

**North Andover Recycling Committee  
Meeting Minutes – November 17, 2005**

**Attendees: Tina, Joanne, Steve, Deb, Bill and Karen**

**I. Minutes**

- a. Tina will ask Karen to reformat the minutes from 10/13/05
- b. Discussed the importance of keeping minutes and the need for them to be in a format that is easy for others to read.

**II. Website**

- a. Recycling Website
  - i. Deb presented changes as were outlined in the ‘website change log’ (attached)
  - ii. Tina suggested to put ‘curbside recycling’ at the top of the menu
  - iii. Others to provide feedback ongoing
  - iv. Bernadette suggested adding links to other sites; we decided to include these links within the existing structure of our website.
  - v. Deb suggested getting our link displayed on other town / department sites.
  - vi. **Deb** will schedule time with Bernadette to begin making the changes as outlined.
- b. Town Website
  - i. There is a town overhaul website project that we would like to become a participant
  - ii. Our website is not part of the town’s, but would like it to be – DPW included – for a common feel.
  - iii. **Tina** will forward an e-mail to Deb Lynch and together they will find a way to attend this project meeting to advocate our desire to be part of this program.

**III. Mission Statement**

- a. It was decided to rename the document to ‘Committee Charter’
- b. Once finalized, **Deb** will add to our website and look at possible opportunities to include some data & analysis that is available
- c. The ‘Rate’ calculation we intend to use will be different from the calculation used by the State. For comparison and measurement ease we will include only incinerated tonnage and recycled tonnage. Recycled tonnage will include all materials collected via our curbside and drop-off program, but will exclude any estimation of white goods, yard waste or hazardous waste.
- d. Discussed the idea of adding ‘schools’ to the charter
- e. **Tina** will submit the charter to the Board of Selectman and send out the final copy to the committee members.
- f. **Joanne** offered to follow up with Recycling Captains to get an accurate count of households served by the program. **Tina** to forward spreadsheet to Joanne.

**IV. OPT**

- a. Overall Discussion
  - i. Discussed the idea of incorporating a graphic view of barrels/bins per household of a give size.
  - ii. Would like to incorporate pictures of curbside trash done well, and not so well.
  - iii. Would like to incorporate a self evaluation that answers – “How am I doing?” – perhaps in a FAQ response format.

- iv. The **committee** needs to come up with a goal to reach in 2006 relative to weight / savings.

b. Winter Edition Discussion

- i. We discussed the lead story to be “Getting into the Habit”
- ii. **Steve** will review and complete “Getting into the Habit”
- iii. **Karen** will review and edit “Middle Moment” article
- iv. Tina will include her article on “To Market, To Market”
- v. It was discussed that the ‘by line’ was not necessary in all cases
- vi. The FAQ page from the website will be used to advertise the website; a note will be included about the ‘new and improved’ site to be released soon.
- vii. Include an Earth Day Photo from 2005 and advertise that it will be on 4/29 in 2006.
- viii. Include the dates for the Christmas Tree curbside recycling dates; 1/2/06-1/13/06
- ix. Include a photo of someone lifting a bin into a recycling truck that will help provide a visual of why paper needs to be bagged.
- x. Discussed other events for the Spring of 2006
  - 1. Earth Day 4/29
  - 2. “Residential” Shredding Event 5/20 – **Steve** will confirm date
  - 3. Sheep Shearing – May 06
  - 4. Town wide Yard sale – June 24th
    - a. Tina shared her idea of creating a flyer with a map on the back that illustrates where the participating yard sales would be located.
    - b. There would be a \$10 fee for all yard sale participants that we would use to fund the flyers and other expenses while the remaining funds would be put into a ‘kitty’.
    - c. Tina has informed with Mark Caggiano, Board of Selectmen, about the committee’s intent to collect \$10 per household to pay for publicity and outreach with any left over being retained by the committee for future projects. No objections communicated.
  - 5. 4<sup>TH</sup> of July – July 06

V. **Redeemables with the Boy Scouts**

- a. Steve updated the committee on the idea of having the Boy Scouts sort through the can/bottle bin to find out the worth of our redeemables.
- b. He let us know that he spoke with the troop leader who liked the idea
- c. **Steve** will follow-up with the troop leader, but looking at Dec 3<sup>rd</sup> for a possible date.
- d. There have been some discussions that we would split the deposit intake with the troop 50/50

VI. **WM Compliance**

- a. Discussed any investigative work that had been done relative to curbside pick-up and how we should continue to test the ‘system’
- b. Deb informed the committee of how she left out a big box, on the opposite side from her trash at the end of the driveway, not broken down, and on a non-recycling day ... it was not taken.
- c. Tina informed the committee of someone else who did the same thing and the box(es) were taken – not sure if the materials were separated from the trash or not.

VII. **Scrap Metal**

- a. Tina presented to Bill the possibility of leaving scrap metal in a recycling bin behind the DPW – perhaps in a controlled setting – every 3<sup>rd</sup> Saturday - supervised.
- b. **Bill** will look into whether we can use/get a container specifically for this.
- c. Bill noted his concern about should we move forward with this idea, other towns may take advantage of it.

#### **VIII. Middle Moment**

- a. Karen asked the committee if anyone was aware of available space to store the sculptures as they were being constructed.
- b. December 22<sup>nd</sup> is the end of the program and the middle school will hold an exhibition in the cafeteria on that day at 8:45 am – bagels / coffee
- c. The kids will be available to explain their sculptures to the viewers