



# Town of Hooksett

## WARRANT ARTICLE REQUEST FORM

Revised 1/31/2024

**Date of Request:** July 14, 2023

**Date of Town Meeting:** March 2024

**Name of Department Submitting Request:** DPW

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$55,598.00** for salary and benefits to hire one full-time laborer in the Recycling & Transfer Division of Public Works.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
2024-25	\$26,002.00*	\$29,596.00	\$55,598.00

The estimated tax rate impact is \$0.02. Recommended by Town Council (5 Yes - 2 No); Not recommended by Budget Committee (5 Yes - 5 No).

**What is the intent and purpose of article?** This new position is needed to enhance the town's ability to meet state regulations for properly managing and disposing of solid waste being disposed of by residents at the recycle and transfer facility. There are insufficient staff to fully police the yard, assist residents, and ensure that all residential waste being disposed of as allowed per the towns solid waste permit. Once an item is unloaded at the Transfer Station the Town accepts responsibility for proper disposal. If a received material contains or is found to be hazardous waste, it becomes very expensive and sometimes difficult to dispose of. With this additional employee the department expects to save on unnecessary disposal costs, additional time spent sorting piles into the correct staging areas, and ensure the Town is only accepting waste that we are permitted for.

DPW Recycling & Transfer Division has four part-time positions in the operating budget for yard attendants working on alternate Saturday schedules and as needed during the week. This proposal will eliminate two part-time positions from the operating budget which sums to \$9,590.00 in wages and benefits. The cost savings from the elimination of the two part-time positions will help to offset the increased cost of creating the new full-time position for a laborer to work in the Recycle and Transfer Station. The actual budget increase is \$55,598.00 (\$65,188 wages and benefits - \*\$9,590 elimination two part-time positions).

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

The Department would remain short-handed, which would affect the quality of service to the community.

**4. Estimated cost?**

\$63,267 for salaries, taxes, and benefits.

**5. Is any further information necessary for the deliberation?**

Below are some of the job duties that this position would be responsible for and the training requirements also.

Certifications required:

Must obtain Solid Waste Operator License within six months of hire. This certifies the employee knows how to identify, handle, and properly dispose of universal waste items such as used oil, paint, florescent bulbs, cathode ray tubes(old style televisions or computer monitors), batteries, freon, bulky waste, construction and demolition debris.

Must obtain scale certification with the State of NH within six months of hire.

Job Duties:

-Police the transfer station

1) Verify resident trash and recycle items being dropped off are allowed to be accepted under Hooksett's permit.

- Performed at scale house and during unloading of resident's solid waste.

2) Periodically look through recycled material staging areas and remove or relocate any items that are incorrectly placed.

3) Walk the yard daily to identify safety issues.

-Sweep around demolition, furniture, metal, and glass piles to contain and spill over.

-Pick up nails and sharp metal around the yard.

-Assist heavy equipment operator to cone and barricade safety zone around active loading areas.

4) Review that solid waste storage areas are meeting all regulations and are properly labeled.

- Operate the scale house during weekend shifts.

1) Inquire with residents what is being brought to the Transfer Station.

2) Run scale software and process payments.

- Process universal waste daily to ensure the facility is actively managing the items according to permitting requirements.