



**Town of Plaistow, NH**  
**Trash & Recycling Advisory Committee (TRAC)**  
**145 Main Street, Plaistow, NH 03865**

**TRAC MINUTES**  
**June 10, 2021**

The following statement was read into the record:

The Plaistow Trash & Recycling Advisory Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, is authorized to meet electronically, and these reasons shall be reflected in the minutes.

The Plaistow TRAC is utilizing the Zoom program of the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the Zoom program, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. There is no physical location to view this meeting. The link to access this meeting is provided on the Town's website.

There is a "raise your hand" feature of the program that will allow attendees to participate in the discussion. There is also a Q&A box for the public to type questions during the meeting. The Public can also send emails with questions or concerns prior to the meeting to [dvoss@plaistow.com](mailto:dvoss@plaistow.com). Please note: all questions and concerns typed into the Q & A box or sent via email will be read aloud to become part of the public record.

**Call to Order:** The meeting was called to order at 7:02 PM

**ROLL CALL:** Isabel Gautreau, Chair  
Robert Kinkaid, Vice Chair  
Richard Anthony, *arrived 7:56pm*  
Deborah Esparza-St. Louis  
Kelley Fox  
Maryann Little  
Mary Anne LoCascio

★ *All members were present via remote access*

Also present: Jay DeRoche and Darrell Britton, *Selectmen*

It was noted that the Governor's Emergency Order #12, which allowed for remote TRAC meetings, was not expected to be extended and that the Committee would start meeting in person at Town Hall at the July meeting.

**Agenda Item 2: Review/Approval May 13, 2021, Minutes**

★ *I. Gautreau moved, second by R. Kinkaid, to approve the minutes of the May 13, 2021, meeting as written. There was no discussion on the motion.*

**Roll Call Vote:** *I. Gautreau – yes; R. Kinkaid – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 6-0-0 U/A.*

There was discussion regarding the scheduled July 8, 2021, meeting and whether or not there would be a quorum of members available. It was noted that I. Gautreau and M. LoCascio would not be available to attend, which would mean all remaining members would have to be available to establish the quorum.

### **Agenda Item 3: Old Business**

#### **a. Board of Selectmen (BOS) June 01, 2021, Meeting Update**

I. Gautreau updated the TRAC on the June 1, 2021 BOS meeting noting the following:

- The Request for Proposals (RFP) for the Trash and Recycling Contract will soon be sent out
- The Town will be purchasing the same sized carts (96 gallon) for both trash and recycling. The cart bodies will be the same color with different colored lids to differentiate between trash and recycling
- There was only about a 5 pound difference in the weight between the 96 and 64 gallon carts

D. Esparza-St. Louis offered that she had watched the meeting remotely and was surprised to learn that the previous carts that were assumed to have been under a purchase order (PO) had not been bought.

There was discussion about the change in the plastics market inflating prices, which caused the previous company (Rehrig) to not honor the original PO for the carts. It was noted that the new vendor was Cascade. Members offered that they may have had different recommendations for the BOS had they known that the PO for that carts was no longer valid.

There was discussion regarding a grant that had been discovered to recover some of the costs of the carts. The company that sponsors the grant is a non-profit that assists communities in paying for recycling carts and with educational materials. The grant could provide up to \$15 for each cart purchased for recycling.

There was a discussion of the RFP process. It is not known if or how much involvement the TRAC will continue to have in the selection process.

There was discussion about coordinating with which ever vendor is selected for the trash and recycling contract to work on recycling educational materials to be provided with the carts when they are distributed.

There was discussion about what should be included, whether it should be strictly about what is recyclable or if resources for other things such as composting should be included. It was noted that the grant for the carts would also include some funding (\$1/cart) for educational materials as well.

#### **b. Guest Speakers (NRRA and Waste Zero)**

There was discussion about a date to have Waste Zero make a presentation to the TRAC and the BOS. It was decided that it would be best to do it on a regular BOS meeting night. It was decided that they would target the June 28, 2021, BOS meeting. M. LoCascio will coordinate between Beth Hossack, Administrative Assistant to the BOS and Waste Zero (Action Item).

It was decided that having a speaker from Northeast Resource Recovery Associations (NRRA) would be put off until the Town decides whether or not to become a member of the association.

#### **c. TRAC Communications - Social Media Policy**

The members were provided with a copy of the Social Media Policy that employees of the Town must follow.

I. Gautreau offered that the policy was not relevant to TRAC as they were not employees.

There was discussion regarding posting to the Town's Facebook page.

J. DeRoche explained that he is currently posting anything to the Facebook page that is posted to the Town's website as news. He added that what committees want to have posted to the Facebook page is at the discretion of the Chair or Vice Chair.

There was discussion as to what should be the posting policy and how it should be vetted before posting. It was suggested that higher level postings should be reviewed by the Committee as a whole, but suggestions for best management practices and tips could be posted as long as they were approved by the Chair or Vice Chair. Any member can post information to their personal Facebook pages provided they are not noting it to be from the TRAC.

**★ I. Gautreau moved, second by R. Kinkaid, for information to be able to be posted to the webpage and/or Facebook with the approval of the Chair, Vice Chair or one of the BOS representatives. There was no discussion on the motion.**

**Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 6-0-0 U/A.**

There was additional discussion regarding distribution of information to all the TRAC members. Any communications to be distributed to the entire Committee will need to be approved by the Chair for distribution and then will be distributed by the Administrative Assistant to be in compliance with NHRSA 91-A.

There was additional discussion regarding how members can pair up to do research together. As long as a quorum of the membership is not discussing TRAC business either in person. or electronically. there is no violation of 91-A. If a quorum of the membership is communicating in person. or electronically, regarding TRAC matters, then it could be considered as a meeting under the requirements of 91-A and then it would need to be posted (24 hours in advance), there must be public access and minutes must be taken. Member of less than a quorum can do research together and the report back to the TRAC as a whole at a public meeting.

There was a discussion about subcommittees. It was noted that subcommittees would have to follow the same requirements as the committee as a whole, and a quorum would consist of a majority of the members assigned to the subcommittee.

**R. Anthony arrived at 7:56 p.m.**

#### **Agenda Item 4: Action Items – Updates and Review List of Added Items (if any)**

- a. Additional Educational Materials (for posting)**
- b. Updating Recycling Flyer**

K. Fox provided a comprehensive list of resources that she had researched for posting to the webpage. There was discussion regarding some of the listed items, as well as to how best put them on the webpage. It was consensus that the webpage would divide the lists into local and national resources.

I. Gautreau provided information on paper towel alternatives and handling to be added to the website.

The TRAC was provided with a draft copy of an updated recycling flyer for review. R. Kinkaid noted that he had compared the flyer to the information found on some of the contractors that would most likely be bidding on the Town's Trash/Recycling Collection Contract RFP and there didn't seem to be anything contrary to their information.

D. Esparza-St. Louis offered to research information for recycling batteries. It was noted that they can be recycled at the bi-annual Household Hazardous Waste Collection days. (Action Item)

**★ I. Gautreau moved, second by R. Anthony, to post the following to the webpage and Facebook:**

- **The resources provided by K. Fox broken out as local and national categories**
- **The updated recycling flyer**
- **The NRRRA resource link**
- **The paper towel alternatives information**

**There was no discussion on the motion.**

**Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St. Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.**

### **c. Old Home Day Table**

There was discussion regarding a TRAC table at the Old Home Day, August 28, 2021, at PARC. A schedule as to who would tend the table during the event will need to be developed so that no one will have to man that table the entire day.

M. LoCascio noted that she had spoken with Finance Director, Greg Colby, regarding the donation policy and she was told that the value of any donations they may get would most likely not meet the threshold that they would need to be formally accepted by the BOS.

There was discussion about what kind of activities the TRAC would like to have in the booth. Teaching examples, particularly about contaminants, and games, and raffles were suggested.

There was discussion about having a representative from JRM Hauling come and speak to the TRAC about contaminants and the current status of the recycling industry. M. LoCascio offered to speak with her contact at JRM about attending the TRAC meeting on July 8, 2021. (Action Item).

It was suggested that the July meeting be focused on JRM and the August meeting on Old Home Day.

### **Agenda Item 5: New Business**

R. Anthony reported on his discussions with State Representatives Norman Major and Robert Harb regarding legislation and recycling beyond just Plaistow. Both are willing to come and speak to the TRAC, but they would like some direction on what topics to prepare to discuss.

There was discussion regarding state and national legislation, plastics pyrolysis solutions and what other states and companies are working on to increase recycling. Members expressed interest in learning more and having Mr. Major and/or Mr. Harb speak. R. Kinkaid offered to work with R. Anthony on additional research.

It was suggested that there be a standing agenda item titled “Recycling Beyond Plaistow” for continuous discussion. R. Anthony offered to do additional research and provide the TRAC with more information about other states and the plastic pyrolysis solution. (Action Item)

The TRAC will continue to discuss having one of the State Representatives in for a presentation.

There was no additional business before the committee and the meeting was adjourned at 9:14 PM.

Respectfully Submitted,

Dee Voss  
Administrative Assistant