SOLID WASTE AND ENVIRONMENT COMMITTEE
MEETING MINUTES
September 14, 2020

Committee Attendance: Lynn Wiles, Joy Muller, Gary Stewart, John Mahon, and Bob Kerry (DPW liaison).

Others: Tom Hodge, IT Dept. (Virtual attendance for SWEC website discussion).

Meeting started at 7:00 PM.

Agenda: September 14, 2020
  ➢ **Acceptance of July 2020 Meeting Minutes**
  ➢ **SWEC Website**
      ➢ **Website architecture- Tom Hodge**
      ➢ **Content update discussion**
  ➢ **Londonderry Garden Club**
      ➢ **Pollinator garden**
  ➢ **Action Item Status**
  ➢ **Round Table Discussion**
  ➢ **Next Meeting: October 12**

Acceptance of July 13, 2020 Meeting Minutes – Meeting minutes were accepted by the committee unanimously.

Agenda items discussion:

- Lynn reviewed the SWEC document spreadsheet he created. He noted that the SWEC is the source for some documents and that others flow from the Public Works Department with some overlap and duplication. Lynn asked if there could be a single repository for all documents that could be accessed from either the SWEC website or that of the Public Works Department. Tom Hodge indicated that this would be difficult and perhaps not possible. Bob asked if tabs could be created on either website to send a user to the other webpage where the information they wanted resided. Tom indicated that this would be possible.
- John asked about editing content on the website. Tom advised that editing could be done by the IT department if information is provided in smaller piecemeal fashion. Larger edits would need to be done in the Public Works Department. All edits need to be reviewed by Public Works Department prior to posting.
- The committee discussed format editing including resorting links to information on the SWEC web front page and elsewhere. Bob indicated that this is a cumbersome process. Tom will look into alternates to current alphabetical sort, possibly including using numbering to rearrange links.
- Tom discussed using analytics to identify which sections of the website are most frequently used by residents. The committee could then focus their initial editing on areas of highest use. Tom also suggested that he may be able to give the committee viewer access to SWEC website analytics to do their own analysis.
- The committee discussed the optimal procedure for content editing of the Buried Treasure Document. In the past, content was divided among committee

members for revision. Bob suggested that all members review the same content and that the collaborative result would be more cohesive and consistent. Lynn will review after he receives analytics information from Tom.

- Joy updated the committee on the pollinator pathway, previously known as the butterfly garden, project. She advised that the project has moved from town land to private land donated by Andy Mack. The project is led by a garden group (not a formal club).   Beautify Londonderry may partner with this group in their pollinator pathway effort and may also seek to work with them on select pocket gardens around town. Joy discussed her need to understand funding available to Beautify Londonderry and Bob directed her to the Finance department. Gary also indicated that he had older files with information about past private donors to Beautify Londonderry that he could provide to Joy.
- Bob asked for public education assistance regarding Household Hazardous Waste Collection Day, 11/21/20. Residents who incorrectly bring latex paint and waste oil cause slowdowns in the collection process as these items must be placed back in their vehicles. Bob is looking for assistance from the SWEC in publicizing via social media not to bring latex paint and waste oil to the HHW collection and also how to identify and correctly dispose of latex paint.

Actions (Updated from meeting)

Tom Hodge:
1. **Provide analytics of the SWEC website to Lynn and Bob, ideally by the end of the week. Advise as to providing the committee viewer access to SWEC website analytics.**
2. **Investigate and advise as to format editing of SWEC website including the best non-alphabetical way to resort links.**

Lynn:
1. **Assign SWEC website content editing to the committee based on priorities identified by analytics.**
2. **Contact Paul Margolin regarding source documents for SWEC PDF content to facilitate editing. Also, invite Paul to a future SWEC meeting to discuss SWEC-related issues on the Rail Trail.**

Joy:
1. **Contact Finance Department as to funds available to Beautify Londonderry.**
2. **Report to SWEC interaction with garden group as to pollinator pathway as needed.**

Gary:
1. **Provide Joy with files of past private donors to Beautify Londonderry.**

Committee:
1. **Provide Bob with content on how to identify and dispose of latex paint and also how to publicize not bringing latex paint and waste oil to HHW collection day.**

Meeting was adjourned at about 8:45.

Next meeting on October 12, 2020.

JM