

**Frederick County Solid Waste Steering Committee**  
**Meeting Minutes**  
**October 6, 2015**  
**7:00 pm Winchester Room (Winchester Hall)**

**Attendees:**

John Daniels, Chair  
Peter Blood, Vice Chair  
Ellis Burruss  
Patrice Gallagher  
David Gray  
Kai Hagen  
Chris Voell  
Phil LeBlanc

County Executive Jan Gardner

Out: Joe Richardson, Don Briggs,

**Other Attendees:**

Kevin Demosky  
Phil Harris  
Annemarie Creamer

**From Geosyntec:**

Ross Brindle  
Jeremy Morris

Chair John Daniels called the meeting to order at 7:05 pm.

Introduction of Ross Brindle and Jeremy Morris.

John hands it off to Ross and Jeremy.

Jeremy referred to handouts.

Discussion about building the overall plan and schedule of outreach efforts.

Workshop schedule. How many? Where? Who? How to promote?

Peter: Suggest 6 meetings, overall...subject to adjustments...including a summary meeting.

Chris: Thinks five is too many for first meetings. Suggests 3 (public hearings) and 3 (analysis)

Kai: Enough meetings to make adjustments?

Jan: importance of public input, perception

Additional comments from Jan, John and others.

John: Emphasized inclusivity.

Peter: How will people feel about the opportunity? Mentioned proximity to where people live.

Additional comments from Phil, Chris

Ellis: First meeting is crucial. Good promotion a key to attendance and success.

Peter: Reminder that we can always add a meeting to the schedule.

Patrice: Evolving format

Additional comments from Jeremy, Peter, Kai, Chris.

Ross: Presentation should be consistent. General format is the same. But discussion may move based on experience.

John: Stick to RFP number of workshops. Focus on where and when.

David: Will meetings be recorded or televised?

Jan, Kai, on video services options and issues.

Agree to FIVE outreach meetings, ONE summary

John: Move to scheduling the meetings.

Jeremy: Assumptions that public/outreach meetings at three-week intervals.

Ross: Two-week interval is possible and fine.

Jan: Suggests two in November, one in December, two in January?

Ross: Comfortable with three months overall.

Jeremy/Ross: Two in November before Thanksgiving.

More group discussion about timing and promotion.

November 9th and 19th.

Then early December: 7th (Monday)

7:00pm starting times

Summary: Nov 9th, Nov. 19th, December 7th

January: 11th, January 23rd (Saturday 10:00am)

REPORT given a month after last outreach meeting.

FEBRUARY 29th (MONDAY) first follow up meeting.

Discussion moves to WHERE

John: Geographic diversity

Frederick, Brunswick, Urbana (high school or middle school, library), Thurmont (town hall), New Market (Oakdale)

## EXPECTATIONS and PHASE 1 SCHEDULE

### Discussion

Chris: "Cataloging option" (not "evaluating") -- Evaluating later

Schedule works for Ross/Jeremy for keeping to timeline for report at end of March.

Peter:

When to have "weighing discussion?"

Jeremy: Between 1.1 and 1.3 (now and January 1)

Jan: Let's talk about how the meetings will look and promotion/advertising

Ross: Thoughts about what a successful workshop looks like.

Discussion about public expectations.

Patrice: Need to promote. DESCRIBE meetings well.

Ross: Hearing format vs break-out groups

### NUMBER 4:

#### a. STYLE

Ross: Firm start, sign up list or not, written questions

#### b. ROLES and RESPONSIBILITIES

#### c. DURATION (hour and a half, or two)

Chris: Important to spend time on process (as described to public at hearing/meeting)

Back and forth about "our" process...what happens after outreach?

#### d. Criteria for evaluating technologies and solutions (for public)

#### e. Content of workshop materials (tabled for now)

#### f. Guidelines for workshop participation

#### g. Brainstorming discussion process ((done already)

#### h. Logistics

#### i. Closing comments

#### j. Effective workshop follow up

John: Delay discussion of advertising to our non-joint meeting

Discussion about promotion / advertising

Public comments: No public

Peter: Reminder to curtail extended "lobbying" comments (at outreach)

Ellis: Remember municipal governments

John: wrap up and thanks.

Chris: Reminder about need to draft fact sheet, backgrounder, etc.

NEXT MEETING: October 15th