

**Minuteman Household Hazardous Product Committee  
Meeting Minutes  
Tuesday, July 9, 2019**

**Present:** Elaine Carroll (Chair) Lincoln; Katie Kocur and Kammy Demello, Lexington; Katharine Dagle, Bedford; Mary Beth Calnan, Belmont; Rod Robison, Concord; Charlotte Milan, Arlington; Sarah Kelley, Waltham; Erin Olson, Watertown; Krista Gloden, Clean Harbors Institute.

**1. Call to Order:** The meeting of the Minuteman Household Hazardous Products Committee was called to order at 2:35 PM in Room 221 at the Lexington DPW

**2. Introductions:** Kammy Demello introduced herself to the committee members. Ms. Demello is the Health Agent for the Town of Lexington.

**3. Minutes:** May and June Minutes not available at this time.

**4. June 15<sup>th</sup> Event Report:** Kammy Demello provided the event summary written by David Neylon, Lexington Public Health Nurse. Ms. Demello noted it was a very smooth and well run event.

Krista Gloden from Clean Harbors reported the event ran smoothly for Clean Harbor's staff as well. Ms. Gloden did mention that on occasion customers who need to write out checks often hold up the line as a result. A few residents received the incorrect form for registration, but Ms. Gloden was easily able to correct this. Mary Beth Calnan suggested in the future registration staff instruct non-members to write their checks out to Clean Harbors while waiting in line. This will help to reduce any back up in line when they do arrive at the payment/car counter area. All members agreed this would help.

**5. New Business – Spring Collection Dates for State Contract Vendors:**

Ms. Calnan asked Ms. Gloden how the committee should handle spring 2020 collection dates with Clean Harbors since the state contract will not be released in enough time for event planning purposes. Ms. Gloden responded that Clean Harbors can agree to save April 18<sup>th</sup>, May 16<sup>th</sup>, and June 13<sup>th</sup> (2020) event dates for the MHHPC. These can be held as tentative dates until the state contract is released. The committee members greatly appreciate Clean Harbors agreeing to hold the dates.

Ms. Calnan requested that the fiscal year 2021 event dates (July – Nov) be added to next meeting agenda for discussion. Also to add calendar year vs. fiscal year options to the agenda for discussion.

Ms. Calnan asked Katie Kocur if it would be possible to send out a spreadsheet for the current fiscal year event revenue and expenses. She found last year's spreadsheet to be very helpful. Ms. Kocur agreed to provide this spreadsheet after the June bill is released, as she will need to include the June information.

**6. Next meeting: August 6, 2019**

**7. Adjourn:** Rod Robison made a motion to adjourn the meeting at 2:55 PM. Charlotte Milan seconded the motion. The motion was voted unanimously.

*Submitted by Katharine Dagle, Bedford*