

RECEIVED
TOWN CLERKS OFFICE
Trash & Recycling Task Force Ad Hoc Committee
March 29, 2021

2021 MAY 11 P 1:15

MANSFIELD
MASSACHUSETTS
MEMBERS PRESENT

MEETING MINUTES

Steve Schoonveld, Select Board Member
Lee Azinheira, DPW Director
Mike Ahern, Public Buildings/Special Projects Manager
Christina Collins, DPW Office Manager
Kevin Dumas, Town Manager
Graham Wilson, Board of Health

MEMBERS NOT PRESENT:

Amy Donovan Palmer, Health Agent
Neil Rhein, Select Board Member
Jack Cooney, Finance Committee

SPECIAL GUEST:

Kathi A Mirza, MassDEP
Regional Municipal Assistance Coordinator
Jessica Wozniak

1. Call to Order –

Reading of virtual meeting law –

2. Approval of Minutes –

No minutes to approve.

3. Resident Questions & Comments –

Lee has one comment from a resident, Gary Forget. Mr. Forget has an issue that some small businesses get free trash and recycling pick-up as they are considered equivalent to a single-family resident in the amount of trash and recycling they produce. Mr. Forget feels that no business should get trash pick-up; Steve had similar question; runs a philanthropic location just wants a recycling bin, just one recycling bin no trash. Steve is wondering if there is a standard for whether you, as a small business are allotted trash and recycling. Basically, the standard would be that if you are going to produce what is equivalent to a single-family home you are allowed a trash and recycling bin.

4. Resident Trash & Recycling Survey Update and Discussion-

Survey is closing in two days 3/31/21; 877 surveys online; close to 200 paper surveys at Library, Council on Aging and from the Ambassador at Town Hall; between both there is close to 1,000 surveys; participation was great. Need to figure out what information we want to pull from all

the surveys and how the information will be presented. Discussion about how to include and/or summarize handwritten comments.

Kathi conducted a breakdown of the Hockomock communities and presents a breakdown of a lot of different information such as, trash tonnage, recycling tonnage, fees, curbside fees, size of barrels, who has pay as you throw and the fees associated with that and some other different information in an excel worksheet and how Mansfield falls and compares to the surrounding communities. Mansfield's current program is a good, solid program.

5. Discussion and development of recommendations to the Select Board

No discussion.

6. Discussion of RFP Development & Schedule

With regard to timing, Lee feels that we should have an RFP ready to go out for bid by early summer. Lee feels that we should have a decision on a new contract by this Fall so that any changes can be made and in place for July 1, 2022.

Discussion about what RFP should include and what we are looking for from vendors that will respond to the RFP. Kessler Group is going to help us with what should be included in the RFP as they have been helping other municipalities. They only work with municipalities and counties to put together documents which will protect communities. Lee, Mike and Christina will probably start pulling together information and start working with Kessler by the end of the week to get the RFP process started.

Mike feels that the RFP needs to have exactly what programs we are looking and feels that the more precise the RFP the better the response. Would like to have the RFP out on the street by the week of July 21st. Contract Renewal for Hauling and What the RFP will include and provide get prices for all different – maybe a la carte pricing – discussion about new barrels including stickers of what can and cannot be in the trash or recycling and fees for new containers and the removal of the old containers.

7. Items Not Known 48 business hours prior to meeting

Steve wants to make list of what to work on over the upcoming meetings:

- Household hazardous waste
- Town Green recommendations
- Survey results – breakdown of results at Town Meeting
- Recommendations of what RFP should look like; hauling process, etc.
- Review what we have and decide what direction we are looking to go in
- Update financials

- Competitors/Neighboring towns - Mike feels it is a good idea to show what other towns are doing around us – most people will ask and want to know -

Short discussion about having Jessica go through the comments and summarize them as to what is complained about the most or other prominent issues and such.

8. Committee Member Questions & Comments

Interim meeting before April 20th to specifically discuss the RFP; narrow down exactly what Committee wants included in the RFP.

9. Next Meeting April 20th at 6:00 p.m.; May Date would be May 11th

10. Adjournment

Lee makes motion to adjourn; Mike seconds motion to adjourn.

Roll call vote to adjourn the meeting; passes 6-0. Meeting Adjourned

Respectfully Submitted

Christina Collins

Christina Collins

Signature of Commission Clerk

5/10/2021

Date of Acceptance -