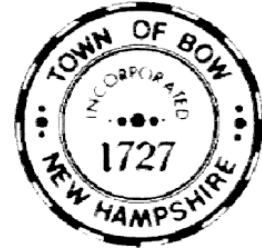




**Town of Bow Recycling and Solid Waste
Committee**



Meeting Minutes

February 4, 2020 Meeting

To: David Stack, Town Manager

cc: Bow Administrative Assistant, Committee Webpage, Recycling Committee Members

Re: Draft Recycling and Solid Waste Committee Minutes for February 4, 2020 Meeting

Date: February 4, 2020

Committee Member Attendees: Sherri Cheney, Danielle Ruane, Rebecca Elwood, Beth Titus

Items Discussed:

1. Meeting Minutes

The meeting minutes from January 21, 2020 were approved.

2. Household Hazardous Waste Day

Bid for vendor for HHWD needed for fall of 2020.

Review of potential vendors provided by Dunbarton. Sherri Cheney asked DES which companies were certified. DES stated that there is a website called "OneStop" to obtain names of approved vendors. Sherri Cheney had difficulties accessing OneStop website. Rebecca Elwood will review website to determine whether she can access list of approved vendors. Rebecca Elwood will contact Northeast Resource Recovery to determine approved vendors if OneStop is down.

Committee discussed that any bid paperwork should give a range of dates in October to receive more bids.

Rebecca Elwood will compare ACV's invoice with the bill received.

Review of HHWD "To Do" schedule list prepared by Gary Lynn. Need to reserve a day at the Community Building for October.

Closeout Report for 2019 HWD. Review of previous closeout report due June 30, 2020. Beth will prepare closeout report for Bow and Dunbarton.

3. Review of Solid Waste and Recycling Invoices by Pinard

The Committee reviewed paperwork provided by Pinard from December and confirmed that the weight slips for recycling matched the information on the spreadsheet.

The Committee also reviewed the credits for recycling against the dates that deliveries of single stream were brought to Zero Waste. The Committee confirmed that all of the loads were credited properly. The amount of the per ton credit could not be verified by the Committee. Danielle Ruane will ask Tonia if the town is able to evaluate whether the amount of the credit is correct.

4. Review of Recycling Flyer from Pinard

Discussion of new flyer. Danielle needs to show Tony any changes. Danielle will work on getting the flyer updated. Potential requested changes:

- Lids for plastic and glass jars - should be referenced on flyer;
- Paper/Cardboard – should state to remove the hard covers from books; should state that receipts are not accepted, change "plastic coated paper" to "plastic coated/laminated paper";
- Plastic – Remove comma between "flowers and planters," include reference to plastic inserts, blister plastic and padded envelopes as not accepted

5. New Stickers for Totes

The Committee received information from David Stack about stickers and mailings. Beth Titus is going to review the current sticker on her tote.

6. Education Articles:

Danielle Ruane will be preparing article on plastic bags for Talking Trash. Sherri had question about paper bags with handles. Anticipate article for March.

7. Concord Regional Solid Waste/Resource Recovery Cooperative

Sherri Cheney will determine who at Bow is attending meetings, whether reports are available and whether additional information can be obtained.

8. Boy Scout Yard Sale (June)

Usually the yard sale is the first Saturday in June. Beth Titus plans to help with cleanup and recycling.

9. Next Meeting

Next meeting on March 3, 2020 at 7:30 PM

***Note – Sherri will be out in June. Danielle can chair the meeting.**

10. Summary of Assignments:

Sherri	<ul style="list-style-type: none">• Sherri will reserve Community Building for October• Sherri will ask which Bow employee is attending meetings of Concord Regional Solid Waste/Resource Recover Cooperative, whether we receive a report of meetings and how we can obtain more information.
Danielle	<ul style="list-style-type: none">• Danielle will work on article about recycling plastic bags• Prepare minutes• Danielle will work to update the flyer and have it posted on the website and Facebook sites• Danielle will check with Tonia about confirming the per ton credit received.
Rebecca	<ul style="list-style-type: none">• Rebecca will review OneStop to determine whether all proposed vendors are approved.• Rebecca will compare ACV's invoice with the bill received.• Rebecca will contact Northeast Resource Recovery to determine approved vendors if OneStop is down.• Rebecca will review the bid paperwork.
Beth	<ul style="list-style-type: none">• Beth will prepare closeout report and submit it to DES. Due by June 30, 2020.• Beth Titus is going to review the current sticker on her tote.• Beth Titus will go to Boy Scout yardsale in June.

Meeting adjourned 8:55 p.m.