

SOLID WASTE / RECYCLING COMMITTEE  
Meeting minutes for July 19, 2016

RECEIVED  
SEP 23 2016  
BY: Wendy Rawski,  
Town Clerk

Present: Jim Tessier, Donald Webber, Joel Moulton, Bud Moynahan, Corinne Carignan, Phil Lytle

- 1) Reviewed and approved minutes for meeting held on June 21, 2016. Vote of 6 – 0.
- 2) Public Comment – no non-committee members present
- 3) Transfer station, Pay-to-throw, Kitchen food waste collection program – nothing to update
- 4) Implementation of Charter requirements
  - A) Proposed By-laws: the Chair provided a set of proposed by-laws based on a template provided by the Town Manager. Subsequent Committee discussion focused on the following:
    - Committee Purpose and Duties
    - Potential conflict of interest of new members being appointed to the Committee
    - The Chair currently acts as the secretary so the position of secretary was deleted
    - The Chair proposed changing the meeting location to Town Hall to allow for video streaming of meetings, however, the majority of the Committee felt that it is important to continue to meet at the Public Works facility.

Motion: To approved the Proposed By-laws as amended. Moved by Donald Webber, second by Corinne Carignan. Vote: 6 – 0.
  - B) Election of Officers:  
Chair: Jim Tessier, Vote: 5 – 0  
Vice Chair: Joel Moulton, Vote: 5 – 0
  - C) Training of Committee – the Chair lead a discussion of training topics which had previously been provided by the Town Manager in an email dated July 12, 2016 (attached). Freedom of Access Act (FOAA) requirements were also discussed.

5) Possible Transfer Station cost cutting measures

The Chair presented a list of possible Transfer Station cost cutting measures for discussion. The Committee agreed that the following two items warrant further discussion:

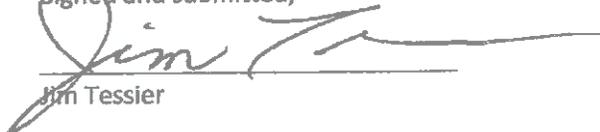
- Can town takeover administration of Pay-to-throw program? Discuss further in November.
- Can town coordinate efforts with surrounding towns to reduce waste disposal costs? Some discussion is ongoing with South Berwick.

6) Other Business -- none

7) Next meeting -- September 20, 2016 at Town Garage at 6:00 pm

Minutes reviewed and approved at 9/20/16 meeting.

Signed and submitted,

  
Jim Tessier

XFINITY Connect

jytessier@comcast.net  
± Font Size -**RE: committee training****From :** Town Manager <townmanager@eliotme.org>

Tue, Jul 12, 2016 01:19 PM

**Subject :** RE: committee training**To :** 'jytessier@comcast.net' <jytessier@comcast.net>**Cc :** Melissa Albert <malbert@eliotme.org>

Whew. That's a good question. I don't think the Charter Commission left me the handbook .... ;-)

Roles and Responsibilities:

1. To communicate committee concerns / ideas etc. with the Town through the Chairperson (only).
2. Do not give direct "orders" to any staff; make suggestions to the Town Manager
3. Be professional and timely for meetings, especially when on camera; you are portraying the Town as a whole in your words and deeds
4. Follow parliamentary procedure / Chair's directives at meetings
5. If the Committee has a "public position" they want to express, one person, usually the Chair, serves as group spokesman
6. To act within your by-laws
7. To recuse yourself if you believe a reasonable person might infer that you have a conflict of interest (financial, familial)
8. To have agendas in no less than 7 days prior to the meeting
9. To meet in a place where video streaming / recording can occur
10. Each meeting must allow for public comment

*11. FREEDOM of ACCESS Act. - CONTACT TOWN MANAGER - By-laws ART. 7*

That's a good start .....

Maybe I should send something like this to all Committee Chairs for comparable discussion in their groups?

Dana

**From:** jytessier@comcast.net [mailto:jytessier@comcast.net]

**Sent:** Tuesday, July 12, 2016 1:04 PM

**To:** Town Manager <townmanager@eliotme.org>

**Subject:** committee training

Dana,

I hope that things have settled down some for you!!

At the SWRC meeting scheduled for next week, I plan to cover committee requirements implemented by the Charter. Section 8.7.A.2.f on page 28 requires that the chairperson:  
"shall ensure their members receive proper training and understand their roles and responsibilities, including boardsmanship and conflict of interest parameters"

Is there a list of training topics that each committee should cover? Help with training material that may be available would be greatly appreciated.

With the possible exception of the training requirement, I hope that after next week's meeting, the SWRC will be taking the steps necessary to become compliance with the Charter.