

**Durham Integrated Waste Management Advisory Committee**

Present: Diana Carroll, chair; Tracy Wood; Richard Gallant; John Kraus, town councilor; Doug Bullen, Public Works; Jessie McKone, recorder

The minutes of the 8-22-03 meeting were approved.

Agenda Topics directly below correspond to numbered paragraphs, which follow:

1. Swap Shop
2. Public Works Update
3. Budget and grant monies
4. Newsletter
5. Next Meeting

1. Because of the temporary Swap Shop closure, as of Saturday 9-20-03, ideas were discussed for possible new policies and duties to be implemented upon the reopening. Public Works administrators wish to discontinue the use of the tent and contain all items donated in the new Swap Shop building. An effort will be made to have volunteers on site for the full time frame that the SWMF is open to help monitor the quality of the donations. A list of guidelines will be developed to help workers know when to "refuse" donations, with the emphasis being on functional, not broken, safe and hygienic. Diana indicated that volunteers would be discouraged from volunteering if they were expected to take on the role of policing items. Since loads are inspected upon entering, the employees could ask if any items are bound for the Swap Shop and be mindful of the guidelines that will be developed when directing people to bulky waste or to the Swap Shop. A bulky waste coupon will be needed for items that are not suitable for the Swap Shop (unless they are small items that would normally go into the regular trash anyway). An educational effort can be made to inform residents of Swap Shop abuses and guidelines can be published and posted. Tracy will gather input for a possible sign for the Swap Shop made (tastefully and artfully) out of recycled materials.

2. The construction at the SWMF is moving along as planned. Both the brush pile and the Swap Shop will close temporarily as of September 20<sup>th</sup>. Three dilapidated storage trailers will soon be removed. Eighteen inches of clay will be used in some areas of the old landfill and an impermeable liner will be used near the wetlands. The bobcat and another loader will continue to be available in the new facility. Public Works has a new employee: James Couch. The ergonomics of various trash/recycling trucks are still being evaluated by those who use them.

3. The idea of developing a committee web-site has been set aside after general consensus that our portion of the Durham web-site serves our purposes well. More thought will be required if we devote our grant monies to banners or posters. How can we get the most bang for the buck and what messages do we want to get out and to whom? Several committee members would like to make an educational video for DCAT, but it is difficult to anticipate costs until detailed planning takes place. Our budget monies have been well spent on newsletter expenses and reusable exhibit equipment and supplies.

4. The fall newsletter is being formatted now that articles have been submitted by committee members. An effort will be made to get copies out to residents who are renters. The Rental Housing Commission may be able to assist in this effort. The time frame for printing the newsletter is October 3<sup>rd</sup> through October 7<sup>th</sup>. The folding and addressing of the newsletter will take place October 8<sup>th</sup> -10<sup>th</sup>. The target date for mailing the newsletter is October 14<sup>th</sup> (the day after Columbus Day). Fall Clean Up starts November 10<sup>th</sup>.

5. The next meeting has been scheduled for Friday, October 31<sup>st</sup> at 7:30 am at Town Hall. Halloween costumes are optional. The meeting adjourned at 9:10 am.

