

# **Louisiana Pacific Compost Facility Community Liaison Committee Meeting August 6, 2003, Minutes**

**Attendees:** Sharon LeBlanc (Facilitator/Interim Chair), Kerry Keddy, Peter Joules, Rod Fry (Envirem Rep.), Jennifer Enslow (LP Environmental Assistant), Melissa MacIntyre (LP Environmental Manager), Chris Melvin

**Absent:** Tina Cook

Opening – Sharon LeBlanc opened the meeting at 7pm.

Introductions – Melissa MacIntyre was introduced.

Request for Additional Agenda Items – Sharon LeBlanc added community concerns as a general agenda item to cover any concerns that require immediate attention at future meetings.

Minutes – Kerry Keddy motioned for the July 16<sup>th</sup> minutes to be adopted and Peter Joules seconded the motion. The minutes were reviewed.

<b>ITEM</b>	<b>ACTION BY</b>
1. A letter from Phil Ellwood to Chester Council was distributed addressing the article in the Chester Clipper. A list of committee members was attached. This updated list will be sent to all committee members.	Jennifer Enslow
2. Rod Fry will attend meetings as the Envirem representative until the committee is well established and sales begin at the compost facility. At that time Eric Quinton the Compost Facility site manager will assume this committee position.	
3. The letter to residents affected by the compost smell was distributed. This was well received by most.	
4. The paragraphs omitted in a copy of the committee guidelines reviewed by a lawyer will be resent to the lawyer.	Jennifer Enslow
5. The second draft of the committee guidelines was reviewed. Changes discussed will be made and a third draft presented for review at the next meeting.	Jennifer Enslow Sharon LeBlanc

6. Meeting attendance was discussed. Committee members agreed to advise Melissa MacIntyre and/or Sharon LeBlanc by phone and/or e-mail as soon as possible should they not be able to attend a meeting. All Members

7. The committee name was discussed. Ideas will be brought forward by all members at the next meeting. It is thought that an acronym may be best to shorten a long name. All Members

8. Ideas for the committee mission statement will be brought forward at the next meeting. All Members

9. Discussion on the strategy for communications with the community will be addressed at the next meeting. Committee members can feel free to contact Melissa MacIntyre with questions or concerns.

Closing – Next meeting will be held September 3, 2003 at 7pm.

Peter Joules motioned to adjourn the meeting.

Minutes Reported by Jennifer Enslow