

**DRAFT Minuteman Household Hazardous Product Committee
Meeting Minutes
Tuesday, August 7, 2018**

Present: Gerard Cody (Chair) Lexington; Mary Beth Calnan, Belmont; Charlotte Milan, Arlington; Rod Robison, Concord; Krista Gloden, Clean Harbors Institute; Katharine Dagle, Bedford; Elaine Carroll, Lincoln; Sarah Kelley, Waltham; Kristel Bennett and Erin Olson, Watertown; Robert Beaudoin, Lexington

1. Call to Order: The meeting of the Minuteman Household Hazardous Products Committee was called to order at 2:30 PM in Room 221 at the Lexington DPW

2. Introductions were made

3. Acceptance of Minutes: The July 10 meeting minutes were reviewed and accepted by the committee.

4. July 14 Event Report: Rod Robison reported that the event ran smoothly, Dan Buckley from Lexington DPW checked in, set up cones and was very helpful. Dan reported that CH was there at 6:45 AM setting up. The first resident was unloaded by 8:22 am and there was a steady flow throughout the day. 17-18 employees and Krista Gloden were there, unloading 2 cars at a time. There were no backup issues. 15 minutes was the longest wait time.

Krista Gloden from Clean Harbors reported that the crew at the event wondered about whether or not they should take the items that are stored in a shed up at the site, and Gerry said yes and attribute the material to Lexington.

There were a few addresses from the event registration forms that needed clarification between Bedford and Belmont. The forms were provided to Krista who will initiate the needed changes on the spreadsheet and send them to Lexington for billing.

5. Adjustments to Billing: The US EPA created a HHW manifest fee of \$40 for each manifests that are shipped. That fee will be passed on to the committee from July 1, 2018 onward. The MA transporter fee is covered in the per car fee that's included in the existing fees.

Regarding the May invoice changes, Krista asked if there were any further follow up from the May billing discussion.

6. Upcoming August Event: The August CH staffing levels should be the same as in July, 17-18 people. There is no tent for the registration staff. If there are thunderstorms, CH would have to shut down operations until 30 minutes after the last lightning is sighted. Krista's cell: 860-883-3996.

Arlington is all set with Pat Martin from the Health Department and two BoH interns staffing the event.

7. Speaking Engagement: Robert had submitted and has been accepted to speak at the North American Hazardous Materials Management Association conference, and Gerry will go with him.

8. Rhode Island Resource Recovery: Interested in having a site visit in Lexington and hosting us in RI. We do similar work and we may both benefit from reviewing each others' contract language.

Motion to adjourn at 3:08 PM.

Submitted by Charlotte Milan, Town of Arlington