

Solid Waste Disposal Committee  
First Meeting – July 10, 2008  
Draft Minutes

The meeting was called to order at 7:02 PM by chairman John Kjellman.

In attendance at 7:02, or shortly thereafter, were members Bill Christiano, Michael French, Lia Houk, Ron Lavallee, Stephany Lavallee, Donna MacMillian, Linda Patterson, and Rod Pimentel.

Amanda Gilman was not able to attend and was excused.

No others were in attendance.

1. John Kjellman gave a brief review of the genesis of this new committee, and his view that the task of the committee is to be fact-finding body, to find “the truth” about all aspects of solid waste disposal and recycling, and that the Board of Selectmen do not want the committee to try and develop policy. The task is provide alternatives, with costs and benefits, that the BOS can use to make future policy regarding solid waste disposal, including recycling.
2. Each member was asked to introduce him/herself to the rest of the committee, and to comment briefly on relevant experience and/or knowledge, interests, and motivations for being on the committee. Comments included the following:
  - Lia Houk: Wants to foster an open discussion about trash and recycling. Noted that people are sensitive about their trash.
  - Stephany Lavallee: Noted a long history of family recycling, wants to see rules at the Transfer Station enforced, and enjoys researching data and information
  - Linda Patterson: Has always been interested in recycling issues. Noted it’s hard to get large numbers of people to participate.
  - Ron Lavallee: Was previously on the Recycling Committee. Got frustrated because enough wasn’t done. Has visited the Wheelabrator facility and the Franklin landfill. Said everybody should visit. Any eye-opener. He is bothered by people using the Transfer Station without stickers on their vehicles, town should not provide free trash disposal for out-of-towners.
  - Donna MacMillian. (John noted that Donna works at the Swap Shop). Said she started recycling gradually.
  - Bill Christiano. In charge of security at NEC, and is familiar with what happens to solid waste at NEC. Remembers the old Henniker landfill, behind the cemetery. Interested in recycling.
  - Rod Pimentel: Has been recycling since “the beginning.” Was a selectman from 1997 thru 2006, and is frustrated that not much has improved regarding recycling since that time. (John noted that Rod made a presentation to the BOS that directly resulted in the formation of this committee.)
  - Michael French: Was on the Recycling Committee when it first started, and was part of a group that studied the problem, including Pay As You Throw, and decided that mandatory recycling would be good for the town. A warrant article to that

effect went before the town, but it was defeated. Michael believes the article failed due to insufficient public education and awareness.

- John Kjellman: Graduated from Henniker High, has degrees in engineering and business, and spent most of his adult life on the west coast. Was in the navy, has worked in manufacturing, and currently works as a computer programmer in his home office. Learned about composting from his father, and was recycling newspapers in junior high school.
2. John pointed out that the NRRRA is sponsoring a conference in Concord on so-called “single stream” recycling on July 16. John, Lia, Ron, Stephany, Donna and Ansel MacMillian are planning to attend.
  3. There was a general discussion about solid waste disposal and recycling. It was noted that the Northeast Resource Recovery Association did a study for Henniker in 2005. Copies of the report, without the enclosures, were provided to all members. It was noted that Henniker’s Construction and Demolition materials contract is currently out for bid, and John was asked to find out its status. It was hoped that it would be a short contract, not a long one that might restrict the town should the committee find a better alternative for C&D disposal. It was concluded that Henniker businesses now pay their own trash disposal costs, and have no economic incentive to recycle unless they were given an option to do so that would reduce their trash costs.
  4. John agreed to make inquiries about the options for the committee to tour both the Transfer Station, and the Wheelabrator facility.
  5. The committee then discussed the Proposed Plan of Action provided by John (attached), reviewing each of the first nine tasks. It was decided to have committee members specialize in certain aspects of solid waste disposal and recycling. Someone would be expert on plastics for example. Initial assignments were made as follows.
    - Ron Lavallee, Tasks One and Two
    - Stephany Lavallee, Tasks Three and Seven
    - Michael French, town history regarding SWD and recycling
    - Lia Houk, Tasks Four and Five, and project management
    - Bill Christiano, Task Eight
    - Linda Patterson, Task Nine
    - Rod Pimentel, Task Six
    - Task Ten is deferred until we have more information
  6. The election of a vice chairman and secretary was deferred until the next meeting.
  7. The next meeting is scheduled for Thursday, July 24, at 7:00 PM.
  8. The third meeting is scheduled for Thursday, August 21, at 7:00 PM
  9. The meeting was adjourned at 8:50 PM.

Respectfully submitted,  
John V. Kjellman

Solid Waste Disposal Committee  
Second Meeting – July 24, 2008  
Meeting Minutes

Chairman John Kjellman called the meeting to order at 7:03 PM

In attendance were members Bill Christiano, Michael French, Amanda Gilman, Lia Houk, Ron Lavalley, Stephany Lavalley, Donna MacMillan, Linda Patterson and Rod Pimentel.

No others were in attendance.

**1.** Chairman John Kjellman introduced Amanda Gilman to the Committee. Amanda introduced herself saying she had been a long time proponent of recycling and through many discussions with family and friends about the benefits of recycling (both environmental and monetary) had become frustrated at not having the facts and information to back up her arguments. She decided to join the committee to help with research and fact finding for an issue she feels very strongly about.

**2.** The minutes from meeting one 7/10 were reviewed, amended and adopted.

**3.** Amanda Gilman was unanimously elected as committee secretary.

**4.** Rod Pimentel was unanimously elected as committee vice chair.

**5.** Review of Transfer Station goals and objectives 2007-2008 as presented to the selectmen on 7/15/08. Points of interest included that caps no longer need to be removed from plastic bottles and jugs, thus reducing skid steer traffic, and the question was raised as to whether or not separating recyclables more completely at the Transfer Station would have advantages.

**6.** Review of Northeast Resource Recovery Assoc. (NRRRA) conference in Concord 7/16/08 by attending members Lia Houk, John Kjellman, Donna MacMillan and Stephany and Ron Lavalley. Points of discussion included:

-The NRRRA appeared to be pushing single stream recycling

- Aluminum cat food cans are separated from aluminum soda and beer cans at the recycling center because they are made of a different type of aluminum, and as such are not worth as much. they are different from other tin cans and are worth less. Discussion centered around the question of whether any benefit would come from separating the cat food cans prior to sending them out of the Transfer Station.

-Swanzy Township presented their recycling program, reporting that they would lose money from single stream recycling.

-John Kjellman raised the question as to whether there should be 2 models of recycling depending on the needs of the town. Single stream perhaps for larger towns and a model incorporating combined recycling for smaller towns, including a truck traveling from town to town for combined collection of items of smaller volume and or frequency.

**7.** Status review of committee assignments: A consolidated task list was presented by John Kjellman and reviewed. Committee members presented status updates as follows:

-Ron & Stephany Lavallee: Tasks One, Two, Three and Seven

Have begun with considerable fact-finding and noted that overlap exists between the four tasks. An overview of Henniker's solid waste disposal was presented to the committee.

-Michael French: Town history regarding SWD and recycling:

Has obtained recycling committee minutes, and a copy of a Mandatory Recycling Proposal from 1993. Plans to talk to Bill Belanger about beginning of recycling in Henniker with the Lyons club, and to Don Blanchard an engineer involved in burial of Henniker's last open dump site.

-Lia Houk: Task four and five and project management:

Has begun Internet research and found many programs available online for calculation/estimating costs and charges for Pay As You Throw (PAYT) programs. Continues work on a list of local/regional companies that process solid waste and recycling.

Project Management: has begun a spreadsheet for tracking of member's task progress to be presented at the next meeting.

-Bill Christiano: Task eight

Will update the committee further at the next meeting.

-Linda Patterson: Task Nine

Asked the committee for direction as to focus of survey. Consensus centered on surveying two focus groups: one of towns with similar population, size, demographics, etc and the other of towns with cutting edge and/or exemplary programs Also, she will continue to research national and local trends, laws and regulations.

-Rod Pimentel: Task Six

Continues to examine the current technology of incineration and the feasibility of incineration at a more local level. Has discovered Gassification, a greener method of incineration and will continue to investigate.

-Donna MacMillan: Swap Shop Evaluation

She encountered logistical problems with her attempt to determine how much material goes in and out of the swap shop. John Kjellman said he would discuss the issue with Bob Pennock.

-John Kjellman: Developing a plan / outline and overall goals to help guide and steer the committee further. Will present it at the next meeting.

**8.** Transfer station visit planned by John Kjellman for 8/12/08 at 5:30 PM pending correspondence with Bob Pennock.

**9.** Wheelabrator and Franklin Landfill visit planned by John Kjellman for 8/7/08 at 2:00 PM pending correspondence with involved facilities. Noted closed toe shoes required and many stairs are involved.

**10.** Next meeting confirmed for 8/21/08 at 7:00 PM in the Community Center.

**11.** Meeting adjourned at 8:45 PM

Respectfully submitted, Amanda Gilman, Committee Secretary

Henniker Solid Waste Disposal Committee  
Meeting August 21, 2008 at 7 PM at the Community Center  
Meeting Minutes  
Approved, 9/11/2008

- Chairman John Kjellman called the meeting to order at 7:00 PM
- Copies of the agenda, draft minutes of the 7/24/2008 meeting, and an article from the 8/15/2008 The Eagle-Tribune (online) about the “pay-as-you-throw” system at Hamstead was distributed to each member.
- John noted that the meeting was being recorded for the benefit of the Amanda Gilman, the secretary, who was not in attendance.
- John noted that he had written a letter to the Planning Board, at the request of the Planning Board, endorsing its request to the UNH Cooperative Extension asking it to perform a Community Profile in Henniker. John noted that seven members approved the letter by e-mail and that no member opposed the letter.
- Members in attendance were John, Michael French, Ron Lavallee, Stephany Lavallee, Donna MacMillan, Linda Patterson, and Rod Pimentel.
- Bill Christiano, Amanda Gilman, and Lia Houk were excused from the meeting in advance.
- Guests in attendance were Mr. Donald E. Maurer, the guest speaker, and his wife, Judy.
- The draft minutes were reviewed by committee members. Stephany suggested changing “and” to “any” as the next to last word in paragraph 5. She also suggested ending the subparagraph that started with “Aluminum” at “not worth as much,” deleting all remaining. And she suggested ending the subparagraph that started with “John Kjellman” after “smaller towns,” deleting all that follows. Michael suggested that “Lyons” should be spelled “Lions,” and several members noted that “club” should be capitalized. All suggestions were accepted. It was moved and seconded that the minutes be accepted with the noted corrections. All members present approved.
- John introduced Mr. Donald E. Maurer, Supervisor, Solid Waste Technical Assistance, N.H. Department of Environmental Services (DES). He also noted that Mr. Maurer was accompanied by his wife, Judy. Mr. Maurer proceeded with an outstanding Power Point presentation analyzing solid waste disposal and recycling in New Hampshire, with specific reference to Henniker, and also some

information about other parts of the country. He noted that his data indicates that Henniker's recycling rate is about 16%, below the state average of about 20%. His presentation was well received by committee members, who entered into discussions with Mr. Maurer throughout the presentation. Mr. Maurer provided copies of his slides for the committee, and offered to e-mail a copy of his data to the committee. He also offered to return at a later time if it would be useful. He also left three publications for the committee: The Used Oil Grant Program, DES at a Glance, and Pay-As-You-Throw, Lessons Learned About Unit Pricing.

- John noted that Bill, John, Linda, Donna, and Ansell MacMillan attended the tour of the Wheelabrator incinerator and the Franklin ash landfill on 8/7/08. The tour was hosted by Jim Presher, Executive Director of the COOP (Concord Regional Solid Waste/Resource Recovery Cooperative).
- John noted that Bill, John, Linda, Ron, Stephany, and Donna attended the tour of the Henniker Transfer Station, hosted by Bob Pennock, the superintendent of the Transfer Station, on 8/12/08.
- It was agreed that the next two meetings would be scheduled for 9/11/08 and 9/25/08. John will try and arrange for a presentation by Northeast Resource Recovery Association at the 9/11 meeting. The following meeting will be dedicated to a review of individual projects and planning and organizing the committee's future efforts.
- The meeting was adjourned at 8:32 PM.

Submitted, August 25, 2008

Corrected September 11, 2008

John V. Kjellman

Chairman

Henniker Solid Waste Disposal Committee  
Meeting September 11, 2008 at 7 PM at the Community Center  
Minutes – Corrected and Approved 9/25/2008

- Chairman John Kjellman called the meeting to order at 7:06 PM, after a few minutes of chit-chat with Mr. Ari, the guest speaker.
- Copies of the agenda, draft minutes of the 8/21/08 meeting, and a registration form for NRRA's Fall Bus Tour were distributed to each member.
- The meeting was recorded on two recorders (see more about this issue later in the minutes).
- John made mention of the NRRA's Fall Bus Tour, which will occur on 10/8/08, to include tours of Casella's single stream recycling facility, the Derry transfer station, and RMG's electronics recycling facility. He further noted that he attended NRRA's monthly marketing meeting for the first time, the day before.
- Bill Christiano, Michael French, Lia Houk, John Kjellman, Ron Lavalley, Stephany Lavalley, Donna MacMillan, Linda Patterson, and Rod Pimentel were in attendance. Amanda Gilman was absent. Don Blanchard attended as a non-member.
- The minutes of the 8/21/08 meeting were reviewed, a few corrections noted, then approved as corrected.
- Mr. Fuat Ari, Executive Director, Northeast Resource Recovery Association was introduced and began his presentation.
  - Mr. Ari pointed out his background is in finance, that he is new to recycling, but that he is happy to be working for something that is for the public good.
  - NRRA was formed about 28 years ago to provide towns and municipalities with marketing, technical, and regulatory information about waste reduction and recycling.
  - NRRA currently has about 415 members, most of which are towns and municipalities, with members in several states including Connecticut, Maine, New York, Rhode Island and Vermont.
  - NRRA is a non-profit organization supported by its members through membership fees, fund raising, notably its annual conference, which includes a silent auction, fees collected for arranging for the processing of recycled materials, and the sale of such items as composting bins. Four hundred fifteen people attended the 2007 conference.
  - NRRA's job is to find the best price available for a load of recycled materials when a member calls and says it has a load ready for pickup or delivery. A typical fee for arranging for the processing a load of corrugated cardboard, for instance, would be \$2 to \$3/per ton, which is used to fund NRRA operations.
  - NRRA's board provides direction, but is not involved in fund raising.
  - NRRA does apply for, and sometimes obtains, Federal grants for specific purposes. Last year it lost a grant because some of its member towns are too wealthy.
  - NRRA doesn't get much help from the state. DES has only two people involved in recycling.
  - One of NRRA's purposes is education, and it has a program about recycling that it takes to 750 schools, reaching some 85,000 children.
  - NRRA has an annual operating budget of \$846,000 and a staff of eleven.
  - NRRA has started a new program focusing on small business recycling, saying many firms now want to "go green," for economic reasons or because it is the right thing to do, or both. The focus of this program will be on firms with 100 to 500 employees. Large businesses take care of their own recyclables, "to a degree."
  - NRRA also visits transfer stations, and offers advice and information that can help them be more efficient, by dealing with labor and space vis-à-vis revenue issues. It also provides assistance in purchasing common materials that are used by all transfer stations, such as baling wire, where it is able to obtain quantity discounts of 20 to 30%.
  - NRRA attempts to have a staff member visit every member's facilities at least once a year, but due to the small size of the staff this doesn't always happen.

- NRRA provides a one-stop resource for its members, the phones never stop ringing. Each member has a specific staff representative, who is intimately familiar with the operations of that member town or municipality. Each type of recycled material, and there are many, requires special attention.
- NRRA members produce a premium recyclable product, because it is not single-stream, and members do a good job of separating recycled materials by material type. Single-stream does have the advantage of convenience, and with it recycling rates tend to increase by 10 to 35%. That is an advantage of single-stream. NRRA does not have a position on single-stream as being good or bad. Towns that already have rates of 50% or more tend to feel single-stream would not help them.
- The national average for recycling is 26% (2002 data), which is absolutely terrible. In Europe, it is in the 80-90% range. N.H.'s rate is about 27%. [The number from DES is 20%]. The goal for N.H. is 40%.
- Americans consume 25% of the world's goods, we generate 1.4 tons of trash per person per year.
- Maine's recycling rate is over 50%, Vermont's is 47-48%. Massachusetts has a better rate than N.H.
- NRRA gets a better rate for recyclable material than other states, despite lower volumes, because N.H. produces a higher quality product because transfer stations do a good job of preventing contamination..
- NRRA members are not required to sell through NRRA, they can deal with recyclers directly. But, to get the best price, they should check with NRRA to see if they are getting the best price by going directly. Some members put every load out to bid.
- NRRA never works with a single vendor, so that it can be assured that it is always getting a competitive price.
- NRRA doesn't send recycling materials to recycling processors unless it knows that the materials will be handled properly. In particular, it is known that some electronic materials processors may just dump the material they handle, without processing it properly. NRRA wouldn't use that vendor, even if it offered a better price.
- Over 50% of cardboard and paper goes directly to China. In the future, that will probably change as China will presumably learn to recycle its own materials.
- NRRA doesn't get involved in issues such as curbside pickup.
- The NRRA doesn't have any data on the amount of material handled and reused in member swap shops. Swap shops are not something that NRRA normally gets involved with. John asked if NRRA would at least try to be aware of member swap shop activities, and capture any swap shop data that it comes across. The best form of recycling is reuse, and many towns have swap shops.
- It was mentioned that in Henniker the swap shop is cleaned out once a week, meaning some items don't stay in the shop long enough to be picked up by someone.
- One observation is that so-called professionals sometimes dominate swap shops, and some communities have rules limiting the time a person can remain in the shop at one time.
- NRRA doesn't have any data about how the cost of operating transfer stations increases as population increases.
- There was a question about businesses that choose to collect recyclables in single stream mode, where was the savings or cost avoidance? It doesn't reduce transportation costs, but tipping fees are reduced because less material goes to the incinerator or landfill.
- A question was asked about Pay-As-You-Throw. NRRA feels this is community issue and takes no stand on it. NRRA agrees that towns that have gone to PAYT generally are happy with the results.
- The reason why #1 plastics must be in the form of bottles in order to be recycled, is that other types of #1 plastic have a different melting temperature.
- It would be most helpful if the Feds and states developed mandates for recycling #2 thru #7 plastics, just as was done years ago for #1 and #2. California, years ago, told manufacturers they had to reuse a certain percentage of their #1 and #2 plastics. Look what happened, a big market developed. Recyclers can't get enough #1 and #2 now.
- Currently there is some market for #2 thru #7 mixed, but only in large volumes. Most of it goes to an incinerator or a landfill.
- NFI was a company that was planning to process plastics #2 thru #7, but it has apparently folded.



- It was asked if plastic grocery bags were recyclable. The answer is yes, but it takes so many bags to make a ton, that collection and storage is a problem that mitigates against recycling them. A lot of states are trying to ban them. Hannaford takes its bags back. Paper bags are more expensive. Consumer-supplied cloth bags are the best answer.
- A company called Teracycle is recycling plastic wrapping.
- Some companies are working on recycling Styrofoam, to turn into building bricks, but it is not something we can do yet.
- Flat sheet rigid insulation is not recyclable now.
- Not many towns recycle roofing materials, as they don't collect enough to make it viable, but in large volume they are recyclable. There are about 46 million tons of roofing shingles being replaced each year. Ashland collects used shingles and ships them to Maine, according to Ron, where it is used as road fill. In general, contractors don't take used shingles to local transfer stations, they take them directly to landfills, which limits the opportunity to recycle them.
- Most C&D material, such as shingles, goes to Errco, which separates and recycles.
- It was observed that we're not allowed to burn wood with latex paint on it, but it's OK to toss a can of dried latex paint into the hopper, which goes to the incinerator. John pointed out that it seems like we're wasting a lot of energy by burying painted wood rather than sending it to the incinerator.
- Bottle caps should go into the bin for tin cans.
- Cat food cans have Teflon linings, which is why they are not as valuable as aluminum beverage cans. Food contamination is a problem with aluminum food containers.
- There was a question about the NRRA Fall Bus tour. After some discussion it was determined that all members of the committee qualify for the member rate, as Henniker is a member of NRRA.
- John thanked Mr. Ari for his excellent and informative presentation, and for being willing to give up an evening of soccer to come to talk with us.
- John asked how many members thought they might go on NRRA's Fall Bus Tour. The answer was two or three. A motion was made and seconded for John to ask the Town to reimburse members for the \$30 bus tour fee. The motion was voted on and approved. John also said he would inquire about the need for hard hats and reflective vests, and would explore options for providing them to members who go on the tour who don't have their own.
- John discussed plans for the 9/25 and 10/9 meetings. The meeting on 9/25 will be a planning meeting, in which each member will be asked discuss that information he/she has learned over the past few weeks, as it relates to their assigned tasks in particular. Further, we will discuss what we need to do next as a committee, and develop a list of possible options for the town to consider. Don Blanchard asked about a historical perspective. John said that Michael was working on that, and that we would like to have a historical recap in our report. John will invite Jim Presher from the Concord COOP to talk to us about single stream (combined) recycling, and perhaps a little about incineration, at our 10/9 meeting.
- John proposed future meeting dates of 10/23, 11/6, and 11/20, to which there was no objection. All the dates are Thursdays. John also mentioned that by scheduling our meetings several weeks in advance, Amanda believes she can get those days off so that she can attend future meetings. He pointed out that she has been listening to recordings of the meetings.
- Ron stated that he strongly objects to the recording of meetings, and pointed out that Mr. Ari had several times during his presentation stated that selected remarks were "off the record," but the recording continued. Stephany added that she thought the recording of meetings was a one-time thing, and was uncomfortable with having meetings recorded.
- Ron also expressed his opinion that, according to town rules, members who miss three meetings should be off the committee, and suggested the rule should be applied in Amanda's case. He also said that committee members are interactive, members who aren't at the meetings can't interact with other members, even if do listen to a recording of the meeting.

- Bill asked if the reason John was recording the meetings was for Amanda's benefit. John said that two issues had been raised. One was the issue of recording meetings, and the other was Amanda's repeated absences from meetings, and that he wanted to separate the two.
- On the issue of recording of meetings, John stated that he did start recording meeting and field trips for Amanda's benefit, but then came to think it was a useful tool for developing the minutes and should be continued. Rod pointed out that at one time the selectmen used to record meetings, but that the recordings were erased after the minutes were completed, so there was no permanent recording of meetings. Stephany said she was unaware she was being recorded at the transfer station. She is uncomfortable with the recordings. Ron stated that one cannot, by law, record anybody without their permission. John pointed out that at Wheelabrator and at the transfer station, he made a point to tell the person leading the tour that he was recording, but he did not make a point of telling everybody in the group. Linda made the point that she has used recording of other meetings to help flesh out the minutes. Bill asked if there was a problem if we erased the recordings after the minutes were completed, and Stephany said yes, it was a problem. She said she would not give her consent to being recorded. Ron said he objected to being recorded. Michael asked what the laws were concerning the recording of public meetings. There was no answer. John suggested that we could among ourselves come to an agreement. Rod suggested we should check out the law. John said that even if the law said it was OK, that doesn't resolve the issue if two people on the committee are strongly against it. Linda mentioned that so far she hasn't seen the detail in the meeting minutes that she expected. She assumed the recordings would be helpful in providing more detailed minutes.
- Rod started to make a motion, which lead to question if there was already a motion made by Ron on the table. It was decided that Ron had made a motion not to record meetings, and that it had been seconded by Stephany. After a brief discussion the motion was defeated, 4 to 3, with two abstentions.
- There was more discussion. Rod then stated that it is not a big deal whether or not we record meetings, and that in deference to those with a strong objection to recordings, we shouldn't record. John stated with that thinking, we should have had more no votes for the motion we just defeated. He suggested another motion, not to record, that recording meetings is it not critical to the committee. Linda said that if we don't record, we should have several people recording when there is a lot of data being presented.
- Linda, in the spirit of reconciliation, moved that we ban the recording of meetings. Michael seconded the motion. The motion was approved unanimously.
- John then turned to the issue of Amanda's attendance, and said that he expected her to start attending meetings in the future, that she could get the necessary days off work when she had the dates of meetings well in advance. He also said that Amanda had been listening to the meeting recordings, and was very interested in participating on the committee. He stated that he believed this problem would resolve itself satisfactorily. Ron added that he felt it is important that the committee abide by the Town's attendance rules, and that any exceptions should be approved by the selectmen.
- The meeting was adjourned at 8:53 PM.

Submitted, September 19, 2008

John V. Kjellman  
Chairman

**Town of Henniker  
Solid Waste Disposal Committee  
Thursday - September 25, 2008  
Grange Hall**

Approved Meeting Minutes

**Members Present:** Chairman John Kjellman, Bill Christiano, Michael French, Lia Houk, Ron Lavallee, Stephany Lavallee, Donna MacMillan, Linda Patterson

**Members Excused due to Schedule Conflicts:** Amanda Gilman, Rod Pimentel

**Others Present:** Sheila Mitchell, Recording Secretary

**Call to Order:** The Chairman called the meeting to order at 7:02 p.m.

- **Introduction by the Chairman**

The Chairman explained that Amanda Gilman had submitted a project report but would not be attending this meeting, and that Ron Pimentel would be absent as well. He distributed copies of Amanda's report.

The committee is expecting to be joined soon by a new member appointed by the Selectmen: Don Blanchard is a licensed engineer and designer and a former member of the faculty of New England College, who taught courses in solid waste management. He is preparing a preliminary report on the closure of the Henniker landfill. An updated committee contact list, including Don Blanchard, was distributed.

The Chairman also mentioned recording of previous meetings. He said that the State statutes allow anyone to use a recording device at a public meeting without having to announce its use. Ron Lavallee noted that, at meetings where privacy is expected, notice of recording should be announced.

Chairman Kjellman said he noticed an article in the *Concord Monitor* of September 19<sup>th</sup> about a Massachusetts firm that is litigating against New Hampshire's restrictions on construction and debris burning.

- **Review and Approval of Previous Minutes**

Having taken the minutes for the previous committee meeting on September 11, 2008, John Kjellman took notes of corrections suggested by members.

**Michael French made a motion to approve the minutes as corrected, the motion was seconded by Ron Lavallee, and it carried with all in favor.**

- **Objectives of the Next Regular Meeting on October 9**

This meeting will take place the day after the bus tour. Jim Presher of the Concord Co-op is scheduled to attend and speak about single stream. For information, the Chairman provided a copy of an advertisement in the newspaper by Bestway that highlighted its single-stream mixed recycling services. Later in the meeting, both Mike and Ron pointed out that, while income is reduced by not sorting recyclable materials, the single-stream method saves money on staff hours and overhead.

- **Future Meetings and Events**

October 8, 2008 – NRRA Fall Bus Tour

The Charlestown single stream facility the committee had planned to visit is currently not available, so the tour will visit a single stream facility in Auburn, Massachusetts. There will be four participants: Lia Houk, John Kjellman, Ron Lavalley and Donna MacMillan. Mr. Kjellman will request hard hats and vests for himself, Ron and Donna; Lia has her own.

- **Development of Report to the Selectmen**

The Selectmen have charged this committee with at least five tasks. To begin, committee members have been working to gain expertise in focused areas of the disposal of solid waste. The Selectmen desire hard data and possible strategic methods of disposal that include time projections.

Options the committee is considering include:

1. Incineration  
New technology can “scrub” emissions generated by burning trash.
2. Landfill (opening a new one)  
Not feasible or attractive?
3. Curbside Pick-up  
To be discussed later.
4. Recycling
  - a. single stream or sorted
  - b. unit pricing
  - c. regulations
  - d. education outreach

The committee discussed the option of recycling. It was agreed that decisions and future projections should be based on facts, and that a baseline for recycling costs and revenues to date should be compiled. Sources of information include the Town of Henniker, the transfer station, Wheelabrator and NRRA.

The Lavalles had compiled some statistics from 2007, and Stephany had made a comprehensive, easy-to-understand chart, which they displayed for committee members. Consensus was that this chart would serve well as a baseline. Stephany promised to enter the contents of the chart into a computer document and e-mail it to the committee.

### 2007 COSTS

Salaries .....	\$175,282
Benefits .....	\$110,595
FICA .....	\$6,140
Overtime (363 Hours) .....	\$11,778
Utilities:	
Electricity .....	\$6,128
Alarms .....	\$1,930
Telephone .....	\$2,976
Equipment:	
Maintenance .....	\$7,000
Fuel .....	\$3,500
Mileage .....	\$1,300
Repairs .....	\$1,300
Supplies .....	\$1,570
Wheelabrator (3063.64 Tons) .....	\$ 131,905
Triple L .....	\$19,820
NRRA:	
Supplies .....	\$1,255.59
Glass .....	\$1,255.51
Hauler .....	\$5,721.24
Maintenance .....	\$9,000.00
Construction/Demolition:	
311.81 Tons .....	\$33,254
Transportation .....	\$5335

**2007 REVENUES**

**NRRA: 501.75 Total Tons**

	<u>Tons</u>	<u>Revenues</u>
Scrap Metal .....	114.07	\$12,550.00
Fiber OCC (corrugated) .....	125.58	\$12,198.00
Fiber Newsprint .....	43.00	\$3,638.00
Fiber Mixed .....	93.80	\$956.86
Plastic:		
HDPE .....	7.02	\$2,646.15
PETE .....	12.49	\$2,964.74
Private Haulers .....		\$74,349.55
Permits .....		\$563.00
Grants .....		\$2,449.00
Warner .....		\$512.00
Hazardous Waste Day .....		\$8,900.00

The Lavalles reported that compiling data for the chart was a challenge, to say the least. They definitely had to go to more than one source for information. Annual Town Reports might be a single source in the future, but over the last few years, the reports have not displayed facts on waste disposal in a manner consistent enough for comparison and analysis.

Incidentally, it was mentioned that tipping fees for Henniker are currently \$42.50 per ton of solid waste, and they are expected to increase to between \$55 and \$60 per ton in 2009.

Linda Patterson asked, why aren't more individuals and companies recycling? Some of the responses were: the convenience of pick-up costs money, they say they don't have staff time available to manage a recycling program, and businesses do not understand the financial benefits of recycling.

Stephany suggested that metal found all around town might be recycled as construction debris and it could serve as a revenue source. She also suggested outreach and education on recycling begin with the students in town, in the elementary schools especially. She stated that their household recycles just about everything, and that they got started through their children's projects.

Recycling at the Henniker transfer station needs more analysis, John Kjellman believes, to ascertain efficiency, accurate accounting, inventory control and personnel costs. Both he and Lia Houk believe the schedule of open hours needs to be re-examined. Bill Christiano asked if people are working there while the station is closed to the public. The answer given was that they are, and that the same staff divides their time between parks & recreation duties and solid waste disposal duties.

Other possibilities raised included possibly expanding and making improvements to the existing transfer station if the Town does not opt for single-stream services; possibly mining the existing landfill for recycling materials, as a few towns reportedly have done; and more precisely assessing what goes into the uncategorized 60% of solid waste disposal by local haulers that goes directly to Wheelabrator. Ron Lavalley asked how much longer Wheelabrator will be an option, and the answer given was its current contract is until 2014.

Donna asked when the Solid Waste Disposal Committee might be ready to present its report to the Selectman. The Chairman estimates at about a year's time after formation, sometime in the summer of 2009.

- **Committee Member Reports**

The Chairman then called for member reports and recognized Michael French, who proceeded to go over the highlights of the report for the committee. He mentioned that Don Blanchard is working on a report of the history of the landfill.

A. Solid Waste Management in Henniker  
History Outline by Michael French, 9/25/08

In his report, Michael pointed out that recycling rates have plateaued at the 1992 level. He reported from first-hand experience how a survey was conducted in 1991, which asked townspeople for suggestions to facilitate more recycling. Lia said another survey had been done in 2002 and offered to provide the details of that survey to Michael.

To quote a portion from his report:

“At Town Meeting in 1992, a warrant article passed which instructed the Selectmen and the Recycling Committee to propose a waste ordinance that promoted recycling to the greatest extent practicable.

“The Selectmen and Recycling Committee proposed an ordinance for vote at Town Meeting in 1993 that mandated aluminum and tin cans, glass bottles and cardboard be separated for collection at the transfer station. At that time it was required that scrap metals, appliances, lead batteries and waste oil be separated. The Recycling Committee and some other people felt that a pay per throw system would burden some or many families already struggling with the affects of a few years of a recession. Also, sources of information indicated that towns that had mandatory recycling achieved the highest recycling rates. The ordinance was defeated at the 1993 Town Meeting.”

Mr. French said that, although these would be beyond the purview of the Solid Waste Disposal Committee, he offered the following suggestions in his report for consideration:

“The outcome of the vote might well have been different if a greater effort had been made to include more members of the town in the development of the ordinance. Also, it would have helped considerably to have a significant educational and informational outreach to community members after the ordinance was developed, before the vote at Town Meeting.

“In addition, the Selectmen need to be fully in support of proposed changes and must be willing to take a lead role in promoting the adoption and implementation of the changes, especially if the changes will be adopted by town vote.”

Consensus seemed to be that active support from the Selectmen would be essential. Linda Patterson suggested that a campaign strategy would be needed to successfully propose changes and overcome objections. Lia Houk said that such a campaign should be expected to take at least two to three years, and that (in addition to Selectmen) community and business leaders, as well as the transfer station supervisor, should be invited to support the campaign. Stephany Lavallee recommended getting schools involved, and Lia suggested publicity in print.

Additionally, members agreed it that it would be best if a recycling program were structured to pay for itself and thereby remove operating costs from town budget and taxes. John Kjellman suggested perhaps that the transfer station could be separated from the town budget if it were operated like a utility, such as water & sewage.

B. Site Visits to Transfer Stations in Other Towns  
by Donna Macmillan

Donna visited transfer stations in Bradford, Hillsborough, Hopkinton, Pembroke and Warner. She reported that Bradford and Hillsborough have mandatory recycling. In Hillsborough, people must purchase recycling bags supplied by the transfer station. The program in Hillsborough has been operating for about three years.



Donna reported that the Hillsborough transfer station has a protective cover, something like a canopy at a gas station, so that people are shielded from the weather when they come to the transfer station to recycle. Hillsborough accepts materials from Deering and Windsor as well. Hopkinton's station also accepts materials from Webster.

She reported that all the towns but Pembroke have "swap shops." Hopkinton simply uses tables and does not have a structure for this at the moment but hopes to construct one in the future. Of those towns that do have swap shops, most clean them out once per week. Bradford cleans its out every other week.

C. Recycled Materials Comparison:  
Statistical Spreadsheets, including Henniker as well as other towns  
By Linda Patterson

Linda distributed two spreadsheets to the committee.

One, titled "Recycling," included figures for population, newspaper, cardboard, mixed paper, office paper, glass, aluminum cans, steel cans, commingled cans, PETE, HDPE, commingled PETE and HDPE, metal and plastic containers, textiles, computer monitors and televisions, scrap metal, electronics, propane tanks, recycled "other," and swap shop participation.

Another, titled "Rationalized Recycling," included figures for population and combined facility population, reported tons per year, accepted value, commercial and industrial tons per year, construction and debris, MSW, compost, and recycling rates with and without commercial.

Linda said she would like to compare town budgets but is not sure how to go about it, and she asked committee members for suggestions. Stephany and John suggested that comparison between Henniker and one or two other towns should be sufficient. John recommended Linda look for data published by Peterborough, and perhaps Hillsborough, and to look for ratios for comparison. Lia asked which towns participate in a cooperative and which belong to NRRA. Ron suggested looking at Plymouth's records. He believes their management is outstanding, having storage where they can hold onto certain materials to get the best market price. Michael and Ron suggested comparing recycling rates with and without commercial haulers.

D. Individual Report by Amanda Gilman, 9/25/08

The report submitted in writing by Amanda included:

- on-line resources for decision making
- list of internet resources for waste reduction, reuse and recycling
- 11 towns with the highest recycling rates
- brief status report on Naughton & Sons waste disposal company

- **Future Meeting Objectives**

October 9, 2008:

Single-Stream Recycling

October 23, 2008:

- Submit 2009 budget requests (printing, mailing, publicity, consulting, etc.)
- compare bus tour notes
- refine objectives for report to Selectmen

- **Other Business**

Coordination with the Recycling Committee was raised and tabled for a later date. Lia explained that the recycling committee is concentrating on education and advocacy.

- **Meeting Dates in December**

Not discussed.

- **Adjournment**

**Michael French made a motion to adjourn the meeting, the motion was seconded by Stephany Lavalley and carried unanimously. The meeting was adjourned at 9:00 p.m.**

Approved Meeting Minutes  
Submitted by Sheila Mitchell,  
Recording Secretary

**Town of Henniker  
Solid Waste Disposal Committee  
Thursday – October 9, 2008  
Community Center**

Approved Meeting Minutes

**Members Present:** Don Blanchard, Bill Christiano, Michael French, Amanda Gilman, Lia Houk, Chairman John Kjellman, Ron Lavallee, Stephany Lavallee, Donna MacMillan, Linda Patterson

**Member Absent:** Rod Pimentel

**Guests Present:** James R. Presher, Director - Concord Regional Solid Waste Resource Recovery Cooperative (CRSWRRC), also known as “The Co-op,” Elizabeth A. Bedard, Recycling Consultant

**Others Present:** Sheila Mitchell, Recording Secretary

**Call to Order:** The Chairman called the meeting to order at 7:02 p.m.

- **Introduction by the Chairman**

The Chairman reported that he and four other members (Donna MacMillan, Lia Houk, Ron Lavallee and Stephany Lavallee) had conducted tours of several waste disposal and recycling facilities on October 8<sup>th</sup>.

He stated that the Selectmen had authorized Amanda Gilman to remain on the committee, based on regular attendance from now on.

He recognized Don Blanchard, who advised everyone of a correction to his telephone number.

He pointed out for the members a recent article on recycling in the *Concord Monitor*.

He advised everyone of changes to Henniker’s transfer station policy regarding microwaves. Microwaves now must be disposed of as electronic waste rather than metal. Electronic waste is transported in Gaylord boxes to RMG Electronics. An acceptance fee of \$5 has been proposed but has yet to be approved.

- **Review and Approval of Previous Minutes**

The members offered several corrections, which were noted by the Recording Secretary, plus an amendment to a portion of the report on site visits to transfer stations in other towns, which is still being finalized.

**Stephany Lavallee made a motion to accept the Minutes of September 25, 2008, as amended. The motion was seconded by Michael French and carried.**

- **Single Stream Recycling  
Concord Regional Solid Waste Resource Recovery Cooperative  
James Presher and Elizabeth Bedard**

James (Jim) Presher introduced himself, as well as Elizabeth Bedard, who was the founding Executive Director of NRRA, and who used to sit on the Governor's Council on Recycling. Ms. Bedard is currently serving as a recycling consultant.

Members of the Co-op's governing board have toured existing single stream recycling facilities in other states. The existing single stream facilities in the region include: one in Portland, Maine (known as Eco Maine); another in Brattleboro, Vermont; and three in Massachusetts, in Auburn, Avon and Charlestown. Currently there are no single stream facilities in New Hampshire.

The Co-op has only borrowed money once in its history. It established a cash reserve to support a proposed landfill that was not approved. That cash reserve will now go toward building the proposed single stream recycling facility in Penacook. The facility that the Co-op plans to build would be the first in the state of New Hampshire. The Co-op considered four proposed sites, and the finalized plan is to locate a facility strategically off U.S. Highway 93 at Exit 17 in Penacook, adjacent to the Wheelabrator incinerator.

Henniker is one of the founding members of the Concord Regional Solid Waste Resource Recovery Cooperative, which now includes 27 municipalities in southern New Hampshire. The Co-op has provided solid waste disposal for 19 years, processing a cumulative total of 2.2 million tons.

The Co-op has maintained the lowest tipping fees in the state throughout its history. In 2009, fees to member communities will increase from the current rate of \$42.50 per ton to \$45 or \$46 per ton; and in 2010, the Co-op's tipping fees will increase to between \$50 and \$55. However, some communities in the southern part of the state that do not belong to the Co-op currently pay as much as \$60 to \$85 per ton in tipping fees.

The Co-op's contract with Wheelabrator expires in 2014. It might be extended to 2018. The Co-op owns and operates an ash landfill site in Franklin. In November of 2008, they will complete an expansion at that location, and the Franklin site is expected to remain open until 2018.

Jim Presher then showed a slide with a graph for the Town of Henniker, which averages 2,500 to 2,600 tons of solid waste per year. The volume has gone down in the last couple of years, presumably due to a downturn in the economy and increased recycling. Over 19 years, the volume for the Town of Henniker has come to 48,575 tons. He then showed a slide of Co-op volume overall.

Mr. Presher posed the question: What is single stream recycling? The answer he supplied is putting all household recyclable materials in one container. Single stream is also known as combined, mixed, or “zero sort” (a term trademarked by Casella Waste Systems).

Single stream recycling is more efficient both for residences and businesses. Businesses save on hauler fees and labor expenses.

The types of acceptable plastics could be expanded with the new facility to include No. 1 to No. 7 plastic. Soiled, organic waste (or trash) would go in another container. Food wrap and styrofoam would need to go in the trash container. Other materials, such as construction material, scrap metal, electronics, batteries, bicycles and other mechanical devices would not be included as household recyclable resources.

Stephany said she’s going to find it difficult not to sort recyclables, after she has sorted them for many years. Jim said she’s not alone, but that all the materials will go to the same resource markets as before, so there truly is no need to sort. Henniker might lose some revenue, because it currently separates its recyclables, but it might gain revenue due to increased recycling volume.

Mr. Presher showed a slide of a photograph taken at a facility in Liverpool, New York, displaying the process of screen separation, specifically of newsprint and cardboard containers.

He then showed a slide with a flow chart for the single stream recycling process: pre-sort, separation of shredded paper, separation of cardboard by screening, polishing areas manned by staff members (picking out contaminants), more fiber separated by screening, more polishing, sending mixed paper to baler. Metal containers are extracted by magnets. Glass falls through the screen because of weight.

Plans at the Concord facility are for mixed glass at the moment. Sorted glass is a capability for the future. Optical sorting can be done by computer, which identifies target materials and separates them with air currents. Optical scanners can sort grades of plastic. However, optical scanners are expensive and are not in the immediate plans.

He then posed another question: Why single stream? Recyclable revenues increase due to increased recycling volume. Tipping fees – which are due to increase in the near future – can be reduced by reducing the volume and weight of solid waste. Landfills reach capacity more slowly. The recycling resource markets have been stable to date.

Elizabeth (Liz) Bedard presented an economic analysis she had prepared for the Town of Henniker, which was based on information from the beginning of 2008, as provided to her by the Transfer Station Manager. She estimates that Henniker would save a total of \$34,000 per year if it decided to begin single stream recycling.

On the second page of her analysis, her assumptions are explained. The analysis assumes a second compacter would be purchased and used for recycling materials. The cost of a compactor is approximately \$50,000. It assumes a reduction in salaries and benefits of \$60,000.

Single stream recycling typically increases the level of recycling by 20% to 30%, depending somewhat on how well the community is recycling already. She calculated an estimate of savings per person per year. If recycling material is brought to the Transfer Station, there should be a saving of 218 pounds of solid waste per person per year. Savings with curbside pickup is estimated to be 250 pounds of solid waste per person per year; however, curbside pickup entails more hauling and service costs.

Then ways to encouraging recycling were discussed. For example Casella Waste Systems uses a bigger container for recycling materials and a smaller one for solid waste.

Ron Lavallee asked if there would still be a place for NRRRA services. Liz replied that NRRRA would still be useful for disposal of construction and debris, electronic waste and scrap metal. The Co-op would like to partner with NRRRA, both Liz and Jim said.

Lia Houk asked if large businesses or organizations would be able to use the Co-op's single stream facility, regardless of whether the Town of Henniker decides to participate. Jim said yes, they would, and offered examples of entities (a university and an elementary SAU) that have expressed an interest in recycling at the planned facility.

The single stream facility would be a \$13 million project. Capacity would be 25,000 tons per year, if run on one shift; and 40,000 to 45,000 tons per year, if a second shift were added. Some operation time needs to be dedicated to maintenance; however, the more capacity the facility processes, the more cost effective it will be. As far as location, the Co-op looked at four possible sites and decided on Penacook. The facility will be owned by the Co-op. It might be operated by the Co-op itself, or it might be privately operated.

Towns or cities that are already members will be allowed to join in single stream recycling at any time. Towns or cities that have not belonged before, but wish to recycle with the Co-op, will be considered Associate Members, and must make a commitment by May of 2009.

The Co-op would like to receive letters of commitment from all municipalities by May 2009. If a minimum commitment of a total of 25,000 tons per year by is not received by that time, the Co-op will not proceed with plans to build the facility. Mr. Presher pointed out that there still will be a need for such a resource in the state, however; so another entity (perhaps a for-profit one) might build a recycling plant.

He pointed out that no capital investment to build the facility will be required of member communities. Therefore, there should be no need to request local funding to support it.

Members will be guaranteed long-term acceptance of recyclable resources, regardless of fluctuations in revenue share or volume.

Mr. Presher explained the Co-op governance structure, while emphasizing that municipalities will be contracting with another public entity – which must abide by the same regulations, and which is not required to make a profit. The governing board is made up of the 27 full-member communities. Associate member communities contract with the Co-op solely for recycling purposes and do not participate in governance.

Liz Bedard explained the plan for shared revenues. Participating communities will be offered either a monthly pay-out, at a fixed rate, or a quarterly revenue share, which will be based on the average revenue over a three-month period. Co-op communities had asked for a quarterly (as opposed to an annual) disbursement in order to coordinate better with local budget and reporting schedules.

Committee Chairman John Kjellman clarified to the guests that the Committee will plan to present the single stream alternative, along with costs and benefits, to the Board of Selectmen as one of several potential alternatives for solid waste disposal.

For Immediate Follow-up:

- Jim Presher will e-mail a document containing presentation points to the Chairman of the Committee.
- The Chairman will contact Elizabeth Bedard to request an electronic copy of the cost-benefit analysis for Henniker that she prepared, and then will distribute it to Committee members by e-mail.

- **Questions and Answers regarding the Presentation**

A period of time was allowed by the Chairman for questions from Committee members to the presenters. Several questions were not caught by the Recording Secretary, but two were captured.

Ron Lavalley asked what the average cost of single stream recycling would be to a community. Jim Presher responded that it would need to be customized for each town. The specific cost for Henniker presumably would depend in part on the analysis prepared by Elizabeth Bedard that was mentioned previously in the minutes, as well as any analyses prepared by the Committee.

Bill Christiano inquired what the operational challenges might be. Jim responded that, in this type of operation, there is a good deal of employee turnover – which can be mitigated somewhat by addressing certain issues, such as rate of compensation. The expense of heating a large area and of controlling dust particles also present operational challenges.

- **Future Meeting Schedule**

October 23	(2 <sup>nd</sup> meeting of the month)
November 6	(1 <sup>st</sup> meeting of the month)
November 20	(2 <sup>nd</sup> meeting of the month)
December 11	(one meeting planned for December)
January 8	(one meeting planned for January)

- **Agenda for October 23, 2008 Meeting, including Proposed Budget**

The Committee discussed possible expenses for next year and decided to request a certain amount to be budgeted.

**Ron Lavallee made a motion to request \$3,000 be budgeted for expenses of the Solid Waste Disposal Committee through next year. The motion was seconded by Stephany Lavallee and carried with a majority. Don Blanchard voted against the motion.**

- **Other Business**

Representative to the Community Profile Steering Committee

Amanda Gilman expressed an interest in representing the Solid Waste Disposal Committee on the Community Profile Steering Committee, and she agreed to attend the informational meeting on October 20<sup>th</sup>. The Committee plans to finalize the appointment after that meeting.

- **Adjournment**

**Stephany Lavallee made a motion to adjourn the meeting, the motion was seconded by Ron Lavallee and carried unanimously. The meeting was adjourned at 9:15 p.m.**

Approved Meeting Minutes  
Respectfully Submitted  
by Recording Secretary  
Sheila Mitchell



**Town of Henniker  
Solid Waste Disposal Committee**

**Seventh Meeting: Thursday - October 23, 2008  
The Grange**

**Approved/Corrected Meeting Minutes**

**Present:** Chairman John Kjellman, Don Blanchard, Bill Christiano,  
Amanda Gilman, Lia Houk, Ron Lavallee, Stephany Lavallee,  
Donna MacMillan, Linda Patterson, and Rod Pimentel

**Absent:** Michael French

**Also Present:** Sheila Mitchell, Recording Secretary

Chairman Kjellman called the meeting to order at 7:00 p.m.

▪ **Introduction by Chairman**

- ❖ The Chairman reported that five members of the Committee had attended a forum in Hopkinton the evening before. The subject of the forum was saving money and reducing trash. Including the five individuals from Henniker, attendance came to approximately 35 to 40 people. Hopkinton plans to charge \$1.59 per bag for disposal, which they estimate should cover all foreseeable expenses. Their plan has been in the making for the past three years.
- ❖ Don Blanchard has given the Chairman a report on the history of the Henniker landfill.
- ❖ Mr. Kjellman noticed an article in the newspaper that reported the City of Concord is going to have a vote in the near future on a “paper smart” program.
- ❖ The Chairman distributed printed copies of a budget analysis for possible conversion from source separation of recyclables to single stream recycling for the Town of Henniker, which was prepared and presented by Consultant Elizabeth Bedard when the Committee met on October 9, 2008.

▪ **Review of October 9<sup>th</sup> Minutes**

The minutes were reviewed and minor corrections given to the Recording Secretary. **A motion was made by Amanda Gilman to approve the minutes as corrected; the motion was seconded by Stephany Lavallee, and carried.**

Members agreed that, from now on, the Chairman will review and correct draft minutes before they are distributed to the rest of the Committee.

The Chairman emphasized that material revisions should not be made to minutes of a public meeting without being discussed at a subsequent public meeting.

▪ **Member Reports**

Ron and Stephany Lavallee:

Ron and Stephany have begun to compile revenues and costs for 2008, covering the year from January through September so far. Ron distributed printed copies of this preliminary report for review and discussion.

Statistics for 2008 show that nine towns in the region reduced the volume of solid waste for an aggregate reduction of 2,523 tons. However, four towns in the region increased their combined volume of solid waste by 124 tons – and Henniker had the largest share by far. Salisbury increased by 4 tons, Loudon by 3 tons, Hillsborough by 5 tons, and Henniker increased its volume by 112 tons. Henniker's total solid waste volume in 2008 to date comes to 2,645 tons.

The Chairman said he would contact Bob Pennock, Transfer Station Superintendent, to discuss this dramatic increase and hopefully ascertain the reasons for it.

Both Amanda and Lia suggested the importance of precisely determining and distinguishing the volume disposed of by private haulers versus residents who come to the transfer station themselves. This year, 1,084 tons has been collected by one private hauler from commercial (75%) and large residential (25%) sources. The other private hauling company has transported 295 tons, solely from small residences.

Disposal operating costs for Henniker have been impacted by staff overtime expenses, amounting to \$11,778 in 2007, and more than \$13,000 to date in 2008. Suggestions were made about overtime oversight and possibly revising the operating schedule for the transfer station.

Amanda Gilman:

Amanda has been investigating laws pertaining to solid waste disposal. She said she did not have very much to report at this point. She had found the laws to be sparse and subject to interpretation. So far she has looked at internet references provided by the N.H. Department of Environmental Services and the U.S. Environmental Protection Agency. Another member suggested she consult the N.H. Revised Statutes Annotated on line.

Chairman Kjellman remarked that a study commission has been meeting on disposal of electronic waste. That commission is due to make a report and offer

recommendations to the State Legislature by the end of the year, which will likely result in new State regulations regarding electronic waste disposal.

Bill Christiano:

Bill reported on a study he has been making of hazardous waste collection, informally surveying the five communities of Henniker, Hopkinton, Webster, Bradford and Sutton. These towns have been coordinating their efforts and offering collection days once per year. The most recent event cost \$9,000 to administer, a cost that was shared among the five towns.

Bill wondered aloud if once per year is enough to capture all the hazardous waste, but said he had been cautioned that the minimum set-up fee is something to consider (reportedly around \$700). The State of New Hampshire reimburses municipalities up to \$2,900 per event.

Mr. Christiano had contacted Bob Pennock to obtain a copy of the manifest for the last hazardous waste collection event, and he read portions of it aloud to the Committee Members, highlighting such things as: number of cars (171), households participating (205 families), new participants (71), plus types and quantities of hazardous materials collected.

Finally, he reported that the Henniker Transfer Station handed out hazardous materials guidelines at the event. Then it was discussed briefly that, while this literature is made available at that time, it is not widely disseminated or known in other places and at other times.

Rod Pimentel:

Regarding the questions of an incinerator or a new landfill, Mr. Pimentel reported that he had not had time to conduct much research.

He did contact the sales department of one manufacturer, and the smallest incinerator they offered would process 200 tons of solid waste per week, which presumably would be more capacity than Henniker would need. Don Blanchard suggested Canterbury or Sutton might have data on incinerator use; however, it was agreed that their incinerators would be outdated for the standards of today or the future.

Linda Patterson:

Linda said she had nothing to report at this meeting, but she did ask the Chairman later for clarification to hone the focus of a comparative analysis of solid waste practices in local communities before the next meeting.

▪ **Plans for Report to the Selectmen**

A loosely structured discussion was initiated by the Chairman to focus on aspects of preparing a report to the Board of Selectmen on potential Solid Waste Disposal options for the Town of Henniker. At some point during the discussion, Lia Houk volunteered to examine and possibly modify the conversion budget analysis prepared for Henniker by Ms. Bedard.

New Landfill

The consensus seemed to be that this would be an uneconomical, difficult-to-site, virtually impossible solution to propose. In addition to addressing what might be considered for Henniker, the Chair suggested the Committee's report might also refer to experiences encountered by the Concord Co-op and the N.H. Department of Environmental Services in trying to site a landfill.

Incinerator:

An incinerator would be a considerable capital expense. It would need to comply with low emission regulations. As mentioned under Mr. Pimentel's report, the smallest incinerator he found would have more capacity than Henniker should need.

Curbside Collection:

This might be feasible for businesses or for certain areas of town, but would not be practical for less accessible areas. This has been implemented in Goffstown and in the downtown area of Littleton. Perhaps more information would be obtained by contacting those towns.

Status Quo: Present Solid Waste Disposal Program with Pre-Sorted Recycling:

- ❖ Efficiency improvements need to be sought.
- ❖ Expenses need to be reviewed.
- ❖ Revenue rate projections (with increases) need to be included in calculations.

Present Solid Waste Disposal Program with Single Stream Recycling:

- ❖ Labor would be affected.
- ❖ Equipment would be affected (second compactor needed, balers not needed).
- ❖ The economic benefit of increased recycling is not clear at the moment.
- ❖ Revenue share is not certain.
- ❖ Possibly borrow methodological approaches from the Co-op.
- ❖ Possibly survey towns that have instituted single stream recycling through means of out-of-state facilities.

Present SWD Program with Pay-As-You-Throw or Smart Recycling Program:

A smart program was started in Lancaster, and recycling increased by 60 percent.

- ❖ What would a smart program in Henniker look like?

- ❖ Economic benefit?
- ❖ Revenue increase?
- ❖ Implementation costs?

Other questions and issues:

- ❖ Business solid waste should be analyzed:
    - Which types of businesses generate largest volumes of solid waste?
    - What types of waste do they generate?
    - Businesses are presumed to be paying the cost of disposal for solid waste; therefore, an incentive to recycling would be decreased disposal costs.
  - ❖ Cost-Benefit Analysis needed for commercial/industrial solid waste.
  - ❖ Cost-Benefit Analysis needed also for residential solid waste.
  - ❖ Should solid waste disposal be operated like a self-sustaining utility?
  - ❖ If so, should revenues be deposited to a dedicated fund?
  - ❖ Take into account current cost sharing measures in Town and how those would be affected by a changed funding method.
- **Next Meeting - November 6, 2008**
    - ❖ The agenda for the next meeting will be to assemble reports and analyses.
    - ❖ Rod Pimentel will not be able to attend because he will be out of town.
  - **Future Meeting Dates**
    - ❖ Don Blanchard will not be able to attend Committee meetings from the middle of January onward.
  - **Adjournment**

A motion to adjourn was made by Stephany Lavalley, seconded by Donna MacMillan, and carried with all in favor. The meeting was adjourned at 8:50 p.m.

Approved Meeting Minutes

Respectfully Submitted

by Recording Secretary

Sheila Mitchell

Corrected by Chairman, John V. Kjellman, 3/26/09

Added Linda Patterson as present at the meeting.

**Town of Henniker  
Solid Waste Disposal Committee**

**Seventh Meeting: Thursday - October 23, 2008**

**The Grange**

APPROVED MINUTES

**Present:** Chairman John Kjellman, Don Blanchard, Bill Christiano,  
Amanda Gilman, Lia Houk, Ron Lavalley, Stephany Lavalley,  
Donna MacMillan, and Rod Pimentel

**Absent:** Michael French

**Also Present:** Sheila Mitchell, Recording Secretary

Chairman Kjellman called the meeting to order at 7:00 p.m.

▪ **Introduction by Chairman**

- ❖ The Chairman reported that five members of the Committee had attended a forum in Hopkinton the evening before. The subject of the forum was saving money and reducing trash. Including the five individuals from Henniker, attendance came to approximately 35 to 40 people. Hopkinton plans to charge \$1.59 per bag for disposal, which they estimate should cover all foreseeable expenses. Their plan has been in the making for the past three years.
- ❖ Don Blanchard has given the Chairman a report on the history of the Henniker landfill.
- ❖ Mr. Kjellman noticed an article in the newspaper that reported the City of Concord is going to have a vote in the near future on a “paper smart” program.
- ❖ The Chairman distributed printed copies of a budget analysis for possible conversion from source separation of recyclables to single stream recycling for the Town of Henniker, which was prepared and presented by Consultant Elizabeth Bedard when the Committee met on October 9, 2008.

▪ **Review of October 9<sup>th</sup> Minutes**

The minutes were reviewed and minor corrections given to the Recording Secretary. **A motion was made by Amanda Gilman to approve the minutes as corrected; the motion was seconded by Stephany Lavalley, and carried.**

Members agreed that, from now on, the Chairman will review and correct draft minutes before they are distributed to the rest of the Committee.

The Chairman emphasized that material revisions should not be made to minutes of a public meeting without being discussed at a subsequent public meeting.

▪ **Member Reports**

Ron and Stephany Lavallee:

Ron and Stephany have begun to compile revenues and costs for 2008, covering the year from January through September so far. Ron distributed printed copies of this preliminary report for review and discussion.

Statistics for 2008 show that nine towns in the region reduced the volume of solid waste for an aggregate reduction of 2,523 tons. However, four towns in the region increased their combined volume of solid waste by 124 tons – and Henniker had the largest share by far. Salisbury increased by 4 tons, Loudon by 3 tons, Hillsborough by 5 tons, and Henniker increased its volume by 112 tons. Henniker's total solid waste volume in 2008 to date comes to 2,645 tons.

The Chairman said he would contact Bob Pennock, Transfer Station Superintendent, to discuss this dramatic increase and hopefully ascertain the reasons for it.

Both Amanda and Lia suggested the importance of precisely determining and distinguishing the volume disposed of by private haulers versus residents who come to the transfer station themselves. This year, 1,084 tons has been collected by one private hauler from commercial (75%) and large residential (25%) sources. The other private hauling company has transported 295 tons, solely from small residences.

Disposal operating costs for Henniker have been impacted by staff overtime expenses, amounting to \$11,778 in 2007, and more than \$13,000 to date in 2008. Suggestions were made about overtime oversight and possibly revising the operating schedule for the transfer station.

Amanda Gilman:

Amanda has been investigating laws pertaining to solid waste disposal. She said she did not have very much to report at this point. She had found the laws to be sparse and subject to interpretation. So far she has looked at internet references provided by the N.H. Department of Environmental Services and the U.S. Environmental Protection Agency. Another member suggested she consult the N.H. Revised Statutes Annotated on line.

Chairman Kjellman remarked that a study commission has been meeting on disposal of electronic waste. That commission is due to make a report and offer

recommendations to the State Legislature by the end of the year, which will likely result in new State regulations regarding electronic waste disposal.

Bill Christiano:

Bill reported on a study he has been making of hazardous waste collection, informally surveying the five communities of Henniker, Hopkinton, Webster, Bradford and Sutton. These towns have been coordinating their efforts and offering collection days once per year. The most recent event cost \$9,000 to administer, a cost that was shared among the five towns.

Bill wondered aloud if once per year is enough to capture all the hazardous waste, but said he had been cautioned that the minimum set-up fee is something to consider (reportedly around \$700). The State of New Hampshire reimburses municipalities up to \$2,900 per event.

Mr. Christiano had contacted Bob Pennock to obtain a copy of the manifest for the last hazardous waste collection event, and he read portions of it aloud to the Committee Members, highlighting such things as: number of cars (171), households participating (205 families), new participants (71), plus types and quantities of hazardous materials collected.

Finally, he reported that the Henniker Transfer Station handed out hazardous materials guidelines at the event. Then it was discussed briefly that, while this literature is made available at that time, it is not widely disseminated or known in other places and at other times.

Rod Pimentel:

Regarding the questions of an incinerator or a new landfill, Mr. Pimentel reported that he had not had time to conduct much research.

He did contact the sales department of one manufacturer, and the smallest incinerator they offered would process 200 tons of solid waste per week, which presumably would be more capacity than Henniker would need. Don Blanchard suggested Canterbury or Sutton might have data on incinerator use; however, it was agreed that their incinerators would be outdated for the standards of today or the future.

Linda Patterson:

Linda said she had nothing to report at this meeting, but she did ask the Chairman later for clarification to hone the focus of a comparative analysis of solid waste practices in local communities before the next meeting.



**■ Plans for Report to the Selectmen**

A loosely structured discussion was initiated by the Chairman to focus on aspects of preparing a report to the Board of Selectmen on potential Solid Waste Disposal options for the Town of Henniker. At some point during the discussion, Lia Houk volunteered to examine and possibly modify the conversion budget analysis prepared for Henniker by Ms. Bedard.

New Landfill

The consensus seemed to be that this would be an uneconomical, difficult-to-site, virtually impossible solution to propose. In addition to addressing what might be considered for Henniker, the Chair suggested the Committee's report might also refer to experiences encountered by the Concord Co-op and the N.H. Department of Environmental Services in trying to site a landfill.

Incinerator:

An incinerator would be a considerable capital expense. It would need to comply with low emission regulations. As mentioned under Mr. Pimentel's report, the smallest incinerator he found would have more capacity than Henniker should need.

Curbside Collection:

This might be feasible for businesses or for certain areas of town, but would not be practical for less accessible areas. This has been implemented in Goffstown and in the downtown area of Littleton. Perhaps more information would be obtained by contacting those towns.

Status Quo: Present Solid Waste Disposal Program with Pre-Sorted Recycling:

- ❖ Efficiency improvements need to be sought.
- ❖ Expenses need to be reviewed.
- ❖ Revenue rate projections (with increases) need to be included in calculations.

Present Solid Waste Disposal Program with Single Stream Recycling:

- ❖ Labor would be affected.
- ❖ Equipment would be affected (second compactor needed, balers not needed).
- ❖ The economic benefit of increased recycling is not clear at the moment.
- ❖ Revenue share is not certain.
- ❖ Possibly borrow methodological approaches from the Co-op.
- ❖ Possibly survey towns that have instituted single stream recycling through means of out-of-state facilities.

Present SWD Program with Pay-As-You-Throw or Smart Recycling Program:

A smart program was started in Lancaster, and recycling increased by 60 percent.

- ❖ What would a smart program in Henniker look like?

- ❖ Economic benefit?
- ❖ Revenue increase?
- ❖ Implementation costs?

Other questions and issues:

- ❖ Business solid waste should be analyzed:
    - Which types of businesses generate largest volumes of solid waste?
    - What types of waste do they generate?
    - Businesses are presumed to be paying the cost of disposal for solid waste; therefore, an incentive to recycling would be decreased disposal costs.
  - ❖ Cost-Benefit Analysis needed for commercial/industrial solid waste.
  - ❖ Cost-Benefit Analysis needed also for residential solid waste.
  - ❖ Should solid waste disposal be operated like a self-sustaining utility?
  - ❖ If so, should revenues be deposited to a dedicated fund?
  - ❖ Take into account current cost sharing measures in Town and how those would be affected by a changed funding method.
- **Next Meeting - November 6, 2008**
    - ❖ The agenda for the next meeting will be to assemble reports and analyses.
    - ❖ Rod Pimentel will not be able to attend because he will be out of town.
  - **Future Meeting Dates**
    - ❖ Don Blanchard will not be able to attend Committee meetings from the middle of January onward.
  - **Adjournment**

A motion to adjourn was made by Stephany Lavalley, seconded by Donna MacMillan, and carried with all in favor. The meeting was adjourned at 8:50 p.m.

Approved Meeting Minutes  
Respectfully Submitted  
by Recording Secretary  
Sheila Mitchell

**Town of Henniker  
Solid Waste Disposal Committee**

**Eighth Meeting: Thursday, November 6, 2008  
The Grange**

Approved Meeting Minutes

**Present:** Chairman John Kjellman, Donald Blanchard, Bill Christiano,  
Michael French, Amanda Gilman, Ron Lavallee,  
Stephany Lavallee, Donna MacMillan, Linda Patterson

**Absent:** Lia Houk, Rod Pimentel

**Also Present:** Sheila Mitchell, Recording Secretary

- The Chairman called the meeting to order at 7:00 p.m. and introduced the following:
  - ❖ An official job description for the Swap Shop Attendant has been completed and copies were distributed to the committee members.
  - ❖ The contact sheet for the committee has been updated, including information for the Recording Secretary, and copies were distributed.
  - ❖ A temporary part-time position for the Transfer Station has been posted for someone to “inspect vehicles to see that they have stickers, determine resident eligibility, sell and account for sale of stickers, maintain inspection statistics and assist in enforcing all requirements for use of the facility.”
  - ❖ At the committee’s meeting on October 23<sup>rd</sup>, it had been reported that Henniker’s solid waste volume for 2008 so far had increased by 112 tons over the prior year. Mr. Kjellman said that in the meanwhile he had spoken with Henniker’s Transfer Station Superintendent, Bob Pennock, to determine what might have caused such an increase. Bob attributed some of the rise in trash going to the Co-Op to several people doing major clean-ups of old barns, and also a major clean-up effort at the Historical Society.
  - ❖ The Chairman has presented to the Selectmen a budget request of \$3,000 for 2009.
- Review and Approval of October 23<sup>rd</sup> Meeting Minutes

The minutes were reviewed, and no corrections were suggested by the members. **Stephany Lavallee made a motion to accept the Minutes; the motion was seconded by Amanda Gilman and carried with all in favor.**

## ▪ Member Reports

- ❖ After being invited by the Chairman to give a report, Linda Patterson read notes she took when she and Donna MacMillan visited the Transfer Station in Plymouth, New Hampshire on Election Day, November 4, 2008. Her complete notes have been inserted below since they were read aloud and were therefore a part of the minutes of the meeting.

11/4/08 visit to Plymouth Transfer Station  
Linda Patterson + Donna MacMillan

The facility has several buildings and sheds; one building with a covered 'porch' provides access to disposal areas for trash and most recyclable materials; the inside of that building provides sorting and staging areas for the employees to manage the materials.

- ~ truck scales
- ~ "pre-cycle" area, a.k.a. "Home Depot Section" provides covered area for a few things (we saw tires, sinks, furniture) and Mike proudly reports, "we have outfitted many homes with furniture from this space." (car seats + toys not allowed due to recalls/safety issues. emptied as needed: approx weekly.)
- ~ several bookcases are filled with books for folks to borrow; a sign invites people to take 2-3 books at a time, and to leave some of their own books for similar distribution. (staff reports they have many more books that don't fit on the shelves.)
- ~ MSW (municipal solid waste) is dumped into a large area where a small loader can put it into a connected building where it will be compacted into a containment trailer; it is 'pre-crushed' in cycles of 3. the heaviest volume arrives on Sat + Sundays; the container is picked up (and replaced w/empty) on M or T and F. WM transports to Bethlehem's landfill. construction debris goes into the MSW area; as does cat litter.
- ~ a community bulletin board is provided
- ~ plastics (#1 and #2) go into a common chute; staff sorts, shreds, compacts and bales; it is then moved to an outside shed for storage.
- ~ ink cartridges + cell phones (they work closely with the schools on this project; \$2000/year)
- ~ tin + aluminum cans (signs of prices of aluminum are posted though recently they haven't kept up with the changes: one year ago = \$145/ton; currently is <\$30/ton). inside the building a magnetic conveyor belt separates them into 2 containers; staff compacts and bales.
- ~ corrugated cardboard; staff will compact, bale, and store.

- ~ magazines/phone books/junk mail/office paper
- ~ newspaper
- ~ waste oil (used to heat the building although since the door is open during operating hours it doesn't help; it runs at night, however, and helps keep the machinery warmer.
- ~ dry cell batteries
- ~ nails/screws/nuts/bolts (collected and stored in discarded freezers then banded and recycled w/metal)
- ~ misc metal
- ~ clear glass (crushed and stored for local use)
- ~ colored glass
- ~ Employ 4 full time and sometimes take on more in the summer.
- ~ They have a large volume (2007) of cardboard because they took Tilton's cardboard (including the outlets); it was closer for Tilton to bring to Plymouth. However, the Tangier outlets put in their own baler to save costs.
- ~ Ray (the manager) comments that the single stream solution recommended by the co-op in Penacook won't work for Plymouth because it will cost more to truck it there than it's worth.
- ~ Plymouth has mandatory recycling.
- ~ They only take cardboard + paper from the college; everything else PSU handles on their own. However, the college is starting to increase their recycling, and some students actually bring their recyclables to the transfer station.
- ~ Dump stickers: distributed at the transfer station with proof of residency. There is no charge. Staff checks for the stickers for trash; they don't care who brings recyclables. (They have only had a few transgressions, typically from residents of Campton as the town line is up the street.)
- ~ employees look/feel bags of trash and will cut open if they suspect recycled material is in them. If people DON'T recycle, the first offense will result in a warning; 2nd offense = 5 cents/pound charge; 3rd offense they are denied use of the transfer station and sent to the selectmen where they can explain why they don't recycle. they have caught folks from other communities but typically encourage anyone to bring recyclables.
- ~ the town of Sandwich brings in their plastics since they have no way to recycle.
- ~ the Plymouth Hospital brings cans/plastic/glass

- ~ businesses cannot bring their trash, only their recyclables. however, Mike reports they try to work with businesses and will sometimes take trash for 5 cents/pound.

#### BUILDINGS/EQUIPMENT/PROPERTY

- ~ 15-20 acres
- ~ trailers for newspaper, 'co-minglers' (someone sorts the nickel bottles, charging 1cent each, the balance of 4cents each goes to the transfer station)
- ~ roofed sheds store plastics, cans, cardboard
- ~ pile of shingles (a Maine company is called to collect it and it is returned as "reclaim" after metal is removed and it is crumbled. This material is then used for washouts, etc.)
- ~ brush pile that is burned as appropriate
- ~ small stash of firewood for needy folks
- ~ compost pile (free to public) has caught on well; they turn it over periodically: leaves + grass
- ~ oil filters are drained; oil is recycled in the furnace and metal is recycled
- ~ 3-sided bay for crushed clear glass ("it isn't selling so strong right now")
- ~ metal pile; has been there since the spring. they used to get \$200/ton but now it costs them about \$1000 to move it so it is being stored until the prices change.
- ~ pile of aluminum metal stored + waiting for price changes
- ~ 3 small loader/fork lifts (435 Case) and 1 Cat loader 902
- ~ landfill was capped 4 years ago after removing 28,000 tires! it is monitored twice/year. they are quite proud that it is covered with flowers all summer.
- ~ 1 vertical baler, 1 horizontal baler
- ~ new compactor was put in last year; WM contracted to transport.
- ~ separate building was built with donations from local businesses + individuals; approx 12x20 and is essentially a 'break room' including TV, microwave, fridge, and table/chairs.

Linda and Donna also had prepared a spreadsheet that included Henniker, Hillsboro-Windsor-Deering, Antrim, Plymouth, Bradford, Washington, Hopkinton-Webster, and Warner, and compared the following elements at the transfer stations: hours of operation, recycling, solid waste disposal, swap shop on site or not (plus whether it is manned,

within a building or in covered area, and how often it is emptied). Copies of the spreadsheet were distributed at the meeting.

❖ Amanda Gilman:

Amanda said she had learned that Bradford has decided not to participate in single stream recycling.

She also had been in contact with New England College, through Mark Mitch, regarding their sustainability program. This is a program run by the students, and they recycle glass, plastic and aluminum. The students would like to sell the aluminum themselves as a fundraising method. Mark told her that the college might support single stream recycling for the waste that is generated by the administration.

Amanda found out that Pat's Peak has contacted BFI of Hooksett regarding possible dual stream recycling at \$35-\$45 per ton.

Amanda received no response to her inquiries from the hauling company B&A.

She has begun to investigate curbside pick-up in the towns of Goffstown, Newport and Littleton. She has received some information about Goffstown and Newport, and is still waiting for a response from Littleton.

Goffstown does have mandatory recycling, but Amanda wasn't sure how strictly it is enforced. Also, she still needs to clarify if pick-up service is only for a certain area of the town. Integrated Paper picks up the recycling, and they charge \$28.75 per ton. They accept everything. Solid waste for Goffstown is trucked to Maine Energy, and the fee is \$56 per ton.

Newport uses Gobin Disposal Systems to pick up recycling and trash. The charge is \$360 per year per household, from an independent study in 2004. That amount might be on the high end, as other towns pay as little as \$120 per year per household.

❖ Ron Lavallee:

Ron gave a "snapshot" of his current research, saying he should have more information to relay next month. He said he has been in touch with the Concord Co-op regarding future tipping fees, which are expected to rise to \$61.25 per ton within six years, and to \$76.37 per ton by 2018. He also reported that market values for recyclable materials are currently depressed. Mixed recyclables are valued at \$42 per ton, corrugated cardboard at \$117 per ton, PETE plastic at \$0.12 per pound, and aluminum at \$0.67 per pound. He said it appears to be economically advantageous for a town – especially since the market

values of recyclables are in a period of instability – if the transfer station has the capacity to store recyclable materials until values rise. The Chairman suggested that, in view of the market instability, any recyclable revenue projections for the committee's report to the Selectmen should be approached conservatively.

- Future Meetings and Reports

Chairman John Kjellman offered some direction for future reports from committee members.

He suggested that Michael French and Donald Blanchard collaborate on a report regarding landfills and the history of solid waste disposal in Henniker, that their report should have both narrative and technical content, and that it should be around two to three pages long. Don Blanchard reported that he has already begun to work on a narrative regarding landfills.

The Chairman then said a list of materials handled by the Henniker Transfer Station should be compiled. Amanda volunteered to do this, as she is already working on a similar list for the Recycling Committee. She said she should be able to send a list of materials to the Chair by the following week.

The Chair then suggested that the report to the Board of Selectmen might be organized around certain focus areas, possibly using appendices for elaboration. Amanda suggested outlining might be used as a tool for organizing the report. Regarding report timing, the Chairman thought the committee might not have it finalized until after the Town Meeting in March.

Mr. Kjellman also suggested that language for potential warrant articles would need to be considered at future meetings, perhaps having something ready to present by sometime in January.

He asked how the Committee should approach the Concord Co-op's request for a commitment to single stream recycling by May of next year. When he suggested a wait-and-see approach, with the idea of re-assessment as the deadline draws nearer, it was agreed to by consensus.

Amanda Gilman said she had begun to research the State statutes regarding solid waste disposal. In addition, she has found a reference point for the statutes that Goffstown uses. The Chairman also asked her to investigate the results of the State study on disposal of electronic waste.



▪ **Adjournment**

**A motion to adjourn was made by Ron Lavallee, seconded by Linda Patterson, and carried unanimously.** The meeting was adjourned at 8:10 p.m.

Draft Meeting Minutes

Submitted 11/13/08

By Sheila Mitchell

Recording Secretary

Approved 4/9/09

Corrected and re-approved 4/23/09

**Town of Henniker  
Solid Waste Disposal Committee**

**Ninth Meeting: Thursday, November 20, 2008  
Henniker Community Center**

Approved Meeting Minutes

**Present:** Chairman John Kjellman, Donald Blanchard, Bill Christiano,  
Michael French, Amanda Gilman, Lia Houk, Donna MacMillan,  
Linda Patterson, Rod Pimentel

**On Assignment:** Ron Lavallee, Stephany Lavallee – Attending and reporting on  
Concord COOP joint board meeting.

**Also Present:** Sheila Mitchell, Recording Secretary

▪ The Chairman called the meeting to order at 7:01 p.m. and introduced the following:

- ❖ The Chairman distributed copies of an Economic Benefit Analysis of Recycling versus Solid Waste Disposal at the Henniker Transfer Station and Recycling Center spreadsheet that he had designed.

The figures in the analysis were a combination of avoided costs and potential future revenue, he said, but the values were estimates, to show the concept, and should not be relied upon. It was suggested that the spreadsheet would be more useful if it took into account the amount of each recycled item that is processed each year. It was suggested the findings might be published at the Transfer Station, and The Chairman suggested highlighting recycling benefits for the Town and individual homeowners.

- ❖ He provided a copy of a Public Notice by the Town of Henniker of strict enforcement of regulations and policies at the Transfer Station, effective November 15, 2008.
- ❖ He explained that Ron and Stephany Lavallee were attending the Joint Board Meeting of the Concord Co-op at the time of this meeting, at his request.
- ❖ The Concord Co-op is proceeding with plans for a single stream recycling facility, and land for the facility has been purchased, but plans could stall if not enough interest is expressed.
- ❖ Mr. Kjellman attended a presentation by the Co-op in Warner the previous evening. There were about 35 to 40 people there. He learned that people in Warner are considering the possibility of taking a recommendation for single stream recycling to their next Town Meeting.

- ❖ He also learned that the Co-op is expecting to spend approximately \$200,000 for leachate processing at its Franklin landfill. He said this should not have an impact on the proposed single-stream recycling facility.

- **Review and Approval of Minutes of November 6, 2008**

The minutes were reviewed, and the Recording Secretary took notes of a few minor corrections. **Donald Blanchard made a motion to accept the minutes as amended, the motion was seconded by Michael French, and it carried with all in favor.**

- **Continuing Discussion of Committee Reports**

- ❖ Budget Projections at the Transfer Station with Current Mode of Operation

Mr. Kjellman suggested that the methodology for budget projecting needs to be refined by the Committee. Fluctuating costs and revenues can then be inserted as variables. Lia Houk asked if the report might address alternative recycling markets or even extreme measures, such as putting more recyclables in the solid waste stream. She suggested that storage space might be recommended as an alternative. Mr. Kjellman expressed the thought that the cost of such a storage facility might outweigh the benefits. He mentioned that if temporary storage is required, it might be better to lease it.

- ❖ Comparison with Other Transfer Stations

Linda and Donna had nothing new to report.

- ❖ Report by Amanda Gilman

Later in the meeting, Amanda reported some of her research findings.

She had spoken with a staff member at B&A, who told her that they transport solid waste for 13 businesses in the Town of Henniker, and 3 apartment buildings, plus they offer curbside pickup at a mobile home park and in town.

The school is their only recycling account. B&A decided not to expand recycling services because it would have meant a capital expenditure for another truck, and it would not have been profitable for them because Henniker currently sorts its recycling materials and does not include white paper. The school recycles white paper and plastic jugs, and B&A transports the materials to Bow.

Amanda spoke with Tony Ilacqua of Littleton about recycling there. Littleton has their own paper shredder that enables them to process clean, white paper, which is worth more than mixed paper in the recyclables market. Littleton holds an annual

Chamber of Commerce Breakfast at the Transfer Station and Recycling Center. Their programs, led by businesses, have increased recycling to 70%. Littleton has more office and light-industry businesses than Henniker.

▪ **New Inspector-Gatekeeper at the Henniker Transfer Station**

John Kjellman said an inspector had been hired and asked if anyone had observed this person in action. Don Blanchard said he had, that he had noticed a table had been set up where the glass-collecting bin used to be, and that the man seemed to be doing a good job of catching every car. It was suggested that the person in this position might help in collecting data for budget projections and in keeping track of visitors from towns other than Henniker.

Don and others had also noticed that the gate to the driveway into the construction & debris area was functioning and in the closed position. There is a remote control for the gate that can be operated from inside one of the buildings but it is not clear who is responsible for pushing the button. Bill Christiano recommended that vehicles going into that area should be inspected for transporting hazardous materials.

▪ **Recycling Center at the Henniker Transfer Station**

Amanda Gilman announced that there would be a new sign soon to encourage recycling. Also, there are plans to mail informative literature to postal patrons in town before the end of the year. The literature will include a list of recyclable materials that the Transfer Station accepts.

▪ **Preparation of Report to the Board of Selectmen**

John Kjellman distributed copies of a proposed Table of Contents for the report. His handout included an introduction with the specific charges to the Committee from the Board of Selectmen:

The Chairman's handout included a proposed Table of Contents for the committee's report.

**Table of Contents**

- **Introduction**
- **Summary of Findings**
- **History of Solid Waste Disposal and Recycling**
- **Sources and Types of Solid Waste and Recyclable Materials**
- **Disposal Options of Solid Waste and Recyclable Materials**
- **Steady As You Go – Continue More or Less As We Are**
- **Costs and Benefits of Single Stream Recycling**
- **Unit Pricing for Trash Disposal – Save Money and Reduce Trash (PAYT)**
- **Convert to Single Stream Recycling**

- **Curbside Pickup Options**
- **Special Considerations for Businesses**
- **Options Deemed Not Feasible At This Time**
- **Hazardous and Special Materials**
- **Transfer Station as Off-Budget Community-Owned Enterprise Similar to Water Department and Waste Water Treatment Plant**
- **Conclusions**
- **Appendixes**
  - Biographies of Committee Members?
  - Proposed 1993 Mandatory Recycling Ordinance
  - Recycling of fibers
  - Recycling of plastics
  - Recycling of metals
  - Recycling of other materials
  - Solid Waste Disposal and Recycling in Neighboring Communities

Mr. Kjellman explained his thinking in preparing this report outline. Then he invited Committee members to make suggestions or comments.

*Transcription Note:  
Minutes of the following conversation have been  
organized into Q&A format and paraphrased.*

Lia: Where are comparisons with other towns?

John: The comparisons are currently under Appendixes, but they might also appear under other sections.

Mike: I suggest adding a section for Mandatory Recycling.

John: Agreed.

Lia: Perhaps a spreadsheet could be compiled to display a “snapshot” comparison of report sections.

Linda: It might be useful to also display the years somewhere in the spreadsheet.

John: This might be placed under the Conclusions section.

Lia: In the current outline, some options appear as separate sections. Would you consider combining them into one section for Options?

Mike: Perhaps the Table of Contents could be refined to clearly align with the Selectmen’s instructions for the Committee. For example, include: Short-Term and Long-Term Costs, Impacts on Local Businesses and Learning Institutions, Impacts on the elderly, handicapped and those on low and fixed incomes. The costs and impacts might be addressed under each section and summarized in tabular form.

Don: Some options (such as those deemed not feasible) would not require an analysis of impacts.

John: This brings up the point that the Committee hasn't looked at impacts as yet, including out-of-pocket expenses for individuals on fixed or low incomes.

▪ **Next Meeting – December 11, 2008:**

Chairman Kjellman said the committee should plan to continue reviewing data, and be prepared to discuss and accept more specific reporting assignments according to the proposed Table of Contents.

▪ **Adjournment**

**Michael French made a motion to adjourn, the motion was seconded by Amanda Gilman, and it carried unanimously.** The meeting was adjourned at 8:07 p.m.

Minutes Approved 12/11/08  
And Respectfully Submitted by  
Sheila Mitchell, Recording Secretary

**Town of Henniker  
Solid Waste Disposal Committee  
Tenth Meeting: Thursday, December 11, 2008  
The Grange**

Approved Meeting Minutes

**Present:** Chairman John Kjellman, Bill Christiano, Amanda Gilman, Lia Houk, Ron Lavallee, Stephany Lavallee Donna MacMillan, Linda Patterson, Rod Pimentel

**Absent:** Donald Blanchard and Michael French, due to icy roads.

**Also Present:** Sheila Mitchell, Recording Secretary

The Chairman called the meeting to order at 7:00 p.m. and summarized the Committee's activities to date. He said that Michael French had called him to say that he and Don Blanchard could not attend the meeting due to the icy roads.

John Kjellman mentioned that he had noticed a lot of articles lately about solid waste disposal and recycling, particularly an article in the *Concord Monitor* about Smart Recycling. Other member of the Committee had read that article and agreed that they had noticed more coverage on the subject lately, too.

John also distributed an updated version of the Economic Benefit Analysis of Recycling vs Solid Waste Disposal spreadsheet that he had distributed at the last meeting. He said he had adjusted if peak recycling prices in mid-summer and for projected quantities of each type of recyclable materials (rough estimates). He said the projected revenue generated was in the "ballpark" of what Henniker reportedly achieved in 2007.

▪ **Review and Approval of Minutes of November 20, 2008**

The minutes were reviewed, and the Recording Secretary took notes of a few corrections. **Amanda Gilman made a motion to approve the minutes as amended, the motion was seconded by Lia Houk, and it carried.**

▪ **Member Reports**

❖ Report from on 11/20/08 Concord Co-Op Meeting  
by Ron and Stephany Lavallee

Ron Lavallee reported that the meeting had been attended by official representatives from all but two towns, one being Henniker. Single Stream recycling was discussed, and Jim Presher, Director of the Co-op, said it still plans to build a facility in New Hampshire. Ron understood that towns have until May of 2009 to decide whether they want to participate. The Co-op needs to have a minimum recycling commitment of 25 tons per day. The Concord Co-op is also pursuing interest in non-member municipalities.

Mr. Lavallee said he had learned that a private company is planning to open a single stream recycling facility in Manchester soon. Amanda Gilman confirmed this, and she said that the name of the company is Cochran Environmental, and the facility is expected to be opening in May of next year.

At the meeting, all towns reported dramatic reductions in revenue for recyclable materials. Some towns are currently paying to dispose of certain recyclable materials, such as glass, which Henniker pays to dispose. The forecast is that a decrease in demand and revenue for recyclables will last for a while. However, Ron Lavallee reported that the Co-op itself is in strong financial condition.

John Kjellman said he thought that markets might be expected to revive by the time the single stream facility has been built, but that revenues for the towns could remain low or non-existent for some time. Ron pointed out that the Co-op is still offering revenue sharing. Amanda reminded the Committee that revenue share would be 55% for member towns and 45% for non-members for the proposed single stream facility.

❖ Evaluation of Single Stream Recycling Option by Lia Houk

Lia reported that she is currently researching the single stream facility to be opened in Manchester, N.H., plus a facility being proposed for Greenville, N.H. She is also looking into what Nashua might be planning. Lia and Amanda and Stephany discussed comparative methods for calculating recycling percentages of solid waste. Linda Patterson contributed a formula she had obtained from Don Maurer of the Waste Management Division of the New Hampshire Department of Environmental Services:  $\text{recyclables} + \text{compost} \div \text{recyclables} + \text{compost} + \text{solid waste} + \text{commercial waste}$ .

John Kjellman asked Lia to focus on what effect single stream recycling would have on operating costs for Henniker's Transfer Station, plus forecast the effect on revenues if Henniker changed from self-sort to single stream recycling. He mentioned that even though revenues for recycling might fluctuate, costs for solid waste disposal are predictable. Stephany suggested Lia also consider the possible effect on labor costs, especially overtime.

❖ Report of Site Visit to Peterborough on November 29, 2008 by Linda Patterson and Donna MacMillan

Linda Patterson and Donna MacMillan recently toured the Peterborough transfer station, and Linda read her notes aloud to the Committee:

- ~ Mandatory recycling.
- ~ Residents of Peterborough or Sharon can use facility.
- ~ Violators are warned then banned for 2nd offense.



- ~ Residents required to purchase bags; original bags were OK but recently had changed to a different type; these tear too easily, so will return to the original type.
- ~ The main area is a large building with overhanging roof with collection areas for aluminum cans, plastics # 1 + 2, steel cans, mixed paper/chipboard, magazines, newspaper, corrugated cardboard + paper bags.
- ~ The Lions Club provides a mailbox to collect used eye glasses.
- ~ Small bins collect ink + toner cartridges, rechargable devices, cell phones, household batteries, fluorescent bulbs, and packing (styrofoam) peanuts. Linda mentioned they offer the packing peanuts to anyone who wants to take them away and use them.
- ~ 3-sided shed = swap shop (nick named the 'mini mall') is about the same size as Henniker, with an additional area for clothing. They have power there and played music. They empty it once/week. They charge residents if they bring a large amount. It is closed for 3 months in winter to save the cost/time of snow removal in that area.
- ~ Truck scale used for large loads; charge 9 cents/lb.
- ~ Facility located on 70 acres which is bordered with road, woods, and river; they have created a walk-thru park/garden area with benches, birdfeeders, and lawn area.
- ~ Behind the building = separate piles for untreated lumber, brush, construction debris (bricks, concrete, etc). They have 7 trailers for temporary storage of recyclables while awaiting for appropriate quantity.
- ~ 2 large piles of yard waste/compost is very popular.  
(They sifted last year's pile.)
- ~ Signage changed monthly with current info: 190.46 tons for October, avoided \$20,760 (\$109/ton) and generated \$8,985 in revenue.
- ~ Part of NRRRA; staff schedules pickups for recyclables; Monadnock Disposal (Jaffrey) takes trash weekly; it is ground then trucked to Bethlehem. (Used to use Waste Management facility nearby, but it was closed 2 yrs. ago.)
- ~ Lightning strike in July destroyed the compactor building which covered the demo container + compactor. Plans include replacing the building.
- ~ Inside the building: burn recycled oil for heat; 4 balers (cans, #1 plastic, #2 plastic, paper). There are 3 full-time employees and 1 part-time employee; they work 4-10 hour days. They have a fork lift and Load-all loader.
- ~ Future plans include demolishing the 'mini mall' shed and replacing w/year-round building.

Linda said Don Maurer told her the Waste Management Division of NHDES will have collected data on 2008 recycling by March 31, 2009, and that it should be compiled by the middle of July 2009.

Chairman Kjellman directed Linda not to focus too much on analyzing data but to concentrate on what materials other towns are recycling and how the towns are doing it. He said the Committee could supply its own data.

❖ Report on Transfer Station Budget Projections  
by Ron and Stephany Lavallee

Ron and Stephany Lavallee provided the Committee with a spreadsheet that included actual costs for 2007 and projected costs for 2008, 2009 and 2010. Ron went over the figures and explained what specific items were factored into categories. For examples, “Utilities” included telephone, electricity and alarms; and “Equipment Maintenance” included maintenance, repairs, fuel and mileage.

Mr. Lavallee quoted tipping fees for the current year and future years. He also mentioned that the Town of Henniker plans to charge haulers an increased fee in 2009. He said that private haulers sometimes take solid waste directly to the Co-op and then the Town recoups a percentage of its cost by billing the haulers at a certain ratio.

Chairman Kjellman confirmed that the Lavalles should have obtained enough data by now to project budgets for the next two to three years. When Ron and Stephany expressed a desire to verify data, Mr. Kjellman suggested a future conference might be arranged to include the Town Finance Officer, the Transfer Station Superintendent, and members of the Committee to itemize and reconcile actual expenses and revenues.

❖ Report on NRRA Marketing Meeting by John Kjellman

Mr. Kjellman reported that he had not attended the meeting.

❖ Report on Henniker Recycling Committee Activities by Amanda Gilman

*Mailer to Postal Customers:*

Amanda Gilman reported that the proposal for mailing recycling information has not yet been reviewed by the Board of Selectmen, but it is likely to be reviewed soon, and the mailing might be sent out in the first week of January.

*Recycling Revenue Signs:*

Amanda said progress on this project has stalled. Lia suggested the recycling revenue values might be submitted for publication in Outlook, perhaps in the second half of next year.

❖ Other Reports by Amanda Gilman

*Curbside Pickup:*

Amanda contacted Monadnock Disposal Service, and she learned that the company provides curbside pickup at Henniker Commons on Main Street and at the TD Banknorth branch in Henniker. They also provide residential curbside pickup in Hillsborough, Deering and Antrim. She plans to obtain the figures of what they charge, as well.

Amanda had a telephone conference with two representatives of Casella Waste Systems and obtained “ballpark” figures of what they charge for curbside pickup (based on what is charged in two other towns). The company charges \$9 to \$11 per household per month for pickup every other week of trash only. For recycling pickup, they told her that it would be safe to assume double that charge for pickup of recycling.

Littleton, N.H. has two private haulers who offer curbside pickup, and Amanda has obtained their phone numbers and plans to contact them in the future.

*Electronic Waste:*

Amanda had no new details to report but said she continues to research the results of the legislature’s committee on electronic waste disposal alternatives for N.H.

▪ **Preparation of Report to the Board of Selectmen**

The Chairman said he had spoken by phone with Michael French and Don Blanchard about their part of the report to the Selectmen. In the meeting, he offered other suggestions, as noted above, plus he spoke to Rod Pimentel and made suggestions to him regarding landfills and incinerators.

▪ **Adjournment**

**Amanda Gilman made a motion to adjourn, the motion was seconded by Donna MacMillan, and it carried unanimously.** The meeting was adjourned at 8:10 p.m.

Draft Meeting Minutes  
Respectfully Submitted 12/16/08  
By Sheila Mitchell, Recording Secretary  
Reviewed 12/21/08  
By John Kjellman, Chairman  
Approved 1/08/09