

Administrative committee meeting summary

The first administrative committee meeting was held by conference call at 7:00 p.m. on January 11, 2011. Present on the call were CAG facilitators Bill Logue and Melinda Holland from E² along with Liz Kachur (Committee Chair) Michele Belfiore, Steve Grayberg and Tim Troast.

The question of the duties and responsibilities of the administrative committee was brought up; Melinda gave a brief description of these duties and responsibilities. Melinda explained that the primary responsibility of the committee was to oversee the process for nomination and selection of new members by the CAG, oversee the process of amendments to the Operating Procedures, and ensure the operating procedures are adhered to. There was also discussion about the concerns that keep coming up about the makeup of the CAG and the perceived lack of plume resident's representation. During the discussion it was pointed out that of the 9 members of the CAG 8 are residents of Pompton Lakes and of those 5 out of 8 residents, or 63%, on the CAG are directly affected by the DuPont pollution and the Administrative Committee feels there is fair representation of plume residents as stakeholders on the CAG.

The public comment topic was discussed and the general consensus is that there needs to be enough time for appropriate public comment. Comments need to be on topic and to the points that are discussed by the CAG members at the meeting, the comments need to be civil and not filled with unproductive complaining and finger pointing. The suggestion of the Administrative Committee is to have the agencies come 30 minutes prior to the meeting for some one on one time with residents that have questions or comments for them. The CAG meeting will start at 7:00 as scheduled and there will be a (20-minute) public comment period at the end of the meeting. A suggestion was made to have a suggestion box for residents who would like to write their comments or suggestions which will be collated and circulated to the CAG members and agencies for review and discussion.

The Admin committee also discussed development of an e-mail protocol, and the need to be sure all alternates and ex-officio members are copied on all e-mail correspondences. In an effort to keep e-mail discussions from getting out of control and overlapping, the committee is suggesting very simple e-mail rules;

- All e-mails must remain on topic and civil at all times.
- Any recipients with their name/e-mail address on the 'to' line are invited to take part in the e-mail thread, any recipients with their name/e-mail address on the Cc: line this is as a courtesy and for informational purposes. We are asking if these recipients have

something to add they contact one of the CAG members and ask that they respond on your behalf.

- Include a clearly described subject line for emails
- Any e-mail requiring a reply from you be answered or at least acknowledged by you within 48 hours, if possible.

A CAG e-mail address was also discussed for comments and suggestions. It was suggested that, if agreeable to the CAG, that the outreach work group could take the lead on this and setup a free G-mail account or equivalent. Any email suggestions that are not directly related to the CAG or should be directed to one of the agencies can be forwarded on directly and copied to the facilitators or the entire CAG. The rest of any e-mails can be collated and passed out at the next CAG meeting or forwarded on to the CAG members and/or agencies.

If set up, this e-mail account would be for the convenience of the residents, no one CAG member should be answering questions or making any recommendations without prior discussion and agreement of the entire CAG. There should also never be CAG recommendations made via this e-mail account and any e-mail addresses collected through this account cannot be used by any CAG member for any reason.