

Dover Recycling Committee
Minutes from November 5, 2014 Meeting (for approval)

Present: Mike Kinchla, Chris Poulsen (via skype), Matthew Schmid, Amy Wilcox

Absent: Tracy Boehme, Savita Shukla

Also Attending: Wendy Muellers

Agenda

- Acceptance of October Meeting Minutes
- Report on Finances
- Report on Web Site
- Committee Roles
- 2015 Initiatives

Meeting Called to order.

October Minutes – unanimously approved.

Subcommittee Meetings – The committee agreed to convene initiative oriented meetings, between official committee meetings, to allow interested parties to get together and focus on the development/advancing of a particular initiative. An initiative meeting focused on Transfer Station initiatives would be targeted for 11/1

Committee Roles - Confirm subcommittee leaders

- Chairman – Chris Poulsen confirmed
- Secretary – Amy Wilcox confirmed
- Treasurer – Matthew Schmid confirmed (Responsible to Report on Status of Accounts, Expenditures, Budget, Deposit Trailer Proceeds, Inventories).
- Communications Coordinator – tbd – (Responsible for communications of events, topical legislation, pamphlet/welcome letter, seasonal recycling opportunities, maintenance of flyers on the bulletin board at the Transfer Station and contribution of communications for relevant town web pages).
- Website Coordinator – Matthew Schmid – (Responsible to liaise with Communications Coordinator and to keep website up to date).
- Deposit Trailer Coordinator– Savita Shukla confirmed – (Responsible to “manage” the deposit trailer, organization and communications with volunteer organizations, ensure cleanliness of trailer, collection of proceeds from Bullards and deposit to Town accounts, disbursement of proceeds to volunteer organizations)
- Transfer Station Re-use Coordinator – Wendy Muellers/Mike Kinchla confirmed - (Responsible to liaise with the head of the Highway Dept. and Transfer Station staff and for initiatives to improve re-use and recycling at the transfer station, thereby reducing waste)
- School Liaison – Mike Kinchla/Amy Wilcox – (Responsible to liaise with the school administrations, teacher/student clubs, PTOs to incent recycling and re-use initiatives, internships, scholarships in the schools and by the students).

Membership Update – Wendy Mueller voiced commitment to joining Committee. Next

Steps: appointed at next BOS meeting, then sworn in before December meeting.

Discuss/Agree FY2015 Programs/Initiatives

- Discussion and suggestions were raised. More refinement/consideration needed before taking ideas on-board
 - A kids/outdoor play event to recycle rigid plastics, books, bicycles, sneakers, etc.
 - A day for town residents when all forms of recyclables could be dropped off at the transfer station
 - PAYT Further Analysis and Consideration
 - Single Stream – Further Analysis and Consideration
 - Green Ribbon Schools – Request schools aim to achieve and help them as needed.
 - Add several hand sanitizers at the transfer station... Deposit Trailer, Next to Bulletin Board, other places?
- Completion/drafting of a Dover Trash & Recycling Pamphlet (Communications Coordinator)
- Integration/replacement of Welcome Letter with “Welcome Pamphlet” and arrangement for production and distribution of pamphlet (Communications Coordinator)
- Complete new website formatting (Website Coordinator)
- Re-draft “Deposit Trailer Agreement” making it clear that an adult is the point of contact (capture adult contact info) and party responsible for the trailer for the month (not high school student(s)). Make it clear that each day with no pick-up or clearing out of trailer will result in two days of lost proceeds and that a total of three days without pick-up in a month will result in the loss of privilege for the club to participate next year. (Chris and Savita)
- Consider more space to accommodate more goods longer, adding space for C&D/building materials, arrange for vendors/alternatives to take goods rather than them being thrown out. (Wendy, Mike, Carol)
 - Action: Chris to send other committee members the descriptions he has from John O’Keefe of the Transfer Station operations and business arrangements.
 - Action: Chris to check w/ Carol Lisbon to see if she is interested in working with Wendy and Mike on developing re-use opportunities at the Transfer Station
- Determine funding of DRC Scholarship award at end of school year, post opportunity for Community Service hours throughout year as well as at Spring Clean Up, standardize Internship opportunities/statement of work (Amy, Mike)
 - Action: Chris to send committee members samples of Statements of Work used interns this past summer).
- With Carole Rubenstein/Sherborn Sustainability consider encouraging Region’s pursuit of “Green Ribbon School” status. (Amy, Mike)
- DRC Town Report – Chris Poulsen
 - Action: Chris follow-up with Nancy Bates to get Town Report figures and to make arrangements to receive figures monthly going forward

Adjourned.

Next meeting: 12/3, 7pm.

Agenda... Reports from committee appointees; More Discussion/Agreement on FY2015 Programs/Initiatives.