



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Approved**

**Board of Selectmen Meeting**

**April 26, 2023 - Academy Building – 2:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**Present:** Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter, Chairman Warren, *Excused*, Police Sergeant Casey Brennan

**Board of Selectmen Workshop –**

This meeting/workshop is being held to discuss the ongoing situation with the Transfer Station. There is no public comment being taken at this time. Once Chairman Warren is present, the Selectboard will set a meeting and have a Public Hearing for this.

The Transfer Station has continued to operate every day that it was supposed to be opened, even at a decreased capacity.

TA Carpenter stated that the Transfer Station was closed last Wednesday unknowingly to the Selectboard. This was a partial day closure from 1:00 p.m. on. The manager of the Transfer Station closed the facility without Selectboard knowledge which is not protocol. The employee was sent home, but later they did speak to the employee that was sent home, and based on what was happening, the Selectboard and Town Administrator agreed to close the Transfer Station for the remainder of the day and proceeded with a plan from that day on. DES visited the facility, and they were notified immediately to ensure that the Transfer Station could remain open. The primary operator, Peter Kotsakis, is able to operate the compactor as he usually does. In a limited capacity, the facility is able to remain open to take household garbage. Also contacted were Pittsfield, Laconia, and several other communities that could potentially take recycling, demo, and brush. We came up with an interim plan, but after speaking with DES after their inspection our interim plan changed. We are currently working with Waste Management to offer a container at the Transfer Station for single stream recycling. So, everything will go in one container. TA Carpenter offered a new contract from Waste Management with an addendum for the Selectboard to review. The single stream will be in place for the remainder of the contract with Waste Management which is for 5 years. TA Carpenter stated that single stream takes the glass, and all the other materials, and does not require sorting at home. This does cut into revenue; however, they are unable to do this because there is no staff to take on the recycling.

Vice Chairman Baiocchetti reviewed the map of the facility and wanted to know where the single stream would be placed. TA Carpenter clarified that since residents are not allowed into the part of the facility where recycling was taking place. There will be a barrier at the front of that parking lot, the container will be placed the length of the unused parking lot, and residents can use the right turn only side of the driveway so this will not impede the traffic to the compactors. A new crew coming in will be focusing on the cleanliness and compliance of the facility rather than recycling and baling.

Selectman Collins asked if they know the revenue impact of doing the single stream as opposed to doing the sorting. TA Carpenter estimated that it might be \$20,000 to \$30,000. She did reach out to Laconia because they use Waste Management as well, but it is too much of a burden on their facility and staff. Going with a single stream is the only option unless the facility is fully staffed.

Vice Chairman Baiocchetti gave thanks to the Highway Department, Fire Department, and Police Department for working with TA Carpenter. The Fire Department is going to do a burn for the brush pile next week. The center pile depicted is crushed glass that they have tried to dispose of over the years. TA Carpenter is working with NRRA for the scrap metal pile. The refrigerators had the freon removed today and they were marked. There was a copper issue that TA Carpenter found out about today, which is problematic. The hope is to have NRRA come out next week and remove the scrap metal, refrigerators, and a/c units. The cleanliness of the facility is what needs to be focused on according to DES standards.

47 Vice Chairman Baiocchi asked about the 3 trailers on the East side of the building. TA Carpenter clarified that  
48 those trailers are filled with bales of mixed plastic and mixed paper/cardboard. The tires are scattered and not  
49 in one location in a container. Approximately 20-30 were counted on a quick spot check this morning.  
50 Vice Chairman Baiocchi asked if they went to single stream and if they would be able to shut down the  
51 recycling area of the building. TA Carpenter confirmed, yes, it can be shut down for public use.  
52 TA Carpenter stated that the focus needs to be on the facility itself. The bathroom is in complete disrepair. The  
53 office is not in working standard. The Building Inspector went out with TA Carpenter yesterday to the facility  
54 and there are insulation issues that need to be addressed that he had identified in a previous report, and take  
55 out the old fiberglass insulation and put in a rock wall, because it's fire-resistant and water resistant. There is a  
56 moisture issue coming through the floor in the bathroom. She is unsure if it's from condensation or from an  
57 issue at this time, but this will need to be looked at.

58 Vice Chairman Baiocchi stated that if the Town moves to a single stream, they will be able to get rid of the  
59 trailers. TA Carpenter stated that the trailers are there to contain material so that there are no small loads going  
60 out all the time. If they move to a single stream, then there wouldn't be a need for the storage trailers. She is  
61 working on getting them cleared out but does not know how much time it will take. Vice Chairman Baiocchi  
62 questioned if they got rid of the trailers and whether they would be able to get larger compactors. TA Carpenter  
63 can look into what sizes they have. The overflow is currently on the pad and is empty at this time.

64 TA Carpenter doesn't believe there will be any issues with the NRRRA coming to pick up bales. It is dependent on  
65 their truck and how much can be fit on it. She is in the process of organizing this with them. North Coast came  
66 to pick up the batteries today, but there isn't a count on those yet. There are various containers that have  
67 batteries in them as well that have been inappropriately stored.

68 Selectman Collins asked about the loose trash that is scattered everywhere, and if there was a potential plan to  
69 take care of that. TA Carpenter stated she was contacted by Wakefield DPW and they have staff that can offer  
70 assistance. There is no schedule in place at this time. Sergeant Casey Brennan has spoken with the Town  
71 Administrator, State prison, and Belknap County Jail and both facilities are willing to help and offer inmates from  
72 the work release program. Belknap County has authorized them to take supervision of the inmates. The Police  
73 Department would incur overtime for the supervision of these inmates. He is waiting on additional information  
74 from the State, but either way, they are able to utilize inmates for a couple of days to assist in the cleanup. Vice  
75 Chairman Baiocchi questioned who would be transporting the inmates. Sergeant Brennan clarified that he is  
76 waiting to hear back from the State on what would be in charge of transport and he has requested information  
77 on whether we would have to provide them with food and PPE. For Belknap County, Gilmanton PD would be  
78 transporting and supervising. TA Carpenter believes that they would only be needed for a couple of days and  
79 only utilize the State or Belknap County, not both at the same time. Sergeant Brennan should have a solid  
80 answer by May 1<sup>st</sup> for Belknap County and he should hear back before the end of the day from the State. TA  
81 Carpenter stated that volunteers are more than welcome and could help with directing traffic and answering  
82 questions from residents, like where to pick up transfer station stickers. The Volunteers are welcome to do  
83 online training through the State and become certified. This is a \$50 certification and could allow the volunteers  
84 to assist on a more progressive level. TA Carpenter requires them to sign a waiver and understand the policy,  
85 and DES guidelines, and form a schedule, for those who are interested in volunteering.

86 Currently, there is a candidate that is interested in the Highway Department, but TA Carpenter feels it would be  
87 better to start him at the Transfer Station. The Warrant Article passed that the Road Agent is going to become a  
88 different position and will all fall under the umbrella of a DPW. She believes the Selectboard should look at  
89 cross-training individuals in both departments. Vice Chairman Baiocchi believes this would be better to leave  
90 that for the foreman position first, and the Director and let them figure out if they want everyone cross-trained.  
91 TA Carpenter is suggesting cross-training because within this whole process, transitioning would have been  
92 made easier if other employees had been cross-trained on the Transfer Station positions.

94 **Motion:** On a motion by Selectman Collins and seconded by Vice Chairman Baiocchetti it was voted to accept  
95 the waiver that legal provided them for the Volunteer Positions at the Transfer Station. (2-0)  
96 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to allow the  
97 Police Department to work with the inmates to work with the Town of Gilmanton to clean up the trash around  
98 the outside of the facility. (2-0)  
99

100 Vice Chairman Baiocchetti stated that if any volunteers were interested in getting certified that the Selectboard  
101 would reimburse them for taking and passing the training course.

102 TA Carpenter also stated that if the Selectboard visited the Transfer Station that there is a lot of loose trash that  
103 is not in the tree line or perimeter and that also needs to be managed. No volunteers are allowed to assist with  
104 trash pick up unless they become certified.

105 TA Carpenter is organizing with NRRA to take care of the rest of the bales in the trailers, and the cans off to the  
106 side, and the NRRA is going to be picking up the scrap metal and getting it cleared up. She is working with  
107 Wolcott Construction to come up with a plan for the area once there is a controlled burn for the brush and  
108 compost, and glass aggregate. There is enough space, but there needs to be a plan for the solid ground because  
109 the dirt doesn't work when there is inclement weather. DES would like to see three different ground covers  
110 which can be asphalt, concrete, or hard pack. Currently, what is there is mud. When vendors go there with  
111 heavy trucks it makes the area worse. There is so much material between the brush, compost, and aggregate  
112 that it is causing a fault line to be created on the material, and could potentially be an avalanche situation.

113 TA Carpenter stated that what she found out today was that the refrigerator systems that were supposed to go  
114 to the scrap pile after refrigerant is taken out were being pilfered by staff before they went to the scrap pile.  
115 North Coast confirmed that this was being done, and had asked if TA Carpenter wanted regular statements.  
116 Included in the statements were the condition of the refrigerator and what the employees did to them. North  
117 Coast has to note it or it looks like they pilfered the items. Previously, North Coast was told not to give  
118 statements per the Transfer Station staff.

119 Vice Chairman Baiocchetti asked if the paperwork was missing that they were required to have. TA Carpenter  
120 stated that she was given a list from DES and she needs to go to the office to see what they have. DES needed  
121 proof that we were taking care of the material adequately. TA Carpenter has sent them reports from 2022 and  
122 2023 on all the contracts that are used. TA Carpenter also clarified that when DES came out they had not  
123 inspected the facility and did not come out to the facility due to low staffing levels. She knew that the DES  
124 inspection could potentially happen based on the questions that had been asked to ensure that our facility was  
125 compliant.

126 There has been a lot of work done in a short period of time. The facility is not up to standards and has not been  
127 up to standards in a while. The paperwork is not up to standards, the materials that are contained are not up to  
128 standards, and of course, getting everything up to adequate standards will not happen in a day and patience is  
129 requested and appreciated.

130 Vice Chairman Baiocchetti stated that the Selectboard has been trying to work with the Transfer Station  
131 employees for two years. The photos depicted paint an entirely different picture than what they have been told  
132 in meetings in regard to the cleanup effort. He asked if TA Carpenter saw any reason why they couldn't post  
133 publicly the joint loss checklist. TA Carpenter stated no, she has wanted to create a spot on the website that has  
134 just joint loss and HR information. She also clarified that the Department Heads are supposed to be updating  
135 the website with information, and she is not always aware of who is updating information and when information  
136 is changing. She requested that if any information on the website doesn't look relevant, please let her know and  
137 she can address it.

138  
139 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to post the  
140 DES inspection when it's received, as well as the joint loss report on Facebook and the website. (2-0)  
141

TA Carpenter is going to move forward with the contract because there really is no other choice but to go with a single stream. Vice Chairman Baiocchetti asked if the contract was for four years, for the remainder of our five-year contract. TA Carpenter clarified that the contract was just signed in December for five years. TA Carpenter stated that DES has the understanding that she has a plan for recycling. If there is no plan, then the outcome of the facility will be changed and she doesn't know how much longer the facility is going to be able to run at the capacity they are currently running at. She presented a plan to DES with their understanding that she is actively looking for solutions. If she had not presented this plan, the facility would not have been able to open on Wednesday. Vice Chairman Baiocchetti stated this will cost about \$30,000 in revenue for recyclables. She agrees it could potentially cost \$30,000. The revenue for recycling in 2022 brought in just under \$80,000 but she can double-check that number.

Vice Chairman Baiocchetti asked what the potential cost was to put the facility back into business, to fix the building and the bathroom. TA Carpenter is working on getting a contractor that can give them a quote for what needs to be renovated. Vice Chairman Baiocchetti asked if an RFP should be done. TA Carpenter stated that if they were going to put staff in the building immediately that an RFP would be appropriate. But because the building is closed and there is no staff, unless the quote seems egregious, they could go with a contractor that has a reasonable quote. She believes it would be better to use this time wisely while there isn't staff. Vice Chairman Baiocchetti stated that looking at this, he believes they're going to need to refurbish the compactor hut, refurbish the office, and the bathroom. Also, people will need to be hired to clean the remainder of the stuff up. TA Carpenter stated that the bales that are along the front will be able to be removed shortly, along with the tires. She believes that a lot of the stuff can be cleaned up relatively quickly on the outside. However, they do need staff to help bale the remainder of the recyclables inside. Lightbulbs and batteries have been removed. Right now, there is an oil issue that needs to be remedied, so she is working with a company that can take waste oil. Vice Chairman Baiocchetti asked if we had permits for the waste oil. TA Carpenter stated she would have to look into that.

Sergeant Brennan stated that when he was on the phone with the State prison they told him that the inmates assist Allentown with the Transfer Station, so he suggested being able to facilitate something for them to take the DES courses that are required to help inside the facility as well. TA Carpenter stated that if he could call Allentown and see how they work that program that would be great.

Selectman Collins stated that if they could get an additional member that is certified, especially if Pete is sick, they should know the level of certification that is needed to operate the compactor. TA Carpenter stated that there are different levels of operation status. They are listed one through four, and higher, but they are all based on base training and then continuing education. DES only requires everyone to have an operator status. If an individual passes their test and their application is in process, because Pete is there and certified, that individual can work under Pete. If you do not have a primary operator then you cannot run the facility.

Vice Chairman Baiocchetti stated that funding to do all of this will be coming from the Transfer Station budget, and this is only for discussion. But would utilizing Fund Balance, would this be considered an emergency to use some of that? TA Carpenter stated she would have to look into it. Vice Chairman Baiocchetti stated that he believes this is going to be a substantial cost to the Town.

Vice Chairman Baiocchetti stated that they cannot drink the water. TA Carpenter clarified that they cannot, however, she just received a quote from LaChance, and Ron had been working on that prior. It will cost about \$5,000 to get an active system in there and could install in two weeks. The funding that is available is the Transfer Station budget, and there is currently \$3,000 in one of the accounts. There is infrastructure funding, and government building funding, but she will need to look at this budget because there were various projects already planned for or ongoing so she will have to see how much is available.

Discussed was the ease and convenience of single stream recycling. Also discussed was if extra staff was needed if they moved to single stream recycling. Demo and metal are not being taken, but this will need to be offered in the future. Vice Chairman Baiocchetti stated that they want to get back to giving the residents what they want and what they are paying for, but the facility needs to be fixed before they can do that.

190 Vice Chairman Baiocchi wanted to know if anything was different in the Waste Management contract other  
191 than the single stream being put in place. TA Carpenter stated the fees that are added are an increase because  
192 it includes the hauling fees. The information was given by Waste Management that the container could be  
193 delivered by Friday, but it was dependent on how quickly everything would be approved by Roy Boyer.  
194 As of right now, only household trash is being accepted at the Transfer Station. The brush can be taken at Dirt  
195 Doctors in Pembroke. Residents may also burn brush on their own property after they get permits from the Fire  
196 Department or online. Demo can go to Casella in Belmont, they can also take mattresses, A/C units, chairs,  
197 propane tanks, TVs, refrigerators, PCs, and equipment.  
198 Dump stickers can be picked up at the Town Clerk/ Tax Collector's office Monday through Thursday. Currently,  
199 there is no charge for the first two stickers, any additional are \$1. TA Carpenter suggested charging \$25 per  
200 sticker for two years to offset the cost of the facility, but a public hearing will be required for this. Vice  
201 Chairman Baiocchi stated that enforcement of the Transfer Station sticker would need to be made clear to  
202 the foreman and the DPW director. TA Carpenter stated enforcement would be something volunteers could do.  
203 TA Carpenter stated that in everything DES has cited she has been actively participating in a resolution.  
204 Vice Chairman Baiocchi asked if the Transfer Station had been following the Finance Policy. TA Carpenter  
205 stated they had not. He doesn't believe that cash should be accepted at the facility, only credit cards or check.  
206 Selectman Collins also does not believe there should be any cash exchange. TA Carpenter stated that a point of  
207 service can be done through EB.gov, but that a proper computer would need to be installed.  
208

209 **Motion:** On a motion by Vice Chairman Baiocchi and seconded by Selectman Collins it was voted to not  
210 accept cash at the Transfer Station, and only Check or Credit Card will be accepted. (2-0)  
211

212 Sergeant Casey asked if there were any issues with traffic at the Transfer Station currently, and when the new  
213 setup is in place with two lanes, is that going to cause more of a traffic jam, or will there be access to get  
214 through? TA Carpenter didn't believe there should be an issue. However, Pete did state that there was an issue  
215 and some areas were congested. There is no problem with them pulling through, but if 20 cars come at once  
216 then there will be some backup. Selectman Collins asked if the windows for the dumpster could be used for the  
217 recyclables and just block everything else off. They could pull in, drop recyclables, and then pull through. TA  
218 Carpenter stated yes, but the rest of the facility has to be blocked off. DES does not want residents entering the  
219 free room, or going to the lower level of the lot. Vice Chairman Baiocchi stated that the recycling container  
220 will be where the painted parking lines are in the current recycling area. That will give residents enough space  
221 to drive around the container and exit toward the compactors. Discussed was the layout pertaining to the  
222 recycling container. TA Carpenter stated that they alternate pick up of the containers on Tuesdays and  
223 Thursdays so the recycling container would have regular pick up as well.

224 Vice Chairman Baiocchi requested Sergeant Brennan to supply an officer for a couple of weeks on Saturdays  
225 and Sundays during the times that the facility is open. Sergeant Brennan stated that they can have the on-duty  
226 officer in the area if needed.

227 TA Carpenter will go through the WM contract and compiles some questions for Roy Boyer in regard to the  
228 single stream. When is the container being picked up, what is the length, etc. TA Carpenter wants the residents  
229 to understand that when you talk with DES or any other state agency there tend to be multiple people dealing  
230 with their piece. So, when a statement of a plan is put out, but then the plan has to change it is based on  
231 understanding from the agency, the town, and the ability to proceed with what we are able to do. TA Carpenter  
232 addressed the press release and that she could state what she didn't know and there will be multiple changes  
233 within the next month.

234 Vice Chairman Baiocchi stated that the residents need to understand that nobody wanted this to happen, but  
235 it did and the Town is going to do everything they can to get everything back up and running as soon as possible.  
236 TA Carpenter stated the Town is doing its best, and that the amount of people between the Highway

Department, Fire Department, Police Department, Selectmen's Office, and Pete have been phenomenal in containing the situation and making everything as smooth as possible.

**Motion:** On a motion by Vice Chairman Baiocchi and seconded by Selectman Collins it was voted to accept the contract and authorize the Town Administrator to sign the amendment to the Waste Management contract for a single stream recyclable for the duration of the contract. (2-0)

The Board of Selectmen will take a tour of the facility to see what it looks like currently. The meeting will be adjourned from here and then reconvene at the Transfer Station, then they will return to the Academy Building for a Non-Public Session. This meeting audio will be posted online. DES will have photos in their report and the Board of Selectmen will take photos so they can be posted as well.

**Motion:** On a motion by Vice Chairman Baiocchi and seconded by Selectman Collins it was voted to adjourn.

Adjourned 3:03 p.m.

Respectfully Submitted,

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Amanda Davis, Administrative Assistant

**Approved by the Board of Selectmen**

  
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Chairman Mark E. Warren

  
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Vice-Chair Vincent A. Baiocchi

  
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Selectmen Evan Collins