

Minutes
Nottingham Selectmen's Meeting
February 24, 2014

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, Gail Powell, Don Cinfo

MANIFEST SIGNATURE:

Motion: by Mr. Carpenter, second by Ms. Bonser to approve the February 24, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES: Chair Rafter postponed the approval of minutes.

Town Administrator Reports, Signature Items:

Recreation Department: Mr. Brown stated Ms. Horvath asked to postpone her meeting with the Selectmen to another meeting. Ms. Bonser suggested waiting to have discussion regarding the 10-year Recreation plan until after Town Elections and new Selectmen was elected. Mr. Brown stated Ms. Horvath planned to ask other individuals and parties who work with Recreation and have a vested interest in the process to attend as well.

Ms. Horvath hired Caroline Davis as the new Recreation Assistant. Recreation is busy with the February School Vacation Camp.

Fire Department: Mr. Brown stated the Fire Chief indicated he will meet with the engineer soon. Chair Rafter asked if the engineer has received all the requested information. Mr. Brown stated it is his understanding that the engineer has received all the needed information and will be meeting with the Fire Chief.

Highway Department: Mr. Brown stated the highway staff is working hard; one staff member was injured and will be out for a week to recover. Mr. Carpenter stated there have been posts on the public Nottingham Facebook page thanking the road crew for their hard work. Ms. Bonser stated the New Hope Church sponsored a dinner for the highway crews thanking them as well.

Town Office: Mr. Brown requested the selectmen sign an updated letter to the LGC listing the individuals able to contact the LGC for answers to questions. General discussion took place about legislative actions completed by the LGC and the types of notification distributed to municipalities about their actions.

Motion: by Mr. Carpenter, second by Ms. Bonser to approve the list of authorized users of the LGC.

Vote: 3 – 0 in favor.

Mr. Brown stated he received the Fairpoint bill for the replacement of a broken pole, with an approximate expense to the Town of \$6,000.00; almost two times the cost of the previous pole replacement. The bill indicates 28 hours of labor, which would mean one and a half days for two people, which would mean one and a half days to complete the process.

Mr. Brown stated he has received 13 resumes for the Bookkeeper posting. Interviews can start taking place at anytime.

Mail/Correspondence/Sign Items: Chair Rafter stated the Selectmen have been requested to sign a new Petition and Pole License for five telephone pole replacements on Priest Road.

Motion: by Mr. Carpenter, second by Ms. Bonser approve the Petition and Pole License #458 for pole replacement on Priest Road.

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Vote: 3 – 0 in favor.

Board of Selectmen Department/Board/Committee Reports:

Recycle Center: Mr. Carpenter stated he had a conversation with Mr. Cinfo who has indicated there have been some positive changes taking place at the center and staff is waiting for direction on the other recommendations. A volunteer will be taking up the coordination of overseeing the Swap Shop, however in the meantime, there has been a lot of recent activity with self policing and it is in good shape.

Mr. Carpenter and Ms. Bonser stated the felt the fee hearing went well with a lot of positive responses.

Town Report: Ms. Powell asked about the dedication of the Town Report and a possible reconsideration by the Selectmen to recommend the two water groups, who were active with the USA Springs issue. Ms. Powell asked about the criteria to determine the dedication.

Mr. Brown stated that the Selectmen recommended dedicating the Town Report to two individuals, and he recommended against a dedication to either Nottingham Water Alliance or the Save Our Groundwater groups.

Ms. Bonser stated the Town Report is complete and has already been submitted to the printer. It was stated the Town Report is typically dedicated to specific individuals; a private group has never been considered. It is typically a person who has recently passed away or contributed and participated in a lot of municipal activities.

Mr. Carpenter stated the groups should not consider not receiving the dedication as a slight. Mr. Brown stated there should be caution about the USA Springs issue because of the continuing lawsuit.

Chair Rafter stated he made the recommendation and believes there could be a dedication to the groups. Past history shouldn't decide who, or what group might receive the dedication. The two water groups have put in a lot of work, with a large impact, which should be recognized.

APPOINTMENTS:

7:00 pm: Janet Horvath/10 Year Recreation Plan: The discussion was postponed to a later date.

General Business:

Recycle Center Task Completion Timeline – The Selectmen reviewed the list of tasks needing completion with Mr. Cinfo to determine the priority of each task and a potential completion date.

Mr. Cinfo stated he doesn't believe changing the traffic pattern will work, because the Swap Shop isn't being eliminated and now the Electronic dumpster will not move.

Chair Rafter stated the Swap Shop could move and discussion took place about a possible location for the Swap Shop and Electronic Dumpster. Ms. Bonser asked about moving the Swap Shop back to the original location. Mr. Cinfo stated people tend to park willy nilly, all over the place, and it would make emptying paper into the paper dumpster more difficult. Mr. Cinfo suggested taking down some trees near the original location of the Swap Shop, but it wouldn't be able to take place until this spring.

There was agreement about postponing items related to driving pattern and parking to a later date, testing different methods. Mr. Cinfo stated it isn't a good idea. Mr. Carpenter stated the committee recommended consideration of changing the traffic pattern and further study might be needed.

It was stated for both items one and two; traffic driving pattern and parking could be considered for the future.

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Chair Rafter stated he believed everyone is supportive of item three for new signage and instructional boards. Mr. Carpenter stated he is volunteering to create the sign for the trash compactor, especially after his day of working at the center. The Recycle Center Sub-committee also had suggestions for additional signage that should be completed. Mr. Carpenter requested distribution of the samples of measuring progress be distributed for consideration. The Selectmen agreed signage would be a first priority.

Discussion took place about community service and volunteers at the center. Mr. Carpenter stated the Selectmen will ask the sub-committee members who would be available to participate going forward.

Discussion took place on item four, eliminating unnecessary sorting of recyclables; such as eliminating the sorting of newspaper from mixed paper. Mr. Cinfo stated it is possible, but he doesn't agree with eliminating the separation of different types of paper because people ask for newspaper in the winter to start their fires with and it will mean emptying the paper bins more times per day. Mr. Cinfo stated the staff started mixing the paper together in the dumpster because of the reduced amount of newspaper being received. Mixing the paper types does not lower the amount received and is an acceptable process according to the NRRA. Chair Rafter stated separation will be a decision made by Mr. Cinfo and it could be changed during the summer. Mr. Cinfo was concerned if a change was made during the summer people would get confused.

Chair Rafter asked about larger bags for the sorting of plastics. Mr. Cinfo stated he does not agree with the recommended larger bags to be used for storing plastics and the staff doesn't believe they will work either.

Ms. Wirkkala stated she was offended by Mr. Cinfo's continued reference to her as the person who made the recommendations. Final recommendations to the Selectmen were made by the committee as a group, and were made after receiving support from Mr. Cinfo and members of the Recycling Center staff, who took part in committee discussions. Ms. Wirkkala stated despite his current disagreement, Mr. Cinfo did agree to a different traffic pattern and elimination or reduction of parking, the moving of the Electronic Dumpster, finding alternatives for easy plastic recycling, and eliminating unnecessary sorting of paper.

Mr. Cinfo stated he agreed to try the suggestions but now he has had time to rethink the suggestions and doesn't believe they will work. Ms. Wirkkala asked why Mr. Cinfo agreed to the recommendations after three months of discussion, only to change his mind after bringing the recommendations to the Selectmen.

Ms. Wirkkala stated despite all the good ideas that are now coming forward, she feels the committee wasted a lot of time coming up with agreed upon recommendations, only to now have them rejected.

Mr. Carpenter stated he supported the work of the committee; focus should be placed on the positive, stating there is now an ongoing and open dialogue with additional people to find solutions. Ms. Bonser stated she understands the frustration, change can be difficult, but there should be a consideration about the center from a customer standpoint.

Mr. Cinfo stated he does not like the suggested bag for storing plastics and Ms. Wirkkala requested for Mr. Cinfo to find an alternative.

Discussion took place about plastic processing, including alternatives to hanging the currently used bags to provide more than one user to access the bag at one time. Mr. Brown stated one of the biggest drawbacks to the current bags is the folding over at the top. Mr. Carpenter stated it is a

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valid statement to find an alternative method; the current bags are used more than once. Mr. Cinfo stated the bags used for #2 plastics aren't used as much because the detergents degrade the plastics, but staff tries to salvage those they can.

Chair Rafter indicated a rack to hold the bags should be considered and if the paper is combined, it would open up another wall where additional bags for plastics could be placed. Mr. Cinfo stated he would consider a rack.

Ms. Bonser asked how the changes to the second baler were working and would it be possible for him to create some type of simple holder for the bag. Mr. Cinfo stated the dogs on the baler are working very well. Mr. Brown stated he believed it could be done, by the welder or Mr. Cinfo. Discussion took place about the pulley system and it was stated it would only be needed if bigger bags were used for plastics.

Discussion took place about safety issues for center staff, with narrow stairs and methods used for putting materials in the loft areas. Mr. Cinfo stated the new trailers will open the back room for storing of additional baled plastics. Discussion took place about finding alternatives to bringing up the bags of plastics up to the loft areas, including making the stairs wider. Mr. Cinfo stated he did not believe the stairs could be wider and the Selectmen asked what other method could be used to make the process safer. Ms. Wirkkala stated the pulley system was suggested based on finding some type of alternative to storing plastics, any type of bag could be used, providing more safety for staff as well. Mr. Cinfo stated some type of rope pulley system could be used, Ms. Bonser suggested a system similar to a manual clothes line.

Discussion took place about enforcement of the center policy and rules. New signage would help with the process; the new stickers will allow the staff to avoid confrontation by taking down a license plate number. Ms. Wirkkala stated based on statements made during the fee hearing there appears to be some resistance by staff to enforce the rules and policies.

Mr. Cinfo stated there isn't resistance, but on Saturday's they can't be at the windows to watch everything. Mr. Bullock can watch the outside more if the Swap Shop is eliminated. Ms. Bonser stated staff can only do what they can do, but there should be an attempt. Mr. Brown stated the license plate number can be taken down for the habitual offenders and the Town Office can send a letter.

Mr. Cinfo stated there haven't been rules and procedures for people to follow, and having signs people can see and something the center staff can refer back to will help. This includes having staff observe who the offenders are, reporting the information back to the office, and having office administration respond in writing to those continuing to not follow the rules. Mr. Cinfo stated he has told center staff members there are some in town who shouldn't be spoken to, in order to avoid confrontation, and staff can just clean up their mistakes; turning over names means the Town Office can take care of the problems.

Mr. Carpenter stated there should be a reasonable level of enforcement, notifying people when mistakes are made and Mr. Cinfo should pull center staff together and review methods of addressing those mistakes when they are made by users.

Discussion took place about creating a staff manual for how the center processes materials. Ms. Wirkkala stated the committee heard from center staff there was a lack of consistency with processes and procedures; writing receipts, squishing plastics or not squishing plastics, sorting/not sorting, mix paper, etc. Mr. Carpenter stated it is Mr. Cinfo's responsibility to organize the methods and train staff to complete the processes consistently and correctly. Mr. Brown stated there should

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be some type of manual to provide assistance to new employees. Mr. Cinfo agreed he would work on putting the information in writing and will complete it by the end of March 2014. Ms. Bonser suggested having a white board with rules and guidelines. Mr. Cinfo stated he tries to talk to staff all the time.

Discussion took place about the Swap Shop. Mr. Carpenter stated Mr. Gene Reed has volunteered to organize the volunteers who will help to maintain the Swap Shop, keeping it clean and organized and empty of trash.

It was stated education and training for customers will continue as an ongoing process. Mr. Cinfo stated staff members attend training at least once a year. Individuals have volunteered to write articles.

Discussion took place about the future recommendations. Mr. Cinfo stated there isn't any space available for placing composting materials. Ms. Wirkkala stated there is a new company offering municipal composting of all types of materials, using a box similar to what is used for paper.

Mr. Carpenter asked about satellite recycling. Discussion took place about towns already doing something similar, the possibility for a high school student using the idea as her community project, and working towards increasing options for recycling.

Sample Boards and signage, increasing enforcement of policy and rules, and finding alternatives for plastic sorting and storing would be considered the first priorities. Consideration of some type of pulley system for putting materials into the loft area and increasing safety measures would be second priorities. Transferring the maintenance duties of the swap shop is already taking place and should be considered a top priority.

Mr. Carpenter stated if the process does nothing more than increase awareness of recycling, it is a big step forward. Increasing recycling will mean a need for more open hours, satellite recycling and other options.

Chair Rafter stated despite the frustration between the committee and center staff, he believes the committee did a good job, brought forward a lot of good ideas and recommendations, bringing awareness to many of the issues and challenges with the center and recycling.

Mr. Brown stated work will start on the new roof as soon as possible.

The Selectmen thanked Mr. Cinfo for attending.

ADJOURNMENT: Having no further business,

8:02 PM **Motion**: by Ms. Bonser, second by Mr. Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala