

Solid Waste and Recycling Committee (SWRC) Minutes
Wednesday, May 29, 2019
5:30 to 6:35 pm at Readfield Town Office

Present: Jon Beekman, Amy Black, Bill Drake, Tom Dunham, Eric Dyer, Kellie Hess, Kathryn Mills Woodsum

1. Roll call and determination of quorum. Quorum exists.
2. Review of minutes from February 6, 2019 and 4-24-19. Discussion and Approval. (Attached)
Approved by committee.
3. Oral and written communications.
 - a. Need to revisit policy on political activity at the Transfer Station in July.
4. No members of the public were present.
5. Unfinished business.
 - a. **Operations Manual review:**
 - i. General discussion of the overall nature of the manual
 - ii. Suggestions made concerning:
 1. Glossary needed at the front.
 2. Use acronyms throughout.
 3. Include a job description of the Readfield Maintenance Foreman.
 4. Include a map in the front part of the manual.
 5. Name the grouped appendices.
 6. Should the Assistant Transfer Station Manager be part of the union if he/she is supervising the Transfer Station Attendant; this is a negotiated item in the employee contract and not applicable to this committee. The item could be considered by the Readfield Town Manager during the next negotiation cycle.
 7. Employees will have to read the manual and sign off on the material contained in it.
 8. Name appendix I: Governing Documents and include the Charter and the Ordinance.
 9. Check that the ordinance and this manual are consistent.
 10. Include Household Hazardous Waste listing and Collection Day in the appendix.
 11. Fix sheetrock being in the Unacceptable Waste Category.
 12. Food composting: when will we begin? We have the countertop bins. Eric would like to be this summer but there are time constraints.
 13. Expand the brown/green waste, also known as compost, section.
 14. Bill has some specific suggestions that he will write up and send to Eric.
 15. Include the long-range capital improvement plan in the appendix.
 - b. New road. Eric is installing a painted line at the end of the straight section to slow traffic down. Gravel will be installed along the sides of the road soon. Some orange cones will be set up for a visual cue where the road has a steeper drop-off.
 - c. Vacancies: There is a position open on this committee for Readfield, Fayette and Wayne; accepted resignation of Mike Hicks. Bill Drake is not re-upping.
6. New business. None.

7. Set next agenda.
 - a. Future scheduled meetings:
 - b. Wednesday July 10, 2019 at Fayette Elementary School Library
 - i. Review revised Operations Manual and maybe approve.
 - ii. Review Appendix A: Political Activity
 - iii. Review the SWRC Committee Charter
 - c. Wednesday October 16, 2019 at Wayne Elementary School Library
 - i.
 - ii.
8. Adjourned at 6:35.

Minutes submitted by: Kathryn Mills Woodsum