



Lee Sustainability Advisory Committee Meeting
Minutes - April 12, 2022; 7 PM
1st floor Meeting Room, Lee Public Safety Complex
George Bennett Road, Lee, NH

Members Present: Dean Rubine (Chair), Paul Gasowski, Chuck Cox, Jennifer Messeder

Members Absent: N/A

Officials Present: N/A

Public Present: Sandi Jenkins

I. Call to Order: 7:02 pm

Introductions, guests: Welcome back, Sandi.

II. Public Comments: N/A

III. Preliminary Actions

A. Approval of Agenda

Approved by consensus.

B. Approval of Minutes

2/16/22 – Reviewed online and in meeting. No updates. Dean moved to approve. Chuck seconded. Approved 4-0.

3/1/22 – Reviewed online and in meeting. No updates. Dean moved to approve. Chuck seconded. Approved 4-0.

C. Correspondence

- Dean, Andy Robertson, Denise Duval regarding minutes and file storage
- LSC members regarding draft artisan directory application
- Dean RE final RCWG report (PDF version); agenda items related to this
- Katrin RE the actual LSC FY23 budget, which is \$1000
- Dean, Sally Cedarholm notifying the Church of the Artisan Fair, asking about Food Pantry collections
- Jen RE interfaith conference where she'll be presenting on the Low Carbon Diet workbook; FYI only. It went well.
- Sandi Jenkins, LSC regarding Artisan Fair, final planning, advertising
- Jen, Steve Bullek RE One Bin book revisions, price of aluminum, price of sorted office paper, May NRRRA conference
- Sandi Jenkins RE suggested gift card drawing for artisan fair participants

D. Other: N/A

IV. Updates on Old Business

A. Paul/Sandi – Made in Lee Artisan Fair; Sat May 7, 11-3 (setup 10-4) Mast Way

Sandi sent a list of vendors, and Dean notified us that an additional person sent an application via email. We now have 21 vendors. We can fit everyone in the gym if we do two concentric squares of tables.

The Library wants two tables and the LSC needs space for signing artisans up for the index. Sandi will set up three tables for these needs.

Scott Kemp will not bring a forge or do any demonstrations. He'll only bring wares. The majority of artisans will bring what they need and will not have any unusual requirements. Only two vendors need electricity. Sandi will only need to set up a few tables for vendors who will not bring their own.

Sandi has put up flyers in Lee and surrounding towns. The flyer has also been posted to various Facebook groups and in the Lee E-Crier. Advertisement will continue between now and May 7.

We will accept additional vendors up to April 21. This will allow us two weeks to update Mast Way facilities on our space, table and chair needs.

Set up – vendors can drive up to the front to drop off their gear, then park in the school lot. We'll recommend that they park toward the edges of the lot to leave room for participants.

Dean provided a heads up to the Church that there may be some overflow parking in their lot. He will give them another update that there is T-ball at the ball field that morning, so downtown parking might be very busy.

We are still planning to take donations for the Food Pantry at the event. The Church will also have a craft table there.

ACTIONS:

- Paul to update the Mast Way custodian on April 21 regarding number of vendors and whether we will use the cafeteria in addition to the gym.
- Dean to update the Church about possible parking issues on May 7.
- Paul to reach out to ORYA, which runs T-ball.

B. Sandi - gift card drawing for Artisan Fair participants

Sandi had suggested buying a couple of \$25 gift cards from local farms or businesses as door prize drawings for the vendors.

On the other hand, the vendors would ordinarily need to pay for a table if this were the Lee Fair. Do they need an additional prize? Another idea is for the door prize to be two \$25 coupons/vouchers to be used to purchase items from any of the vendors at the event. In order to include those who might leave the event early, we can do one drawing around noon and the other around one.

Various methods for drawing winners were discussed, but there was no final decision.

Paul moved that we create two \$25 gift vouchers to be awarded to two attendees by a method TBD at the Artisan Fair. Attendees would need to be present to win.

Dean seconded. Approved 4-0.

C. All – Artisan Directory

Sandi passed along her admiration of the Agricultural Commission's farm directory, the Lee Agricultural and Farm List. She saw the latest version at the recent Farm Breakfast. She recommended using that as a basis for the artisan directory.

The farm flyer was our inspiration, though the artisan directory will be online rather than printed.

Sandi Jenkins departed

We need to update and finalize the application for the artisan directory, adding a suggestion that applicants send a picture of themselves to include in the directory. We will work on the application via Google Drive.

Paul would like to take pictures of the vendors at the Artisan Fair (with their permission) and possibly use those pictures in the directory. Approved by consensus.

D. Dean – LSC Facebook Group (final update?)

The new public group is up and running. Dean used it to post the agenda for this meeting. It hasn't attracted too many members yet.

The old group is still active (though labeled "private") and someone recently requested to join. We're directing people to the new public group, but we should close the old one. Approved by consensus.

ACTION: Dean to move any useful content to the public group and delete or otherwise close the private group.

E. Jen – NHDES Composting Rules Revisions

No news yet.

F. Jen – Transfer Station Initiatives – One Bin book to TS web site; print version

Jen and Steve Bullek have been working on updates to the e-Book. The revised draft is back in Jen's hands to try to finalize.

G. All – Transfer Station Initiatives – "Show Us Your Bins"

Jen posted the initial introduction to the LSC's public Facebook group and replied to that with a picture of her bin set up. Dean will post also.

ACTION: All to post their pictures (if they're on Facebook) and encourage others to do the same.

H. All – Transfer Station Initiatives – Reduce consumption, increase recycling

Chuck reported that he had a conversation with Steve Bullek about composting. Steve seems interested in composting more in town, though we're not sure how or if we can get municipal composting going in Lee. Steve is inspired by the success in Brattleboro, Vermont. Vermont banned all food scraps from landfills in 2020.

We can share our Use Less information again, with updates, in an E-Crier article.

By consensus, we are tabling discussions of Transfer Station earnings going to the Highway Department rather than to the general fund.

ACTIONS:

- Paul to revive Use Less ideas for an E-Crier article.
- Dean to work on a “recycle more” article for the E-Crier. Additional information that might inform this article is under New Business.

I. All – RCWG Final Report, presentation of report and recommendations to Select Board, posting and sharing the report, continued collaboration with Durham, ORCSD & UNH

Dean provided a final report online and in paper form.

Dean moved that the LSC accept the final report of the RCWG as submitted. Chuck seconded.

The committee discussed the ongoing awkwardness around the process of different municipal entities collaborating. There were different ideas about procedures and requirements in the context of inter-municipal work groups.

Because we want to continue collaborating, it will be important for the LSC to learn from this initial venture. What went well, and what can we do better next time? One issue is who owns the final report and recommendations? Who has the right to share it with whom and when? These questions will need answers before our next collaboration.

The LSC voted to accept the RCWG’s final report 3-0-1 (Paul abstaining).

We need to share the report with the Lee Select Board, Steve Bullek and the Lee Town Administrator (the Lee stakeholders).

Paul moved to share the final report with the Lee stakeholders. Dean seconded. Approved 4-0.

The RCWG asked Dean to share the report with Mike Nork of the NH DES and the Strafford Regional Planning Commission (the external stakeholders), which he said he would do pending the LSC’s permission.

Dean moved to share the final report (on behalf of the RCWG) with the external stakeholders. Chuck seconded.

Paul suggested that this sharing wait until the Lee stakeholders are informed and given the opportunity to weigh in.

Jen is unclear on who owns what in situations like this. Who has the right to share with whom, and when? It might be better to go slowly, step by step, until we get clarification on inter-municipal collaboration.

The vote to share the report with the external stakeholders was 2-2. The motion did not carry.

DECIDED: We will postpone discussion of future collaboration with the RCWG member entities until we have more information about how to do that better.

ACTIONS:

- Dean to share the final report with the Lee Town Admin and Steve Bullek and request that it be added to the packet for the Select Board's May 2 meeting. Request that the LSC have an opportunity to present at the May 16 meeting (or later).
- Dean and Chuck to draft a presentation to include our recommendations and leave time for Q&A.
- The LSC to review the draft presentation before Dean and Chuck meet with the Select Board.

J. Paul – “Lee’s Trees: Then and Now” Final Update, reimbursement

Paul reported that he is submitting his request for reimbursement.

K. All – Options for remaining FY22 funds

We have committed \$50 to vouchers for the Artisan Fair. We need to confirm how much we still have in our current budget.

ACTION: Dean to ask Denise Duval how much is still in our FY22 budget.

L. Paul – Moving LSC docs off Paul’s Google Drive

Paul is reviewing LSC content on his Google Drive, comparing that with what he has on his own drives.

If we set up our own Google account, we may or may not need to pay for extra storage. If we have the town pay for anything needed, the account would be owned by the town and LSC members (and others as needed) could be given access via shared folders as is done now.

Paul moved that Dean work with Denise Duval to set up a Google account that will be owned by the town and used by the LSC for file storage. Any costs to be paid from the LSC budget. Jen seconded. Approved 4-0.

ACTION: Dean to work with Denise to set up a Google account for the LSC that is owned (and paid for, if needed) by the town.

M. Paul – Town-based email accounts for all LSC members?

Tabled.

N. Paul/Katrin/Dean – Dedicated Hard Drive, New IT Committee, Guidelines for Minutes

Andy sent state guidelines about minutes. In brief:

- The town does not have any specific protocol for editing draft minutes.
- Minutes shouldn't necessarily read like a dictated document; a brief summary of the matters discussed and any decisions (motions) made need to be included.
- There is no requirement that minutes be "approved" by a board or committee.

Decided by consensus that we will continue to review online, but edits are to be added as suggestions which will be reviewed in meeting. We will continue to approve minutes in meeting.

Dean spoke to Cord Bloomquist about the new IT Committee. Cord has not yet met with the Select Board to make this request.

No new information about the hard drive or other infrastructure.

O. All – New Members and Current Membership Terms

Dean has sent in his renewal application; Paul will send his tomorrow. Chuck will check on his.

Dean reported that the Select Board won't take up renewal applications until May 16.

The LSC is authorized for up to nine members. We should advertise for new members. Chuck has a couple of people in mind.

ACTION: Dean to ask Denise about advertising for new members in the E-Crier.

P. Chuck – Backyard Farming Initiative 2022

Chuck reported that everything is all set. There will be a full schedule of five events on the fourth Wednesdays in April-August, from 6-7:30 pm.

The Library is printing flyers, without host addresses (for privacy). Interested attendees are to contact the Library for details.

Q. Paul – Sustainability within the ORCSD

Paul saw Maggie Morrison a couple of times recently. She recommended that he reach out to the ORCSD regarding sustainability.

He's happy to do that either as a representative of the LSC or as an individual (or some combination). The current scope as he sees it is to gather information about what is happening in the School District.

The LSC approved by consensus Paul's acting as a committee member, with the understanding that he'll keep us informed and alert us to any change in scope.

ACTION: Paul will draft a list of what he'd like to talk to the ORSD about. The LSC can review and approve the draft list online.

R. Other: N/A

V. New Business

A. Price of aluminum cans and sorted office paper

Steve Bullek has sent Jen updates about recent earnings from recycling. Prices for aluminum and office paper are way up. He'd like people to recycle more aluminum.

Decided by consensus that Dean can include this in the E-Crier article he'll be working on.

B. NRRA conference, May 16-17 in Manchester

Steve Bullek sent along information about the upcoming conference, which Jen forwarded to the LSC. Steve has funds to help send any LSC members who might want to attend.

ACTION: LSC members to think about whether or not they want to go.

C. Other: N/A

VI. Public Comments: N/A

VII. Closing Actions

A. Future Meeting Dates: May 3; Dean will not be available. Jen will Chair. Paul will pick up the key. The agenda will be limited to the Artisan Fair.

The second Tuesdays are booked for the rest of the year.

B. Agenda Planning for Next Meeting (including COVID status)

As above

VIII. Adjournment:

Chuck moved to adjourn. Paul seconded. Approved 4-0.

Meeting adjourned at 9:46 pm.

Respectfully submitted, Jen Messeder

Please email sustain@leenh.org if you have suggestions, comments or questions.