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NASWAC Meeting Minutes  
November 8, 2007

Attendees: Tina Klein, Chair; Bill Hmurciak; Debbie Eaton. Also Martha Mittelstaedt, Norm Bagley, Steve Parkes and Pete Murley attended as invitees of the committee.

#### **I. Call to order**

Meeting commenced at 7:05 PM.  
Debbie Eaton recorded minutes.

#### **II. Accept October Meeting Minutes**

Committee accepted October Meeting Minutes.

#### **III. Introductions**

Tina discussed the committee's history and current membership.  
All attendees introduced themselves and discussed their backgrounds and interest in the committee.

#### **IV. Old Business**

##### **A) Growing membership in the committee**

Debbie was officially appointed by the Board of Selectmen to NASWAC. Four additional positions still open. Specific roles are still needed to be filled: School liaison, Web Site liaison, and communications coordinator in particular

## **B) Mass Recycles Paper Campaign**

Martha discussed her review of the MRPC program binder.

She suggested the committee focus its efforts to promote the MRP campaign on businesses as she assumed most individuals were already recycling paper.

Committee felt that efforts should be made to promote this campaign to individuals. As such, Martha agreed to re-examine the program binder, including looking for flyers and ads that could be posted in town. **Will be discussed again at December meeting.**

## **C) Municipal Waste Reduction Outreach Toolkit**

Pete discussed his review of the Outreach Toolkit.

Committee agreed that public service announcements from Toolkit should be aired on the NA-CAM cable channel.

**Pete will talk with Steve Daly about getting CD-ROMS from Toolkit to Ellie Pye for broadcast on the cable channel.**

## **V. New Business**

### **A) OPT Draft**

No draft was available to review. Tina will forward draft around to the committee for review and comment.

### **B) Calendar Year 2008 NASWAC-Sponsored Events**

**Earth Day Cleanup** – Saturday, May 3rd; Tina explained event and described need for help with promoting and organizing event; Steve P., Norm and Debbie expressed interest in helping with this event.

**Zero Waste Day** – to be held in Andover on Saturday, May 3rd; as this is same day as our Earth Day Cleanup, committee agreed that it should focus on promoting this event with North Andover residents rather than soliciting volunteers to help at event.

**Sheep Shearing** – Date TBD, either Sunday, May 18th or May 25th, Bill indicated he does not expect that this event will be held on the Common in 2008; as such, committee agreed that it would not host an information table at this event.

**Town-Wide Yard Sale** – June 21st & 22nd, Tina explained event and described need for help with promoting and organizing event; Norm and Debbie expressed interest in helping with this event.

**Fourth of July Festival** – Committee agreed it would consider hosting an information booth if the event is to be held on the Common.

**America Recycles Day** – November 15th, as it is too late in the year to organize any events in support of this day, Committee agreed to add this to event calendar for 2008. The committee members are encouraged to think about ways to promote the recycling message. We will take this up at a future meeting.

**Shredding Event** – targeting late May; Pete expressed interest in talking to Universal Shredding to discuss pricing and helping to coordinate event; **Pete will get in touch with Steve Daly**

### **C) Calendar of events and Publicity checklist**

Committee reviewed Recycling Outreach & General Task Calendar and Recycling Publicity Checklist used by the City of Cambridge Recycling Office

Committee agreed to use these documents as a guideline for the committee's efforts

**Martha offered to create a NASWAC events calendar; Tina to e-mail Cambridge's calendar document to Martha**

**Tina to forward OPT publication deadlines for 2008 to Martha for inclusion in event calendar**

Committee agreed to create a Publicity Checklist for each event in the coming year.

### **D) Grant Update**

Tina indicated that it appears we will only receive rain barrels; we should know by end of November

If barrels are awarded, we will target distribution of rain barrels on Saturday, April 19th (same day as Spring '08 Household Hazardous Waste Day)

**Tina will contact New England Rainbarrel to reserve the date in the event that North Andover is awarded this grant.**

### **E) Business Recycling**

Discussed promoting a specific business' recycling/waste reduction efforts in each OPT issue

Discussed communicating with businesses through Merrimack Valley Chamber of Commerce or North Andover Rotary Club; to be discussed with Steve Daly at next monthly meeting he attends  
Bill printed out list of all North Andover businesses, with contact names and phone numbers. This database of information was collected as a result of a technical assistance grant North Andover received from MassDEP in FY03.

**Committee agreed to further discuss business recycling efforts at upcoming monthly meetings.**

**Tina to will bring copies of the MassDEP brochure “Your Business and the Waste Bans” to the next meeting.**

**Tina to forward Waste Wise information to Debbie**

## **VI. Adjourn**

Next meetings: December 13, 2007 and January 10, 2008

Place: Library (small conference room)

Respectfully submitted,  
Debbie Eaton