parameters; the Selectmen need to consider the costs for construction in addition to annual care and maintenance. Mr. Brown stated the engineer created a plan with estimates for construction costs and the Recreation Director will not discuss the plan with the Budget Committee if the Selectmen don't support it.

Mr. Carpenter stated the plan does not take into consideration the available space at the Marston Farm and the Selectmen should consolidate the discussion regarding the 10 year plan and Recreation participation with the Marston Farm plan. Ms. Bonser stated the original plan has never been put into motion and it should be reviewed in conjunction with the Marston Farm plan.

The Selectmen would schedule a meeting with Recreation to review the 10 Year Plan and what action should be considered for the future.

Ms. Bonser stated in regards to the Recreation Revolving fund there might be a problem with letting the fund continue to accrue. Mr. Carpenter stated the fund has remained mostly static, there are few funds added on an annual basis.

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Town Office: Mr. Brown stated the Crowell's withdrew their request for a 2014 Warrant Article for regarding an easement for the small portion of their garage located on Town property; they did not have the expected problems regarding the issue with the sale of their property.

Rymes Propane Installation: Chair Rafter asked if any information has been received from the Rymes representative, engineer or attorney. Mr. Brown reported information has not been received, only information about the meeting with the Fire Marshall. Mr. Carpenter stated he received some additional resources providing information about propane tanks and installations and would report his findings at a future meeting. The Selectmen agreed the meeting between all parties was helpful.

Mail/Correspondence/Sign Items: Mr. Brown distributed the mail folder and stated some repair work on the roof and a moisture barrier was needed at the Old Town Hall, a proposal was drafted and an estimate received in the amount of \$3,300.00.

Board of Selectmen Department/Board/Committee Reports:

Recreation: Ms. Bonser reported on activities taking place with the Recreation Department. There will be the Annual Food Pantry Benefit Concert on December 14th; the annual Holiday Parade and Craft Fair will be taking place December 7th with singing, Santa, snacks and crafts; Senior Holiday Luncheon on December 18th and pre-registration is required. Contact the Recreation Department for more details.

APPOINTMENTS:

7:00 pm: Recycle Center Committee – Ms. Decker presented the recommendations of the committee for changes at the Recycle Center; Mr. Cinfo supports most of the suggestions.

Ms. Decker presented that the committee would like to increase recycling by 10% and reduce waste by 10%. The list is broken out with the recommended ways to increase recycling, decreasing municipal solid waste, reconfiguration of the plant, additional issues, other recommendations and the annual sticker plan.

The proposed plan to increase recycling income includes bringing in the school paper and cardboard recycling, reconfiguring the center for more efficiency, adding 8 additional weekly work hours during closed hours for processing materials allowing for more staff/citizen interaction, purchase two large box trailers for additional storage, eliminating sorting of different types of paper, continue newsletter articles for education purposes, provide additional education information on Channel 22 and on the Town website, and have a short presentation at Town Meeting. These recommended changes can provide an additional source of income with the school materials; a possible higher rate of return on materials recycled with full loads, easier and more efficient processes helping to reduce the amount of time for sorting and baling; and education to show further ways to recycle materials increasing the amount that can be accepted.

Discussion took place about recycling school paper and cardboard and the process needed to do so. A container could be provided to the school and once the container is full a pickup and delivery to the recycling processor can be scheduled. There is a method to process the material but it would include additional staff hours to process the material, however additional data needs to be collected before going to the School Board with a final plan.

Discussion took place about the two new trailers and the possible increase in income by being able to ship full loads with a lower haul charge and selling the material when commodity prices are higher. The trailers will be moveable, if necessary and will open up the Recycle Center to sort and store additional recyclable materials which they currently don't have space for. The Recycle Center

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Supervisor will need to spend some administration time monitoring commodity prices with the NRRA in order to determine the right time to ship.

Education efforts will include videos and sample boards showing people how and where materials should be processed.

The proposed plan to decrease municipal solid waste expenses includes reconfiguring the center to make recycling easier; updating and simplifying the fee schedule; selling annual municipal facility sticker; eliminating the swap shed; continued research and support for municipal composting and a bi-annual sale of composting containers for home use; and a new signage showing changes in the amounts of processed recyclables and solid waste materials. These recommendations will help make it easier for people to sort materials more quickly, fees will pay for the actual disposal costs; better use of staff work hours, and reducing the amount of waste by composting.

Individuals have volunteered to help out at the Recycle Center on Saturday's and sell the new annual stickers, so Recycle Center staff don't have to stop from doing their regular jobs to sell the new stickers. Stickers will be made available starting January 1 from the Town Office. Discussion took place about using the bulk mail service to make sure the new information is received by all property owners, regardless of other efforts of putting information in the newsletter, Channel 22 and other public places.

Discussion took place about eliminating the swap shop and it was stated it will save staff an approximate 4 work hours a week, hours that can be used elsewhere at the center. The swap shop, while a great idea, has become a dumping spot for some individuals who don't want to pay to throw away items that should actually be thrown away. Staff constantly has to monitor people bringing items into the swap shop, organizing the items, cleaning out those items that don't belong and throwing them away. There was agreement that closing the swap shop wouldn't be accepted by all people, but all the Recycle Center staff support the recommendation, alternative locations to bring used items too will be provided, and there can be an amount of time given to let everyone get used to the idea.

Discussion took place about the possible future option of municipal composting as a method to reduce disposal costs. The pilot programs indicate a lower disposal cost for composting versus municipal solid waste; therefore reducing the total cost of disposal when food waste is removed from municipal solid waste.

Discussion took place about using a progress chart to show the changes in weights and costs of waste and recyclables, this chart can be used at the Center, Newsletter, and Channel 22 providing consistency with how information is shared.

Proposed reconfiguration of the plant includes providing a map with the annual sticker showing users the layout of the center; eliminating the swap shop; move the electronic dumpster and eliminate parking spaces to create a two lane traffic pattern; using barriers to create a single lane traffic pattern closer to the dumpster in order to access the construction/metal/bulky waste dumpsters; mount poles and cables to provide better material signage; and review additional methods for storing plastics before bailing.

Eliminating parking and having a two lane traffic pattern will eliminate the need to back up causing potential driving hazards; you park in the forward direction, dispose of materials and then drive out. Additional lanes and or spaces can be provided for those who might need more time and work will continue to find something that will work for everyone. Having additional staff outside will also help with any driving and/or parking pattern.

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The Selectmen expressed the idea of a plan to phase in the changes, giving people the time to get used to what is happening. There was agreement to try different driving configurations to determine what will work best, for both the Center staff and citizens.

Signage will help citizens quickly identify where materials are located helping to move people through the Center quickly. Light weight signs will be hung on cables mounted on metal poles attached to the concrete blocks.

Review continues to find a more efficient method to store the un-baled plastics, including large bulky bags using the same methods, just in a bigger sized reusable bag.

Additional center issues includes increasing communication and consistency, creating a policy and procedure manual with samples for increased staff training, provide drinking water, consistent review of processing times and staff hours to determine if more or less are needed; review and consideration of power outages and closure notification methods.

Other and future recommendations are to purchase a portable scale to weigh bulky waste, a portable recycle trailer, and working with curb side pickup providers to encourage recycling.

Ms. Decker stated enforcement by the Recycle Center Supervisor and staff of the agreed upon changes making sure there is follow through will need to be monitored. The committee would also like to meet again next summer to review the progress of how the changes are working and see if there are any other areas that could be reviewed for changes.

Mr. Viel stated he reviewed the single stream option again and the cost of single stream would be an approximate \$122.00 per ton, which is an increase from the current \$95.00 per ton. The cost of single stream is too expensive given the amounts of materials processed in Nottingham.

Ms. Decker stated the NRRA offers a recycling program that the school can use as part of their curriculum. Mr. Carpenter asked to review recycling and the school program at the next Selectmen and School Board quarterly meeting.

Mr. Carpenter stated citizens taking action about changing the amount of waste and recyclable materials going through the Recycle Center can make a noticeable change in the tax rate.

Ms. Decker stated additional work will continue with committee members to continue education efforts and completing the recommending tasks going through 2014.

The Selectmen reviewed the proposed estimated costs for the recommended changes and budget discussion would continue at a later date, for supplies, equipment and possible salary amount changes.

General discussion took place about the recommendations and activities that might be needed at the Recycle Center and actions from staff.

Mr. Viel stated he reviewed the proposal of accepting additional plastic types, #3 through #7's, and cost data has been difficult because it isn't as accepted in New England and the cost drops from an average of \$0.20 per pound down to \$0.02 for mixed plastics. The ability to process alternative plastics has been reduced because of lack of outsourcing.

Chair Rafter and Ms. Bonser thanked the committee members for their hard work. Mr. Carpenter stated he appreciates the activity of the committee in trying to move things forward.

Discussion took place about the trailers already being included in the Center budget as well as the cement pad. Water services can be provided with free rental of the water cooler at an approximate cost of \$30.00 per month. The estimated charges for signs and support poles would be clarified. The size of the currently used available storage and potential return on investment if two storage

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trailers are purchased were also discussed. Concern was expressed about enforcement of existing and changed policies and follow through with the introduction of new equipment, more oversight is needed.

Motion: by Ms. Bonser, second by Mr. Carpenter to start delivery of water to the Recycle Center.

Vote: 3 – 0 in favor.

Mr. Carpenter requested the other Selectmen review and consider possible timings for the suggestions made by the committee. Ms. Bonser stated it can be discussed at the December 9 workshop.

General Business:

2014 Budget Discussion – Chair Rafter asked Mr. Brown about the RFP for the roof repairs at the back of the Town Office building for budget consideration. Mr. Brown stated one has been drafted and is being reviewed by Building Committee members.

The Budget Committee will be meeting with the Fire Department, Recycle Center and Recreation Department at their next meeting.

NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II(a)

9:25 PM Motion: by Chair Rafter, second Ms. Bonser to enter non-public under RSA 91-A:3 II(a) and 91A: 3 II (c)

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Rafter – Yea. 3 – 0 in favor.

Motion: Mr. Carpenter, second Ms. Bonser to exit the non-public session at 9:44 pm.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second Mr. Carpenter to seal the non-public minutes of December 2, 2013.

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Rafter – Yea. 3 – 0 in favor.

The Selectmen did not make any decisions during their non-public session.

ADJOURNMENT: Having no further business,

9:45 PM Motion: by Mr. Carpenter, second by Ms. Bonser to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala