



RECYCLING CENTER ADVISORY COMMITTEE

AGENDA

DATE: October 8, 2014

TIME: 12:00pm

LOCATION: Room 206

- 12:00 Call to Order
1. 12:01 Approve minutes from September 10, 2014
 2. 12:03 Marketing: status of greendarien.org, letter to the editor
 3. 12:05 Recycling in schools and public buildings
 - Elementary Schools: take home flier, powerpoint presentation, staff RC tours
 - Middlesex Middle School: new contact
 - Exhibit in Town Hall Lobby Case: Need a volunteer
 4. 12:20 Business and institutional single stream conversion
 - Library Event
 5. 12:25 Recycling Center
 - Status: data requests, yellow grease, textile bins, city carting signs/tour, & budget
 - Sign proposal for textiles, swap shop, main entrance, statistic, promotion
 - Swap Shop: code, agreement, signs, traffic and parking
 6. 12:55 Announcements: Plan of Conservation and Development meeting October 22
 7. 12:56 Items to add for next agenda: Visioning for our role in 2015?
- 1:00 Adjourn

RECYCLING CENTER ADVISORY COMMITTEE

MINUTES- Meeting Date 13 Aug 2014

PRESENT: Craig Flaherty (Chair), Wendy Ward, Terry Gaffney, Allison Stolar, Carolyn Bayne. Also present: Ed Gentile- DPW Director, Dan Dolcetti- Swap Shop volunteer coordinator (Dan invited to join committee as the Swap Shop is an integral component of the Recycling Center).

MINUTES FROM PREVIOUS MEETING- Minutes of August's meeting having been distributed and discussed, motion made to approve as written and passed unanimously.

PUBLIC OUTREACH

- **Facebook postings** made every Monday-Wednesday-Friday at 9:00
 - 'kayak' page drew the most 'hits' (over 300)
 - Committee members urged to 'share' page with their 'friends'
- **Twitter Page** (@darienrecycles)- info mirrors Facebook info, but is significantly pared down
 - tweet goes out 3x/week
- Social Media contact Amanda Goodman – Snap Chat & Instagram media not ideal for use at this time.
- Carolyn to format e-mail blast to Committee's contact list (to be sent by Terry Gaffney after receipt)
 - Terry Gaffney to re-send contact list to committee members for inclusion of missing info
- Allison & Wendy to coordinate inclusion in schools
- Library will be purchasing a domain name and site for information on single stream. Committee voted to approve www.greendarien.org
- Carolyn will post this info in letter to editor of local papers

PUBLIC SCHOOL UPDATE

- **Single Stream Recycling decals-** Have been applied in all schools except Holmes
- **School Recycling Flier (Laminated)** has been distributed to all elementary school teachers
- **Outdoor Toters** in place at all schools
- **High School participation** to be monitored by Finley
- **'Elementary School Parent 'Take Home Flier'**- Committee thanked Sally Ijams from Darien Library for printing 1,500 two-sided copies which have been distributed to all elementary schools.
- **Power Point Presentation** is in final draft form, awaiting approval from Ms. Pearson's staff.
 - Two separate presentations; one for kindergarten to 2nd grade; another for 3rd to 5th grade
 - Have each elementary school's PTO given access as well
- **3rd grade Recycling Center Tour-** dates chosen; awaiting DPW & First Selectman's Office approval
- **Recyclable Competiton** is a nationwide competition; registration is in October, competition is four weeks to be monitored by Finley

PUBLIC BUILDINGS

TOWN HALL – info on needs has been passed along to First Selectman's office for review

DARIEN LIBRARY- Single Stream working well; Carting Company happy; no increased cost has been incurred; public educational outreach

TOWN HALL BINS- Bins ordered; due to be delivered 12 September

TOWN HALL DISPLAY CASE-

BUSINESS OUTREACH

- DCC participation will be put in abeyance until current events have taken place

- Focus should still be on identifying specific individuals at each business who are both willing and authorized to promote and monitor

RECYCLING CENTER ISSUES

- Ed Gentile is working on competing spatial needs among appliance drop-off, oil waste, gravel storage, construction material and Swap Shop
- Ed Gentile to contact City Carting to correct removal of 'metal' from signage on single stream signage.

TEXTILE BINS

- USAgain is not able to change their signage info; independent signs to be designed by us.
- Currently we have three bins; we will request a total of five bins
 - three placed by Swap Shop, two by transfer station

SWAP SHOP

- Effort will be made to mitigate confusion, abuse and misuse of Swap Shop. To do so we will:
 - Develop signage to explain both hours and rules of operation for Swap Shop
 - Develop a Code of Conduct for volunteers
 - Volunteers to be given aprons which will help identify volunteers as such
 - Develop a Code of comportment for residents who either drop-off or take items

NEXT MEETING DATE: Room 206, Wednesday 1Sep at 12:00 Noon.

Submitted by Terry Gaffney
dandolcetti@gmail.com

SWAP SHOP CODE OF CONDUCT

The Swap Shop is a town public space. Safety is paramount. Whether you are a Shopper or a Dropper, you must observe the following rules of conduct.

BE COURTEOUS. No swearing, offensive language or disruptive behavior.

NO smoking. NO pets.

CHILDREN must be monitored **AT ALL TIMES**, especially in the parking area. Absolutely no climbing on tables or bookshelves. **NO running.**

A list of **ACCEPTABLE ITEMS** is posted separately. Please make sure large or breakable items are left in a safe condition and are not in danger of falling.

BE RESPECTFUL OF THE PERSONAL SPACE OF OTHERS.
NO hovering or grabbing of items being dropped off.

NO LOITERING. Shoppers must keep visits to 15 minutes and limit visits to **THREE** per day.

LEAVE PROMPTLY at closing time.

NOTE: The Swap Shop has a corps of Volunteers who are there to help keep the Swap Shop tidy and organized. Volunteers are identified by a green apron. Volunteers may stay up to one (1) hour while they are working. Volunteers are **NOT** there to police the Swap Shop. If you want to report poor behavior, you may contact:

Susan Cameron
scameron@darienct.gov

-OR-

Dept. of Public Works
203-656-7346/7340

VOLUNTEERS

The efforts of the Volunteers to keep the Swap Shop tidy and organized are much appreciated. To get a better handle on who the Volunteers are, and to identify them to Shoppers and Droppers, Volunteers are asked to complete and sign the Volunteer Agreement below.

Volunteers shall observe all the rules in the Code of Conduct, EXCEPT they may stay up to one (1) hour, provided they are working.

Volunteers must support the ethic of the Swap Shop and be aware of the impression they make on Shoppers and Droppers. Volunteers MAY NOT separate and accumulate items for themselves or others at the Swap Shop. There is absolutely no "first dibs."

Volunteers will park offsite and leave the parking area at the Swap Shop open for Shoppers and Droppers.

Volunteers will wear a green apron with Name Tag while they are volunteering to identify them to Shoppers and Droppers.

Volunteers are NOT there to enforce the Code of Conduct. If volunteers observe regular offenders, they should contact Susan Cameron – scameron@darienct.gov – or the Department of Public Works at Town Hall – 203-656-7340 or 203-656-7346. Town Staff working in the Gatehouse or elsewhere at the Transfer Station are NOT there to police the Swap Shop.

In the event of a dispute amongst Volunteers over whether items should be thrown out, then those items must remain for at least one additional day.

VOLUNTEER CONTACT INFORMATION AND AGREEMENT

Name _____

Address _____

Phone _____

Email _____

Days and Times You Plan to Volunteer _____

Dated: _____

I agree to observe the Swap Shop Code of Conduct and Volunteer Rules stated above.

Craig J. Flaherty

From: Craig J. Flaherty
Sent: Sunday, October 05, 2014 1:46 PM
To: Sophie Cirillo
Subject: Recycling Center Advisory Committee
Attachments: USED TEXTILES.docx; THE SWAP SHOP.docx

Hi, Sophie!

I'm preparing for this month's committee meeting on Wednesday and I was wondering if you could give me a specific proposal covering the following task items. You've done some of this before, but the new DPW Director wants to make sure there is a Purchase Order in place before you initiate services. Hopefully, this process will allow you to get paid more quickly this time.

Item 1: Design a sign to support textile recycling. We will ultimately want to purchase two signs, one for the bottom of the hill and one for the top of the hill. They will say the same thing and be mounted to the concrete walls near/behind where the USAgain bins are located. I have attached the wording that Wendy thinks is most appropriate for the sign.

Item 2: Swap Shop Signs. We have corresponded on this before and you've taken a first pass on which I commented. Ultimately, there may be several signs. I want to be specific: Sign 1: Very much like your first sign, words attached; Sign 2: A code of conduct much like the draft version attached. This one may be a vinyl poster hanging inside the tent; Sign 3: A sign of the Recycling Center Map to help guide proper disposal of items not appropriate for the swap shop (perhaps this graphic is ready to go – we just need a size and location recommendation).

Item 3: A new main sign. You may have a draft of this one already. There should one appendix to this sign. It should be changeable to display quarterly or annual statistics on the success of recycling. Concept: "% of Waste Recycled or Repurposed in 2014 = XX%" We've discuss many different options for this. Can we track over time? Have a graph? List weight of (hopefully declining) solid waste each month/quarter in comparison to (hopefully increasing) recycling each month/quarter. Etc. In the end, I think simple is better. A % of recycled/repurposed clearly indicates where we're at, isn't prone to seasonal fluctuation, and clearly spells out the mission of the facility. I see this sign as an add on just above or below the main sign that could be separately bolted in case it needs to change in the future.

Item 4: Promotion for our website, facebook page, and twitter handle. Concept: "For more information find the Darien Recycling Center on the web, facebook, or twitter." I'm imagining a small sign that could be placed in several locations like: under the directional signs at the top of the hill, next to the single stream signs, in the transfer house, at the swap shop, etc.

We will need a size and location recommendation on each sign.

I really appreciate the work you have done for us in the past and look forward to accomplishing the above.

Let me know if you can get me a proposal before Wednesday, thanks!

Craig J. Flaherty, P.E.
Senior Engineer
203-327-0500 [x5111]

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PLANNING & ZONING CONSULTING | PERMITTING

THE SWAP SHOP

For USABLE ITEMS only

RUN BY VOLUNTEERS

Hours: 7:00am – 2:15pm

Don't drop outside the tent, help place it inside.

ITEMS NOT ACCEPTED

NO TV's: Place in E-Waste

NO Mattresses: Place in Trash

NO Car Seats: Recycled, not Swapped

NO Appliances: Get a Tag at the Scale House

NO Clothing: Place in Textile Bins

NO Broken Items: Not for the Shop

TEXTILES (OR “USED TEXTILES” OR “TEXTILES ARE”)

CLEAN & DRY

USABLE OR UNUSABLE

**CLOTHING, LINENS, BEDDING, FABRIC SCRAPS OR
SYNTHETIC ITEMS, HATS, BELTS, HANDBAGS, AND SHOES**

NO RUGS OR CARPET



DARIEN RECYCLING CENTER



REDNISS & MEAD

LAND SURVEYING
 CIVIL ENGINEERING
 PLANNING & ZONING CONSULTING
 PERMITTING

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| COMM. NO.: | DATE: |
| NNNN | 09/9/14 |
| | SCALE: |
| | 1" = 20' |