

**Transfer Station Committee
Planning Session**

**May 9, 2011
6:00 PM**

Members present: Pat Aureli, Lucas Beaubien, David Johnson, Frank Allen, David Woodsome, Clint Andrews, Jon Gale- Facilitator and Committee Secretary Nancy Roberge.

Planning Session began at 6:20 PM with Jon Gale as facilitator.

Mission Statement:

Should Committee exist? Why: To keep up with recycling changes, increase & encourage recycling.

How can we be more effective?

- When Selectmen are considering different operations, goals, directives meet early with Transfer Station Committee.
- Selectmen give guidelines to Committee at the beginning of each year. Communication incoming and outgoing to Selectmen.
- Any business or discussion involving the Transfer Station should get to the Committee.
- Committee involvement with CIP.
- More dept. head meetings where info. about Transfer Station goes to the Committee.
- Is there are computer avail. at Town Hall where Committee members can get emails (for those that don't have computers)
- Agenda: Email the Thursday before the meeting & set the next meetings agenda at the end of each meeting.
- Have agendas posted & set an agenda format.
- In the Transfer Station section of the Town website, have a meeting notice pop-up.

Keeping Committee Members involved, interested, worthwhile:

What is the payoff?

- Progress on yearly goals
- Positive PR activities

Goals 2012:

- What does is cost to run the Transfer Station based on 2010 census figures.
- Achieve communication effectiveness with Selectmen, Administrator & Committee members.
- Clarify mission statement
- Getting more containers at the Transfer Station
- Contingency plan for emergencies.
- Meet Federal/State safety requirements.