

## MEETING MINUTES – NEWFIELDS CURBSIDE COLLECTOIN ADVISORY COMMITTEE (CCAC)

DATE: Monday, April 20<sup>th</sup>, 2020

TIME: 6:30-7:30PM

### PRESENT CCAC MEMBERS:

- Josh Lent
- Mary Belanger
- Warren Biggins
- Joe Diament
- Jacqui Silvani
- Sue Schick

### ABSENT CCAC MEMBERS:

- Trish Cox
- Deb Rimbaud
- James Valentine

### GUESTS:

- Nancy Taylor
- Chuck Oliver
- Bobby Kelly
- C. Robin Marcotte
- Henri Leigh
- Kenyon Schick
- Ann Elliot
- Tom smith

### MINUTES:

- 1) Quorum was recognized and the Meeting was called to order at 6:36PM by Josh Lent.
- 2) CCAC members introduced themselves, relayed how long they have lived in Newfields and said a few words about why they joined the committee.
- 3) To align members with the purpose of the committee, the CCAC Charge prepared by the Select Board was reviewed. The committee shall serve as a conduit for collecting input into all viable and sustainable curbside trash and/or recycling programs available to the Newfields community.
- 4) The group nominated and voted on Committee Officers.
  - a. Chair: Josh Lent was nominated, the motion was seconded and unanimously voted in favor to serve as Chair.
  - b. Vice Chair: Jacqui Silvani volunteered, the motion was seconded and unanimously voted in favor to serve as Vice Chair.
  - c. Recording Secretary: There were no volunteers or nominations. The Recording Secretary position was not filled and shall be an order of business for the next

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meeting. Josh Lent volunteered to record and distribute meeting minutes for the initial meeting.

- 5) The group discussed the following general meeting guidelines:
  - a. Meeting Minutes: The group adopted the following process for approval and distribution of meeting minutes:
    - i. The Recording Secretary shall send out a draft of the minutes to all CCAC Members; preferably, within 5 days of the meeting.
    - ii. Individually, CCAC Members shall review the content of the minutes to ensure accuracy and respond with approval of the draft minutes or request for any revisions, additions or deletions.
    - iii. When the group reconvenes at the next meeting (2 weeks after the previous meeting), there shall be an agenda item to approve the minutes of the previous meeting. Once approved by a majority, the minutes will be sent to the Town Clerk for publication. Note that RSA 91-A:2 requires that meeting minutes be “open to public inspection not more than 5 days after the meeting”. Upon request for minutes, a draft copy may be furnished if not yet approved by the members.
  - b. The group briefly reviewed the Sunshine Laws or “New Hampshire’s Right to Know Law” with the following key points of discussion.
    - i. All meetings must have 24 hours’ notice. To support this, the agenda must be provided to the Newfields Town Clerk at least two business days before the upcoming meeting.
    - ii. Rules also state that meetings must be public, there must be quorum, and minutes must be published.
    - iii. Members were invited to review the Sunshine Laws on their own time to review additional key points (i.e. What is a meeting and what is not a meeting etc.).
  - c. The group discussed options to store and share working files and reference documents. The following three options are the top contenders. Josh Lent shall conduct some testing and propose a direction at the next meeting.
    - i. Synology (shared server folder)
    - ii. DropBox
    - iii. Google Docs
  - d. To keep the meetings on track and efficient, the role of “Captain Tangent” to respectfully table ancillary points can to be filled by any member and is encouraged.
  - e. Zoom features and etiquette:
    - i. Gallery (grid) view may be preferred to see everyone at once and avoid the screen switching.
    - ii. Use the Chat feature to pose questions (as an alternative to speaking) or relay points.
    - iii. Mute your microphone if you are in a noisy environment or shuffling papers, etc.
    - iv. You can easily mute/unmute via spacebar.

6) Discussion:

- a. The group would like to understand the timeline for Select Board decision inputs (our target date for wrapping up our recommendations). Josh Lent will reach out to the Select Board for details.
- b. The committee decided that they would deliver a report with recommendations as a final deliverable.
- c. Non-committee members are not allowed to vote, but are encouraged to add to the conversation and lead or assist with tasks.
- d. The group discussed what the committee would not do (high level out-of-scope topics to avoid tangents and loss of productivity). The group agreed to stay away from politics, in general.
- e. High level approach to our end goal.
  - i. Make a list of available contacts and resources (in town and elsewhere):
    1. Josh to reach out to Jason Michaelson (Senior Business Development Manager at Triumvirate) who spoke at the Jan 7<sup>th</sup> Select Board meeting about his 24 years of waste/recycling experience for advice.
    2. Obtain contact information for the Waste Management representative that spoke at the Jan 7<sup>th</sup> Select Board meeting in case we have further questions.
    3. Kenyon Schick will reach out to potential recycling/waste resources at UNH.
  - ii. The group discussed potential High Level options for Newfields recycling and waste:
    1. Continue to utilize the Newmarket transfer station.
    2. Individual waste/recycling contracts per household.
    3. Reinstate curbside recycling and look at all available vendors including:
      - a. WM
      - b. Casella
      - c. Bestway
    4. Newfields transfer station.
    5. Bi-weekly pickup (alternate weeks with different materials; paper vs other stuff)
    6. Waste to Energy.
- f. Understand where, ultimately, the recycled materials would end up if a recycling program were to resume.
- g. The group would like to capture the history of recycling to this date. This would be a summary of where we came from so we can all agree and move forward. It would be beneficial to receive Select Board review/approval that the history is accurate. Jacqui Silvani volunteered to compile this history, which would include:
  - i. When are contracts renewed? What is their period?
  - ii. History of how recycling first came to be adopted in Newfields.
  - iii. Key votes and changes over the years.

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- iv. Voting history
  - v. Economics.
- 7) The group agreed that the next meeting would occur on Monday, May 4<sup>th</sup> at 6:30-7:30PM.
- 8) The meeting was adjourned at 7:30PM.
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1. Review of action items:

- a. Josh Lent:
  - i. Draft meeting minutes and send to members for review
  - ii. Draft agenda for next meeting (include filling the Recording Secretary role) and distribute.
  - iii. Test various options for electronic file storage and sharing; arrive at a recommendation.
  - iv. Contact Select Board regarding the preferred timing for a final recommendation.
  - v. Reach out to Jason Michelson for advice.
  - vi. Put together a blank chart to record how other towns and cities deal with waste and recycling.
- b. Kenyon Schick:
  - i. Reach out to potential recycling/waste resources at UNH.
- c. Jacqui Silvani:
  - i. Compile history of recycling/waste in Newfields to date.
- d. Various members/guests:
  - i. Research surrounding towns regarding their waste/recycling systems.