

Solid Waste Commission

September 26th, 2022 at 7 pm

Lebanon Town Hall Upper Conference Room

MINUTES

1. **Call to Order:** SWC Chair Ryk Nelson called the meeting to order at 7:03 PM.
2. **Members**
 - A. Present: Ryk Nelson, Carol Morris-Scata, Mike Rota, Robert Nejake, Kevin Cwikla (First Selectman)
 - B. Absent: Nik Lohse, Harry Anderson, Doug Blakelee (Solid Waste Supervisor),
 - C. Others Present: Dean Hunniford (Director of Public Works/Facilities)
3. **Approval of Previous Meeting Minutes:**
 - A. Meeting minutes from July 27th were reviewed and unanimously approved.
4. **Correspondence:**
 - A. Fuss & O'Neill (landfill well water monitoring): Report received. Discussion was tabled until the next meeting to allow time for the report to be distributed to commission members and reviewed.
 - B. Casella Waste Systems: No reports or information available at this time to the commission. Research will be done to determine who in the Town Hall receives reports on information such as waste tonnage and recyclables for commission review.
5. **Solid Waste Supervisor Report:**
 - A. None provided.
6. **Old Business:**
 - A. Meeting Schedule Approved: Commission meetings were approved to be these dates. All meetings scheduled to begin at 7 pm and held at the Town Hall Conference Room. Additional special meetings may be called to support budgeting process.
January 23rd, 2023
April 17th, 2023
July 17th, 2023
September 18th, 2023
 - B. Update on fall incident: No contact from individual who fell. Incident Reporting Form has been provided to Doug to use in future for any events related to transfer station visitor issues or equipment damage. Completed forms will be sent to the Town Manager with notification to the Solid Waste Commission Chair.
7. **New Business:**
 - A. Budget Discussion: Solid Waste expenses distributed for FY 2019 through 2023. Discussed ongoing review of Solid Waste Supervisor hours and responsibilities to keep

employee salary budget on track. Revenue information not provided to be able to compare to expenses. This will be located and provided to the commission. Expenses exceed revenue for the transfer station. Goal is to return to a balance of expenses offset by revenue. Current estimate is 2/3 of town have an automatic pickup in place for their address, and 1/3 of town uses the transfer station. Discussion held around adding a credit card payment option to reduce cash usage, how to price loads of bulk waste, and to watch for trends in other towns to charge for recyclables. Commission members will conduct research on surrounding towns for their transfer station fee structure and methods for discussion at a future meeting.

- B. Consideration for a Swap Area: Discussion on whether this is something that should be considered. Will require effort and time from employees or a group of volunteers. Rules would be needed to be set up on handling of unwanted items. May need to be added to our town permit. Additional research will be done on state requirements.
- C. Improvement Plans Discussed: Kevin requested that the Commission begin to think in terms of a five year planning cycle for improvements that can be included in future town budgets.
 - 1. Bush cleanup at road edge for visual clearance when exiting: work has been completed.
 - 2. Supervisor shed replacement: Town Improvement Plan currently includes \$12K to upgrade existing shed. Commission requested that this be done. Will be repriced and recommended to the Board of Selectman.
 - 3. Concrete pad by area where brush is dumped: this will be included in the project listed in (4) below, brush area will have a floor either of cement or asphalt to prevent further erosion of ground
 - 4. Railings or other similar features at bulk waste dumpsters: Discussed a way to accomplish this while providing better support for dumpsters will be to elevate dumpsters on concrete pads so that dumpster height above ground works as a safety railing. Roughly estimated as a \$5K project. Refined estimate will be created and work planned for this year.
- D. Future Improvement Items:
 - 1. Adding internet access to Supervisor shed and security cameras: will be priced for consideration at future commission meetings
 - 2. Adding a truck scale
 - 3. Running water at transfer station
 - 4. Building upgrades: Town Improvement Plan funds of \$10K are available for roof replacement work
 - 5. Methods to slow down vehicles (speed bumps, speed limit sign)
 - 6. Adding pedestrian crosswalk between supervisor shed and employee parking
- E. Public Comments:
 - 1. None
- F. Action Items:
 - 1. Distribute Fuss & O'Neill report to commission members (Ryk)
 - 2. Locate Casella reports on waste/recycling tonnage (Kevin)
 - 3. Search at the Town Hall for SWC binders (Kevin)
 - 4. Locate Solid Waste revenue data (including metal pickup vendor revenue) and provide to commission (Kevin)
 - 5. Commission members research surrounding town transfer station fee structures and methods, send findings to Mike to consolidate (All Commission members)
 - 6. Review state requirements for adding a swap area (Carol)

7. Plan and conduct improvement projects for Supervisor shed, dumpster pads, and brush pad (Kevin, Dean)

8. **Adjournment:** The meeting adjourned at 8:25 PM.

Minutes Prepared and Respectfully Submitted by: Mike Rota, Secretary

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.