Charge and Composition
of
The Waste Reduction and Recycling Committee

1) **CHARGE**

The Waste Reduction and Recycling Committee is responsible for making recommendations to the Select Board and educating the public regarding recycling and waste management; ensuring that best practices are being utilized.

2) **COMPOSITION & TERM**

   A) **Members, Appointment, and Removal**

   The Committee is to be comprise of five (5) members appointed by the Select Board:
   - One (1) Select Board member or Delegate
   - One (1) Municipal staff member
   - Three (3) Members-at-large

   Members may be removed for cause, after notice and a hearing by the appointing authority.

   B) **Term of Office**

   The term of office shall commence when members are sworn to faithful performance of their office by the Town Clerk. The term shall expire upon dissolution of the committee.

   C) **Officers**

   The Select Board shall designate one member of the Committee as Chair at the time of formation. The Chair shall prepare agendas, preside at meetings, and act as the spokesman for the Committee. The Committee shall elect a Clerk from its members who shall give notice of all meetings, record all proceedings, act as the keeper of the record, and act as Chairman in the absence of the Chair.
Waste Reduction and Recycling Committee

3) **DUTIES AND RESPONSIBILITIES:**

- Examine and understand the current commodities that are recycled in the Town of Grafton.
- Understand other commodities which may be recycled, in the event that they become relevant to the town.
- Research the feasibility of a town wide composting program, and any roadblocks such a program may encounter.
- Research and understand other potential methods of reducing waste in town.
- Make recommendations to the Select Board regarding the use of Recycling Dividends Program (RDP) Grant monies.
- Develop and present recommendations to the Select Board regarding costs, saving methods, and current best practices for the community and end user.
- Develop and implement educational tools to help end users in the community understand how to utilize new practices.

4) **STAFF SUPPORT**

The Committee shall not receive regular staff support. However, support will be given if the Committee requests it, and there are available resources.

5) **TIME FOR COMPLETION**

The Committee shall complete its work with all due diligence. Reports and presentations shall be given on an annual basis, or at the request of the Select Board.

6) **EFFECTIVE DATE**

This order is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and procedures described herein.

Approved and adopted this 20th day of April, 2021 by a vote of 5 in favor and 0 opposed.

**Grafton Select Board**

[Signatures]

Peter Carlson, Chairman

Doreen DeFazio, Vice Chair

Colleen Roy, Clerk

Mathew Often

Edward Prisby