

Devens Regional Household Hazardous Products Collection Center

**Oversight Committee August 23, 2011, Meeting Minutes**

Attendees:

- Dave Blazon (Devens), Jim Clyde (Littleton), Tessa David (Program Manager), Don Klein (Townsend), Don Lowe (Bolton), Dona Neely (Project Manger), Orlando Pacheco (Lancaster), Andy Sheehan (Townsend/V), Laura Williams (Lunenburg)
- Member towns not represented: Ayer, Groton, Harvard

Welcome:

- Dave facilitated the meeting as the Chairperson.
  - **MOTION:** Andy made a motion to accept the minutes from the August 11 meeting, Laura seconded and the motion passed unanimously.

Operations:

- Dona told attendees that a customer unknowingly brought a potentially explosive material to the last collection that needed to be detonated. After Tessa reviewed with the Fire Chief and Clean Harbors rep, the brochure and website were updated to emphasize that a DevensHHW representative should be contacted prior to bringing a material that is not listed as accepted. Additionally, operational procedures were strengthened to emphasize that a customer should be instructed not to depart the site until all products have been examined and deemed acceptable.
- Updated versions of Tessa's and Susan's contracts were reviewed. Tessa requested that the reference to insurance coverage not being required of her be removed in Section 9 Insurance. Orlando reminded attendees in previous discussions OC members agreed that the additional cost of the insurances were not justifiable given the minimal related risks.
  - **MOTION:** Andy made a motion to approve Tessa's contract with the striking of references to Workers Comp and Errors and Omissions insurance coverage; Don seconded and the motion passed unanimously. Dona suggested that the responsibility of issuing annual invoices to member towns be added under the Scope of Services.
  - **MOTION:** Orlando made a motion to approve the revised version of Susan's (load estimator) contract; Andy seconded and the motion passed unanimously.
- Dona asked Tessa about her pursuit of being bonded; she had not yet done this. Orlando suggested that she investigate the opportunity to do this as a "public official;" Laura agreed and suggested that Chuck (Lunenburg town employee) might be of assistance.
  - **ACTION ITEM:** Tessa agreed to make an effort to get bonded before next collection.
- Tessa updated attendees on website enhancements and her distribution of the outreach brochure to town department heads.
- Dona distributed copies of the DVD of the Ribbon Cutting Ceremony.
  - **ACTION ITEM:** Members should encourage local cable stations to air the video frequently to increase awareness of the new service.
- Dona reminded attendees of the plan for towns to actively promoting the Collection Center and service dates. She suggested that the nine towns take turns over the following four months to more evenly disperse the number of HHW customers. Attendees agreed and shared ideas to use their town's flashing sign, town center announcement board, email updates, and other mediums.
  - **ACTION ITEM:** Ayer, Bolton, Devens to execute extra marketing activities prior to September 7/10 collections. Groton and Harvard will promote prior to October 5/8,

Lancaster and Littleton will highlight the Center before November 2/5, and Lunenburg and Townsend before December 7/10 events.

Next Steps:

- Dona informed members that she and Tessa followed up with the towns that investment and membership fee estimates had been provided and that Ashby, Berlin and Pepperell expressed concern around being able to secure sufficient funds this fiscal year. Jim suggested that an option to pay the capital investment over two years be offered. Orlando suggested that these towns and others would likely become more interested in joining to help meet EPA's MS4 stormwater regulations.
  - **MOTION:** Orlando made the motion that potential new members be offered the option to pay their capital obligation over the course of two years; Don seconded and the motion passed unanimously.
  - **ACTION ITEM:** Dona will contact Berlin and Pepperell and Tessa will contact Ashby to discuss this opportunity.
- Dave stated that he hoped to have the time to invest in the pursuit of a roof after planned 9/11 memorial activities.
- Dona revisited the strategy to not update the operational budget to include newly identified expenses and adjustments. Attendees agreed to leave the budget as previously approved.

**Next meeting date: confirmed for October 13, 8:30a.**