

HRMC Meeting Minutes
September 16, 2019
Williamsburg Town Offices, Haydenville, MA

1. Meeting was called to order at 6:43 p.m. by Joe Kearns, Chair
Board Attendees:

- Cummington - Jim Wettereau
- Goshen - Laura Barrus
- Huntington - Tom Hart and Louis Purinton
- Middlefield - Joe Kearns
- Plainfield - Jack Nelson
- Westhampton - Tom Martin
- Williamsburg - Paul Wetzel
- Worthington - Paul Dunlevy
- HRMC Administrator - Kathleen Casey

Guest Attendees: Marty Nicolas (Huntington); Wayne Suriner (Middlefield) and Ann Daley (Chester)

Towns not represented: Ashfield and Chesterfield

2. The minutes of the July 15, 2019 meeting were reviewed. A motion was made by Louis Purinton to approve the minutes as presented; seconded by Paul Wetzel; all approved with the exception of Tom Martin who abstained - Westhampton was not present at the July 15 meeting.
3. Financials: HRMC has only received preliminary FY19 Year-End closing documents from Baystate Municipal Accounting Group that included account distribution errors and computational errors. Kathleen distributed a copy of the HRMC data records and budget report and a copy of the BMAG report with discrepancies highlighted. Both the HRMC and BMAG data sources indicate that the year-end variance is within budget with a slight variance to the good.

Kathleen reported that 3 Towns are delinquent in paying their HRMC FY20 operations assessments that were due September 1st. This is not the norm and has resulted in HRMC having only half of the assessment revenues received. Timely payments of HRMC invoices will help HRMC avoid monthly bank service charges since average monthly balances determine FSB Bank charges. Kathleen has sent past due reminders out to Ashfield, Chesterfield, and Huntington.

The transition to Mass MuniFin is going well. The transition to the FSB account and the installation of the scanner for remote deposits has been completed. Kathleen noted that as of September 1st, HCOG had yet to deposit the HRMC check for FY19 services (issued June 2019). HRMC had been holding back on closing the HRMC United Bank account until all FY19 checks had cleared. Plans are to close the account by the end of September whether or not the HCOG check has cleared and to deposited those remaining funds into the FSB account.

4. Old Business

- a. HRMC informal transfer station inspections: housekeeping, Universal Waste packaging and handling procedures are the most common areas of concern. All UW areas were set up with Kathleen during the informal inspections. All Towns with the exception of Chesterfield were completed. The Chesterfield informal inspection is scheduled for tomorrow, September 17.

Along with the emailed informal inspection reports, each Town received a copy of the HRMC Operations Template. Kathleen had customized the information for each Town with regard to their DEP data records. The template for each Town was highlighted with the areas that each Towns needed to individually address and update. Kathleen reminded all that having the Operations Plan is not a DEP requirement but simply good operating protocols for the Town. Kathleen handed out copies of the HRMC protocols that were referenced in the appendix of the OP. Handouts included: Universal Waste Guidelines; Propane Tank and Household Fire Extinguisher Collection and Handling; Cleaning Up Elemental Mercury Spills; Transfer Station Best Practices: Maximizing Weight, Minimizing Hauls; Safe and Proper Disposal of Helium Balloon Tanks; and, RamJet Compactor Maintenance Schedule.

Louis Purinton requested that Kathleen mail him a hard copy of the OP that was emailed to the Huntington Board of Health.

- b. Summer Programs completed and invoiced included: tires, Universal Waste, and Freon evacuation. These programs will be repeated again in late October or early December in advance of plowing season.
- c. Kathleen reminded Towns of the upcoming program collections this week: Discover Books at Huntington, Cummington and Plainfield on Wednesday Sept 18; and Gold Circuit at Goshen and Williamsburg on Thursday, Sept. 19.

- d. RDP Grant Awards: announcements have yet to be made. The award announcements have traditionally been mailed out to the Towns by MADEP by mid-September. Kathleen distributed a listing of all member-Town worksheets and an explanation of how their grant applications were determined.

There was some discussion regarding the level of effort required for the Town of Cummington to manage their hauler regulations. The change from Alternative's curbside service to USA has resulted in reduced communication. Jim Wettereau requested that Kathleen provide him with the contacts at USA who took over the Alternative Recycling hilltown routes.

- e. MRF Contract Update: nothing to report. MAB members have only been told that the MADEP lawyers are working on the contract language. The vendor has yet to be announced. The MAB meeting that was scheduled for September 26th has been postponed until October 3rd. More to come.

5. New Business

- a. MADEP Compliance Inspections: Kathleen plans to complete the MADEP 3rd Party Transfer Station Inspections by the middle of October. She will be contacting each member Town to schedule an inspection date and time.

Kathleen has recently learned that there are new DEP Generator Registration Forms required to establish EPA accounts. Kathleen will be completing these for each of the HRMC member towns.

- b. HHW Event will take place on Saturday, October 26th. Pre-registration will be open October 1 thru October 20. Handouts were provided for each transfer station and for posting at Town offices and within member-Town communities.

A press release will be submitted next week for the Country Journal, the Gazette, and the Ashfield News. The following board members have volunteered to assist on the day of the event: Tom Martin, Joe Kearns, Mike Skalski (early set up). Kathleen will touch base with David Blakesley who assists with site prep. Kathleen will follow up with volunteers in mid- October. Paul Wetzel will check his calendar for availability.

As in the past, Towns must pre-register the materials that they are bringing from the transfer station and Town offices. Representatives should submit their materials to HRMC by October 20th. On the day of the event, Towns may deliver their materials between 8 and 9 a.m. prior to the arrival of registered residents.

Kathleen had HHW pre-registration signs made up for each transfer station. These only announce the HHW pre-registration period and were ordered with the intent that they would be re-used each year to announce that registration is open. They will be collected after the event for HRMC storage.

- c. Hauling contracts: Kathleen and Jan Ameen have both met with Representative Natalie Blais to discuss prevailing wage rates and DOT hauling weight loads relative to the upcoming FY21 hauling contract bid process. Last winter, the Northern Berkshire Solid Waste Management district went out for a one-year bid for FY20 and received prevailing wage rates that were \$20/hr. over what HRMC and FCSWMD rates were back in 2015. DOT weight restrictions have created limitations on the configuration of tandem hauls.

Kathleen plans to send out hauling bids in early January 2020 for the 3-5 year regional hauling contract. With a bid opening prior to February 15, 2020. Towns should expect to have their hauler options available to them before the end of February.

- d. Town Equipment: All were reminded that Town-owned transfer station containers should be labeled with the Town name and ideally marked with a raised bead weld with an identification number. Some towns use their highway department truck labels. There have been several instances of town attempts to locate or verify the location of their containers but boxes without identifiers are difficult to find. Kathleen noted that the Town of Williamsburg also numbers their boxes and keeps track of which ones are called out for collection. This also helps insure that the hauler leaves with the right box that you called in.

6. Additional New Business Items (post agenda announcement)

- a. Drug Take Back Event: A Save the Date Poster was handed out for each of the transfer stations. This year's fall event is on the same day as our HHW event, October 26th. As soon as the official flyer of the participating communities is received, HRMC will mail you out the event poster. Williamsburg will be holding their event at the Williamsburg Pharmacy and it is anticipated that Ashfield,

Cummington, and Goshen will be staffing their respective police departments for the event. More to come.

- b. Wood Pellet Bulk Delivery Option from Sandri Energy: Jack Nelson shared information regarding a bulk delivery program from Sandri Energy for wood pellets. This is particularly timely since Gold Circuit has ceased the collection of empty pellet bags due to changes in the recycling market. Kathleen passed around photos of some of the bulk delivery containers available and printed out a copy for each transfer station of the poster that Jack prepared. Kathleen did confirm with Sandri Energy that they do service our entire membership area and the cost at the time was \$261/ton for Ashfield and up to \$265/ton for Middlefield.
 - c. Domestic Recycled Paper Capacity Increases: Kathleen discussed recently announced increases in the capacity of North American paper mills to use recyclable paper as raw material. A copy of the Northeast Recycling Council report was available for members to take. Overall, the total new capacity as of August 2019 reflected the potential for 3.5 million tons of new Old Corrugated Containers(OCC) and Residential Mixed Paper (RMP); and 1 million tons of recycled pulp
7. Adjourned at 8:15 p.m. (Motion made by Louis Purinton; seconded by Jack Nelson; unanimously approved).

Next meeting: Monday, November 18, 2019 at 6:30 p.m. at the Williamsburg Town Offices in Haydenville. Future FY20 meeting dates were also reviewed: Monday, February 3, 2020; Monday, March 16, 2020; and, Monday, May 18, 2020.