



## STAFF REPORT

AGENDA ITEM #: 20-07  
COUNCIL MTG OF: January 28, 2020  
FROM: Michael Fowler, Director of Public Works  
OFFERED BY: Craig Durrett, Environmental Coordinator, DPW  
PREPARED BY: Craig Durrett, Environmental Coordinator, DPW  
SUBJECT: Certificate of Authorization: NHDES Household Hazardous Waste Agreement FY21

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**PURPOSE:** Authorization by the Town Council to apply for and enter into the agreement with NHDES in order to receive grant funds to offset Town expenditures.

**TOWN ADMINISTRATOR COMMENTS:** The Town has participated in this program for many years, which provides an avenue for residents to safely discard their hazardous waste. Oftentimes the program collaborates with the Town of Londonderry by alternating host locations. The Council's continued support of this program is appreciated.

**BACKGROUND:** The Town has access to various grant funds from the New Hampshire Department of Environmental Services for environmental programs within the Town. In the past, grants have been received for Landfill Closure, Household Hazardous Waste Collection Day, Watershed Assessment, improvements to the Town's Recycling Center and Do-It-Yourself Used Oil Collection Center, and Municipal Sewer Improvement Projects. Section 9.15 of the Town Charter authorizes the Town Council to apply for and accept State Federal and other governmental grants. NHDES requires such grant applications and contract agreements be signed by an authorized official of the Town (i.e. the Town Administrator) and that the Town execute a Certificate of Authorization stating that the official (i.e. Town Administrator), by vote of the Town Council, is authorized to sign such grant agreements on behalf of the Town.

**DISCUSSION:** In order to proceed with this process NHDES requires that 1) an HHW Collection Grant application signed by an authorized official of the Town be submitted, 2) upon approval of the application, a Contract Agreement be executed by the authorized official of the Town, 3) the authorized official be granted such authorizations by vote of the Council, 4) the Town authorize by vote of the Council to apply for and enter into an agreement with NHDES to hold a HHW collection event in FY21, and 5) the above authorizations be certified.

**FISCAL IMPACT:** The DPW is eligible and is in the process of applying for up to \$5,646.00 in matching grant funds from NHDES for the Household Hazardous Waste Collection program in FY21.

**RECOMMENDATION:** Staff recommends that the Town Council authorize the Town Administrator to sign Grant Applications and Agreements with NHDES and that the Town Council authorize the Town to enter into a grant agreement with the NH Department of Environmental Services to receive funds and hold a Household Hazardous Waste collection event in Spring 2021.

**MOTION:** Please see Resolution #2020-002 (please read the Resolution)

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