

Hopkinton/Webster Landfill Committee
Slusser Center
Hopkinton, New Hampshire

October 3, 2013

Attendance: Barbara Corliss, Chair (W), Sally Embley (W), Ellen Kontinos-Cilley (W), Rich Houston (H), Arthur Cunningham (H), Mike Greenwood, Alt. (W), Steve Clough, Ex Officio

Absent: Dave Klumb, Alt. (W), Richard Kennedy (H)

Public: Frank Davis, Peter Sorel

Barbara brought the meeting to order at 6:37 P.M. The DRAFT September Minutes were briefly discussed. Art made a motion to approve the September Minutes as written, Rich seconded the motion, and the Minutes were approved 4-0 (Mike was absent in September and Ellen wasn't present). Ellen arrived at 6:45 and made a motion to reopen the September minutes, the motion was seconded by Mike, and approved 5-0. After a brief discussion Ellen made a motion to amend the second paragraph, 4th sentence, to read "Hopkinton's property and general liability insurance."

Steve presented a memo (email) from Primex, Hopkinton's insurer, stating the opinion of their general counsel that Hopkinton's property insurance covered all of the jointly owned property but only Hopkinton's liability. Webster general liability insurance would be responsible for Webster's general liability on the jointly owned properties. Discussion ensued. Ellen and Art thought that the policy should at least have a loss payable clause. Mike didn't like the implication of the wording. Ellen, who has an insurance background, will research Webster's insurance and report back to the committee as to whether any further action appeared appropriate.

Steve provided the September Off-Hours Reports and answered a few questions.

Steve went over a recent development. One of the older trash trailers has had a ram and floor failure and needs expensive repairs and is out of commission. There is enough money in CIP to buy a new trailer in 2014 but this will demand that the rest of the projects be pushed off into the future even though the equipment to be replaced is essential to the operation of the facilities. Committee members felt that the CIP plan should properly fund all necessities without risking an unfunded emergency by pushing the purchases off too far into the future.

Steve essentially agreed with the committee on CIP funding but had been concerned as to whether increased annual contributions by Hopkinton could be approved by the entire budget

process since the annual contributions have already been significantly increased. After some discussion Barbara suggested that it might be more efficient to have Webster pay its CIP contributions directly to the vendors rather than to pay Hopkinton and have their share ending up in Hopkinton's general fund. Steve said that that approach would relieve the some of the strain on Hopkinton's contributions. The committee directed Steve to put together a plan with all necessary CIP purchases, including the trailer in 2014, funded in a timely manner, with Webster paying directly. Steve will do that and thanked the committee for their support.

Steve went over the preliminary proposed 2014 budget material. The wages and associated lines, retirement, and insurances will be adjusted and Steve will bring the final draft to the November 7th meeting. He provided revenue reports, reviewed the status of bonds, and answered questions. There aren't many changes from the 2013 funding levels and a modest increase is projected. Trash and recycling levels were briefly discussed.

Steve has to present the proposed 2014 budgets to the Hopkinton Board on November 12th. It might be hard to arrange a joint meeting of the boards on that night due to scheduling conflicts but it would make sense to have a meeting with both boards and the committee and have one presentation to everyone. Barbara will check with Webster's administration and see if they can arrange something with Hopkinton.

Barbara asked Sally if the Recycling Committee was ready to make any recommendation in regards to a Swap Shop yet. Sally said that the Recycling Committee would like to try a pilot at the facilities using some type of shipping container or trailer. Rich said that his research puts the cost of a container at less than \$5,000 and that it could be used for storage should the swap shop be unsuccessful. Sally said that the Recycling Committee would like to get this funding added to the budget. A brief discussion ensued about a business plan, operational costs, policies, volunteerism, etc. Steve stated that he thought that he could help put something together, with some rules, and stay within budget, in the spring, if the project and funding were approved. The proposal and funding will be discussed at the November meeting and a decision on how to proceed will be made.

There was no public comment.

Rich made a motion to adjourn, Art seconded it, the vote was unanimous (5-0), and the meeting adjourned at 8:55 P.M.

These Minutes were drafted by Steve Clough, Ex Officio

