

Agenda for Solid Waste Committee 1/27/2021

5:30 via Zoom

Task of Committee-updated 1/13/20:

Vision for Future of Solid Waste & Recycling Programs.

- a. What services does the Town want?
- b. What is needed to offer these services?
- c. How can these services be offered?
- d. What is the cost to offer these services?

For example, if the Town wants to recycle cardboard, what are our options. 1 - Single stream – what is needed for this and what is the estimate cost of this? 2 – Bale & Sell – what is needed for this (equipment, storage space) and what is the estimate cost of this? If it is determined that the Town wants to bale & sell cardboard, then we will need to add those programming needs into our program and building design(s). The Committee should be developing lists of desired services, along with what is needed to offer that service (space, equipment, staff time, etc) and estimated costs to do so.

These tasks do not involve locating the operations or costs of building/building improvements.

Reminder: Freedom of Information Act, this is a very important statute! Per the Freedom of Information Act, committees can NOT have conversations/discussions via email, phone, etc. All committee discussions and decisions must be had and made at a public meeting. Any conversations by more than 2 committee members outside of a public meeting is considered an illegal meeting. Furthermore, all emails that you send as a committee member and/or regarding committee business is considered public information and is part of the public record. Committee members may use email to distribute information to all committee members and committee staff, but any discussion of that information must take place at a public meeting.

**All committee members must be included in Solid Waste Committee emails:
Members-Cathy Curtis, Susan Brown, Michael Smith, Pat McDonough, Tessa Kingsley,
Lisa Wesel, Susan Drucker, Bryan Benson**

FOIA Training for all town boards & committees members held on Tuesday 11/10/20 at 5PM

“Until then, email should only be used to distribute information, there should be NO discussion of that information via email. For agenda setting, I would suggest that you plan the agenda for your next meeting at your meeting and have an other business agenda item if something comes up.

As for meetings, the Town of Bowdoinham will be conducting public meetings via video conferencing. This is in accordance with emergency legislation (PL 2019, c. 617) enacted by the Maine legislature on March 17, 2020, which temporarily authorizes remote participation at municipal board and committee meetings by board members and the public. “

Call to Order

Amendments to the Agenda

Approval of the Minutes from 1/13/21

Old Business

- Review any information from Select Board Meeting as it pertains to committee and tasks

- Survey Update

- Review where we are on information gathering

- glass-Michael

- cans-Betsy

- plastic-Cathy

- compost-Susan

- Mixed paper-Susie

- cardboard-Pat

- Determine which financial information our committee needs to gather-recommended by Michel Smith

A. A list of ALL the assets the town owns for recycling. I am sure there is a town asset list, probably updated yearly. It will show what equipment the town owns. Bailers, forklift, truck just to name a few.

B. What has been recycled, past and present. There should be 2 timeframes. One, as I mentioned last evening July 1-June 30 (Fy18-19) and the other from a period when recycling was booming. This should show, at a minimum, all types of recycling (processed during that period individually), quantity, end cost to dispose (either rev or expense), normal disposal method. Preferably each transaction, to allow an idea of how often materials were transported. It just needs to be a complete year, similar to the other dates for comparison. The more line items, the better.

C. Labor is the most expensive part of the process, when done in-house. Once there is a list of products, the time associated to process into their “bundles”, is the next step. Using cardboard as an example, how long does it take to bale a bundle? How much does that bundle weight? How many bundles must you store for a “full load”? What equipment is required to process in-house. This would need to be answered for each type/form of recycling.

- Create document/spreadsheet for organizing information gathered

- Determine what information we want to gather on programs in other towns

- Review Back Plan from March 31st to have information ready for Selectboard-

- discuss two person sub-committees to complete some of the work between meetings

New Business

- Proposal by David Berry on Source Separated Pilot Program

- Determine what other information the committee needs and how to gather that information

Public Comments

Follow-up Items

Next Agenda and Meeting Date, time, place:

Adjournment

Planning document for work of Solid Waste Committee

DATE:	Work to be accomplished
11/12/20√	Draft Survey, create subcommittees
11/25/20√	Draft Survey, Identify information to gather on other town programs
12/9/20√	Final Survey ready for Town Newsletter
12/23/20√	No Meeting-well deserved break
1/6/21√	Survey distributed to town/Electronic Survey available/Continued research of different programs, Eco maine Presentation
1/13/21√	Input Survey results Review task, define what research needs to be done
1/27/21	Status of researching items and cost to recycle, create format to share information
2/10/21	Review survey results
2/24/21	
3/10/21	
3/24/21	
4/7/21	
4/21/21	