Town of Lisbon

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Transfer Station Advisory Committee
Date: July 16, 2024

Summary
As a result of the Council's request at the June 18th meeting, I have prepared a recommended structure for the Transfer Station Advisory Committee. This committee is essential for ensuring the efficient and effective operation of our transfer station, addressing community concerns, and enhancing our environmental sustainability efforts. The primary goal of the committee is to address the revenue imbalances at the Transfer Station.

Purpose of the Committee:
The Finance Committee has identified significant revenue imbalances at the Town's Transfer Station. In FY23, there was a deficit of $73,797.80, and in FY24, the deficit is projected to be approximately $60,000. To ensure that the revenues collected at the transfer station cover the disposal costs of the relevant material, the committee will work on developing and recommending appropriate measures.

Recommended Structure:

Citizen Representatives:

2 citizen representatives to provide community perspectives. Begin advertising for applicants immediately, with selections finalized following the Council's decision on the committee's formal structure.
Finance Committee Liaison: A designated liaison from the Finance Committee.
Finance Director (Secretary): The Finance Director as Committee Secretary (non-voting, support role) to maintain records and assist with the work of the committee.
Council Liaisons: 2 Town Council members to act as liaisons, ensuring a direct link between the committee and the Council.
Conservation Commission Liaison: A representative from the Conservation Commission to integrate environmental considerations into the committee's recommendations.
Public Works/Transfer Station Representative:A representative from Public Works or the Transfer Station to offer operational insights and technical expertise in an ex officio capacity.
AVCOG Environmental Resiliency/Solid Waste Planner: Assistance from an AVCOG planner specializing in environmental resiliency and solid waste management, available upon request to provide expertise.
Commercial Haulers: An open invitation for commercial haulers to participate as ex officio

members, ensuring their insights and concerns are considered.

Next Steps:
Advertise for citizen representative positions, and allow Town manager discretion to appoint two applicants, and develop a meeting schedule with the goal of concluding the committees work with a recommendation prior to the start of the FY26 budget process.

Recommendation

Attachments
None