To: Solid Waste and Recycling Committee  
From: Board of Selectmen  
Date: 08/13/2014  
RE: The formation of the ad-hoc Solid Waste and Recycling Committee

PURPOSE AND AUTHORITY
The purpose of the Ad-hoc Solid Waste and Recycling Committee is to carry out the work outlined in this memorandum and advise the Board of Selectmen in these matters. The committee is formed pursuant to 30-A M.R.S.A. § 3001.

ORGANIZATION AND ADMINISTRATION
a) **Committee Term.** This committee shall have a term of two years from the date of this memorandum.

b) **Membership.** The Committee shall consist of up to five members who shall serve without compensation.

c) ** Appointment.** The Committee shall be appointed by the Board of Selectmen. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.

d) **Member Term.** Members shall serve for terms of two years.

e) **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this memorandum, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings or appoint a chairman pro tempore with a term of one meeting.

f) **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk. The secretary need not be a member of the committee.

g) **Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice.

h) **Quorum.** A quorum necessary to conduct business shall consist of at least three members.

i) **Support.** The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and
available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.

j) All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

TASKS LIST

a) Research solid waste and recycling operations generally, with a focus on island communities.

b) Review existing solid waste and recycling operations at the Chebeague Island Transfer Station and make recommendations for improvement.

c) Review the Chebeague Island Transfer Station Operation Manual and make recommendations for improvement.


e) Hold public meetings to solicit input from businesses, residents, and other members of the community.

AUTHORITY OF THE COMMITTEE

The Committee's authority shall be advisory only.