

City of Biddeford
Solid Waste Management Commission
December 13, 2016 7:00 PM Public Works

- 1. Call to Order**
- 2. Approval of Minutes - November 16, 2016 meeting**
 - 2.1. Minutes 11/16/2016
[mtg 11 16 16.pdf](#)
- 3. Discussion / Approval**
 - 3.1. Food Waste curbside collection draft RFP
 - 3.2. Education program
- 4. Staff Reports**
 - 4.1. PAYT bags
[SUMMARY TABLE BAGS SOLD.pdf](#)
 - 4.2. Commercial Cardboard
[COLLECTION DATA.pdf](#)
- 5. School Programs Update**
 - 5.1. Food Waste composting
- 6. Questions /Comments on Reports**
 - 6.1. Recycling Reports
[2016 revised.pdf](#)
 - 6.2. Code Enforcement Report
 - 6.3. Curbside Trash & Recycling Report
[MSW Recycle Jul-Nov YTD.pdf](#)
- 7. Commission Roster Changes**
 - 7.1. Commission Roster Changes
[roster 2016.pdf](#)
- 8. Education/Advertising/Fiscal Year Budget**
 - 8.1. Education/ Advertising
[Budget Analysis FY 2017.pdf](#)
- 9. Other Business**
- 10. Agenda for Next Meeting - Date: January 10, 2017**

City of Biddeford
Public Works Department
371 Hill Street, Biddeford, Maine 04005

SOLID WASTE MANAGEMENT COMMISSION MEETING
MINUTES OF NOVEMBER 16, 2016

Attendance: Martin Grohman/Chair, Councilor Swanton, Marc Malon II, Adam Bellefeuille, Paul Gagne, Guy Casavant/Staff

Ben Neveux was excused due to illness.

Jim Emerson was excused due to previous commitment.

Councilor Ready will be late due to another meeting.

The minutes of the October 11, 2016 meeting were accepted as printed.

Guy reported that he had not had time to produce the RFP for curbside food waste collection. He hopes to have it for the next meeting.

The Commission reviewed a draft report to the Council on the issue of curbside collection services for 4, 5 and 6 unit properties. Some minor changes were made. Guy is to write it up in a Memo format for forwarding to the City Manager and Council.

Guy reported on his meeting with Saco, Old Orchard, Scarborough and EPI on the HHW contract and operations. The issue of running two lines at the Biddeford event was discussed. EPI actually brought that idea to the table which was something the Commission had talked about. There also was talk about the Paint Care Program and the Fluorescent Light Bulb stewardship program and how those two would impact the next potential contract and costs. EPI should have a proposal to the communities in the near future.

Dawn reported that the School composting program is working well at the Middle School. The Intermediate School has started. There have been a few bumps in the road but it is improving. The plan is to start a program at the High School in the near future.

The Commission reviewed the various Recycling Reports.

Councilor Ready arrives.

The Commission Roster is correct as printed.

The Commission reviewed the Financial report. They discussed options on what to do with the Reserves. There was a discussion on stepping up the educational efforts with this money. This will be a topic for the next meeting.

PAY AS YOU THROW (PAYT)

12/7/2016

Bag Sales

MONTH	YEAR	LARGE BAGS CASES SOLD	SMALL BAGS CASES SOLD
JUNE	2013	12	11
JULY	2013	12	17
AUGUST	2013	29	7
SEPTEMBER	2013	12	22
OCTOBER	2013	1	1
NOVEMBER	2013	1	1
DECEMBER	2013	5	2
JANUARY	2014	5	11
FEBRUARY	2014	1	1
MARCH	2014	2	2
APRIL	2014	12	0
MAY	2014	3	0
JUNE	2014	6	3
JULY	2014	14	6
AUGUST	2014	12	7
SEPTEMBER	2014	1	1
OCTOBER	2014	2	1
NOVEMBER	2014	0	1
DECEMBER	2014	28	2
JANUARY	2015	1	2
FEBRUARY	2015	1	20
MARCH	2015	5	2
APRIL	2015	0	0
MAY	2015	1	1
JUNE	2015	18	2
JULY	2015	2	0
AUGUST	2015	14	11
SEPTEMBER	2015	2	1
OCTOBER	2015	1	1
NOVEMBER	2015	7	5
DECEMBER	2015	3	1
JANUARY	2016	11	1
FEBRUARY	2016	1	0
MARCH	2016	8	1
APRIL	2016	5	5
MAY	2016	12	9
JUNE	2016	7	6
JULY	2016	5	1

PAY AS YOU THROW (PAYT)

12/7/2016

Bag Sales

AUGUST		2016		12		2
SEPTEMBER		2016		6		5
OCTOBER		2016		1		0
NOVEMBER		2016				
DECEMBER		2016				
JANUARY		2017				
FEBRUARY		2017				
MARCH		2017				
TOTALS :				281		172
TOTAL BAGS SOLD :				70,250		68,800
Large 250/case/ \$53.35 per case/ sell for \$2.00 per bag						
Small 400/case/ \$60.04 per case/ sell for \$1.50 per bag						

COMMERCIAL CARDBOARD COLLECTION DATA

12/7/2016

DATE	DAY	EMPLOYEE HOURS	WEIGHT IN POUNDS	POUNDS PER HOUR
9/9/2016	Friday	1.5	1,324	882.7
9/10/2016	Saturday	1.5	1,652	1101.3
9/12/2016	Monday	1	874	874.0
9/13/2016	Tuesday	0.5	336	672.0
9/14/2016	Wednesday	1.25	834	667.2
9/15/2016	Thursday	0.5	890	1780.0
9/16/2016	Friday	1.5	980	653.3
9/17/2016	Saturday	1.25	1,225	980.0
9/19/2016	Monday	1	740	740.0
9/20/2016	Tuesday	0.5	422	844.0
9/21/2016	Wednesday	0.75	474	632.0
9/22/2016	Thursday	0.75	548	730.7
9/23/2016	Friday	1.5	1,045	696.7
9/24/2016	Saturday	1.25	1,280	1024.0
9/26/2016	Monday	1	826	826.0
9/27/2016	Tuesday	0.75	742	989.3
9/28/2016	Wednesday	1	684	684.0
9/29/2016	Thursday	1	645	645.0
9/30/2016	Friday	1.5	798	532.0
10/1/2016	Saturday	1	970	970.0
10/3/2016	Monday	0.75	320	426.7
10/4/2016	Tuesday	0.5	360	720.0
10/5/2016	Wednesday	2	944	472.0
10/6/2016	Thursday	2.5	920	368.0
10/7/2016	Friday	3	1,440	480.0
10/8/2016	Saturday	0.75	1,134	1512.0
10/11/2016	Tuesday	0.5	358	716.0
10/12/2016	Wednesday	1.5	990	660.0
10/13/2016	Thursday	1	400	400.0
10/14/2016	Friday	0.75	1500	2000.0
10/15/2016	Saturday	1	1218	1218.0
10/17/2016	Monday	1	305	305.0
10/18/2016	Tuesday	0.75	330	440.0
10/19/2016	Wednesday	1	540	540.0
10/20/2016	Thursday	0.75	480	640.0
10/21/2016	Friday	2	1,110	555.0
10/22/2016	Saturday	1.5	1,320	880.0
10/24/2016	Monday	1	270	270.0
10/25/2016	Tuesday	1	420	420.0

COMMERCIAL CARDBOARD COLLECTION DATA

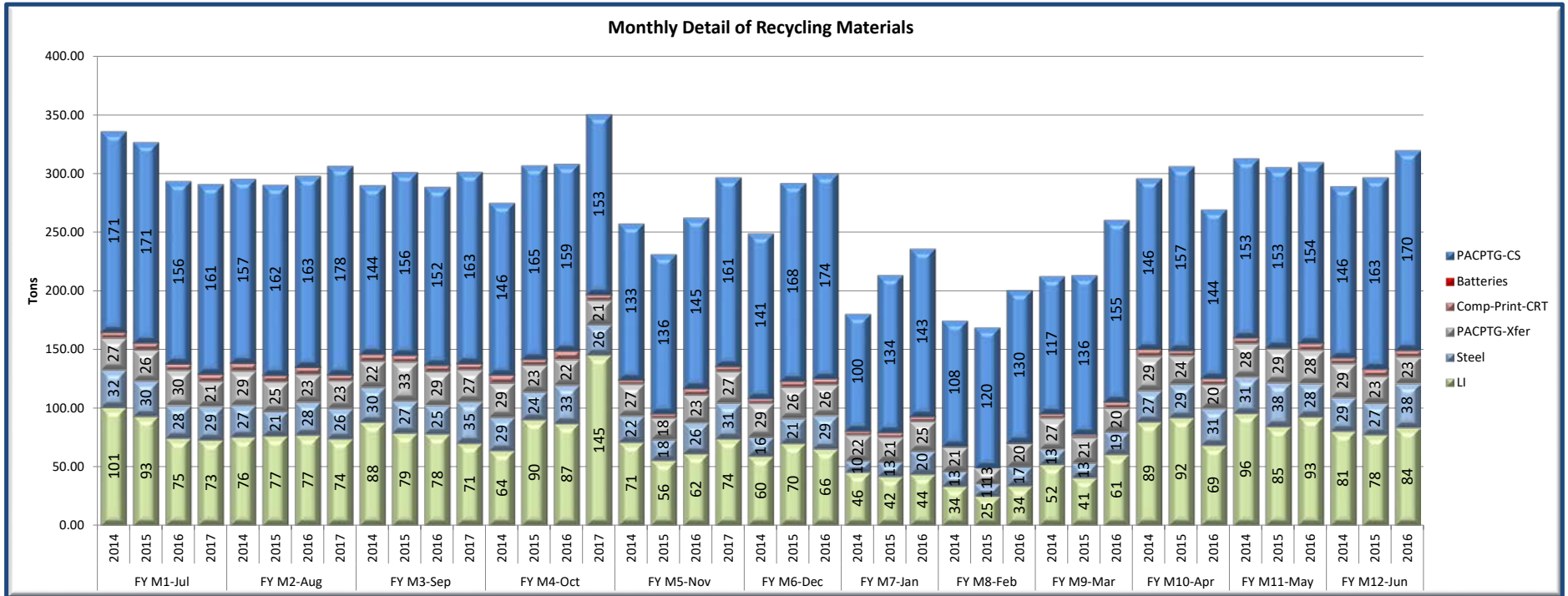
12/7/2016

DATE	DAY	EMPLOYEE HOURS	WEIGHT IN POUNDS	POUNDS PER HOUR
10/26/2016	Wednesday	1.75	870	497.1
10/27/2016	Thursday	1	380	380.0
10/28/2016	Friday	1	1,020	1020.0
10/29/2016	Saturday	1	930	930.0
10/31/2016	Monday	0	0	0
11/1/2016	Tuesday	0.5	280	560.0
11/2/2016	Wednesday	2.5	1,972	788.8
11/3/2016	Thursday	1	565	565.0
11/4/2016	Friday	1.5	870	580.0
11/5/2016	Saturday	1	960	960.0
11/7/2016	Monday	1	650	650
11/8/2016	Tuesday	1	656	656
11/9/2016	Wednesday	1.25	676	540.8
11/10/2016	Thursday	0.75	390	520
11/11/2016	Friday	0	0	0
11/12/2016	Saturday	1	1,010	1010
11/14/2016	Monday	1	726	726
11/15/2016	Tuesday	0.5	480	960
11/16/2016	Wednesday	0	0	0
11/17/2016	Thursday	2.25	1,654	735.1
11/18/2016	Friday	1	970	970
11/19/2016	Saturday	1	1,140	1140
11/21/2016	Monday	0	0	0
11/22/2016	Tuesday	1	730	730
11/23/2016	Wednesday	1.25	890	712
11/24/2016	Thursday	0	0	0
11/25/2016	Friday	0	0	0
11/26/2016	Saturday	0.75	760	1013.3
11/28/2016	Monday	0.5	180	360.0
11/29/2016	Tuesday	1	380	380.0
11/30/2016	Wednesday	1.5	820	546.7
12/1/2016	Thursday	0.75	360	480.0
12/2/2016	Friday	1.5	1,340	893.3
12/3/2016	Saturday	1	840	840.0
	TOTALS :	75.50	54,147	717.2

Department of Public Works
Monthly Recycling Report

2016	JAN		FEB		MAR		QTR 1	APR		MAY		JUN		QTR 2	6 MO TOTAL	
	Units	Lbs	Units	Lbs	Units	Lbs	Totals	Units	Lbs	Units	Lbs	Units	Lbs	Totals		
News Paper	3	7,048	5	12,178	0	0	19,226	0	0	7	17,116	0	0	17,116	36,342	
Office Paper	1	1,176	1	1,186	0	0	2,362	1	1,014	1	830	0	0	1,844	4,206	
Aluminum	0	0	0	0	0	0	0	0	0	1	1,240	1	520	1,760	1,760	
Cardboard	22	40,424	13	24,454	21	39,975	104,853	20	37,490	19	35,924	22	42,644	116,058	220,911	
Milk Jugs	0	0	0	0	0	0	0	0	0	0	0	1	934	934	934	
#1 Plastics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
Mixed Plastics #2	0	0	0	0	0	0	0	1	1,008	0	0	0	0	1,008	1,008	
Tin Cans	1	842	1	798	0	0	1,640	1	792	1	844	1	872	2,508	4,148	
Glass		376		666		176	1,218		342		280		360	982	2,200	
Junk Steel	8	40,180	6	33,820	8	38,660	112,660	11	62,900	11	56,680	16	75,280	194,860	307,520	
Large Item/Demo Debris		88,100		68,060		122,160	278,320		137,480		186,120		167,380	490,980	769,300	
Automotive Batteries		1,160		1,158		760	3,078		758		970		1,160	2,888	5,966	
Computers - Printers	87	1,570	36	696	34	1,108	3,374	86	1,884	115	2,238	88	2,144	6,266	9,640	
CRT's - TVs	44-79	7,016	32-76	5,918	73-109	10,108	23,042	57-107	9,046	63-105	10,238	53-137	9,222	28,506	51,548	
	JUL		AUG		SEP		QTR 3	OCT		NOV		DEC		QTR 4	6 MO TOTAL	YEAR TO DATE
	Units	Lbs	Units	Lbs	Units	Lbs	Totals	Units	Lbs	Units	Lbs	Units	Lbs	Totals		
News Paper	0	0	0	0	6	14,850	14,850	0	0	6	14,574			14,574	29,424	65,766
Office Paper	0	0	1	1,276	1	1,178	2,454	2	2,608	0	0			2,608	5,062	9,268
Aluminum	0	0	1	640	0	0	640	0	0	0	0			-	640	2,400
Cardboard	20	40,110	22	44,116	18	36,372	120,598	19	37,338	19	37,090			74,428	195,026	415,937
Milk Jugs	0	0	0	0	0	0	-	0	0	1	992			992	992	1,926
#1 Plastics	0	0	0	0	0	0	-	0	0	0	0			-	-	-
Mixed Plastics #2	1	830	0	0	0	0	830	0	0	0	0			-	830	1,838
Tin Cans	1	746	0	0	1	754	1,500	1	726	1	804			1,530	3,030	7,178
Glass		780		462		564	1,806		524	0	0			524	2,330	4,530
Junk Steel	12	57,260	10	52,280	14	70,820	180,360	10	52,060	11	61,066			113,126	293,486	601,006
Large Item/Demo Debris		146,600		148,400		141,220	436,220		138,140		150,020			288,160	724,380	1,493,680
Automotive Batteries		1,684		1,360		1,370	4,414		1,650		1,860			3,510	7,924	13,890
Computers - Printers	73	1,380	44	794	135	2,816	4,990	61	1,242	62	1,140			2,382	7,372	17,012
CRT's - TVs	52-153	10,928	56-127	9,516	42-123	8,102	28,546	33-142	8,294	111-29	7,598			15,892	44,438	95,986

City of Biddeford Transfer Station and Curbside Recycling Program



PACPTG-CS = paper, aluminum, cardboard, plastic, tin, glass from curbside collection

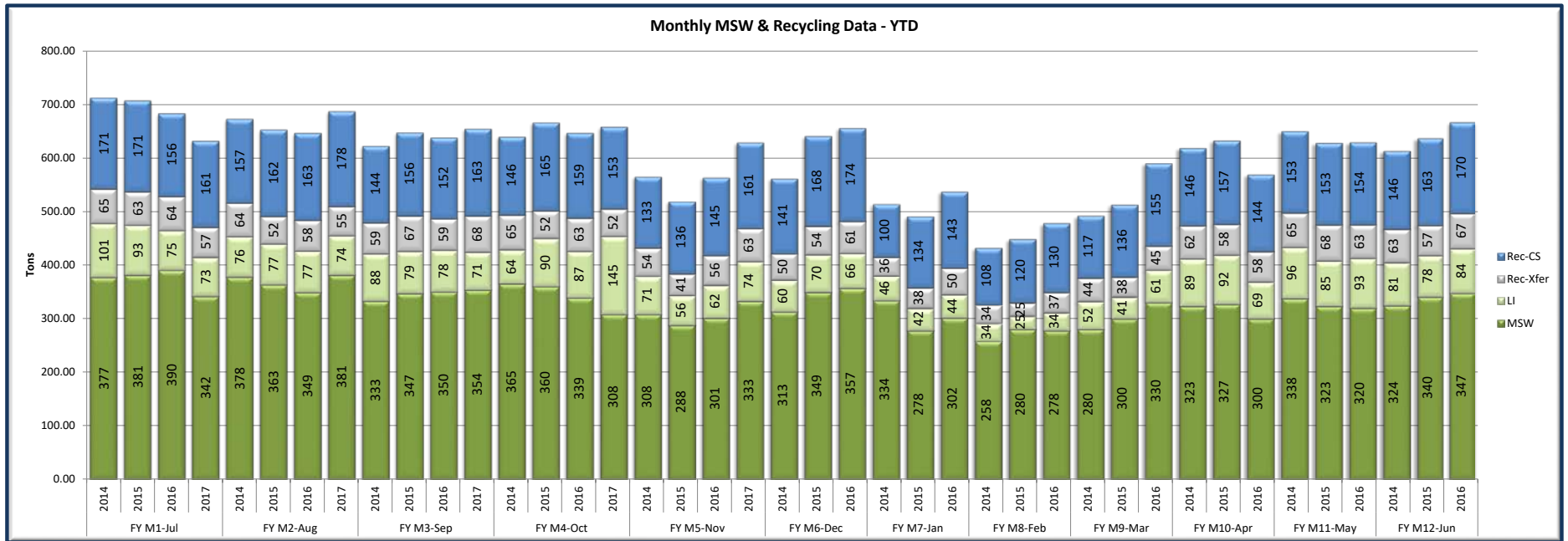
PACPTG-Xfer = paper, aluminum, cardboard, plastic, tin, glass from transfer station

LI = large item

City of Biddeford Transfer Station and Curbside Recycling Program
Monthly Detail of Recycling Materials

Sum of Tons	Column Labels						
Row Labels	LI	Steel	PACPTG-Xfer	Comp-Print-CRT	Batteries	PACPTG-CS	Grand Total
FY M1-Jul							
2014	100.80	32.01	27.04	5.42	0.48	170.80	336.56
2015	93.44	30.06	26.23	6.38	0.46	170.84	327.41
2016	74.74	28.05	29.74	5.57	0.66	155.51	294.27
2017	73.30	28.63	21.23	6.15	0.84	161.48	291.64
FY M2-Aug							
2014	75.73	27.26	29.05	6.69	0.57	156.91	296.22
2015	76.71	20.97	25.16	6.18	0.00	162.05	291.06
2016	77.49	28.15	23.47	6.43	0.34	162.85	298.73
2017	74.20	26.14	23.25	5.16	0.68	177.75	307.17
FY M3-Sep							
2014	88.27	29.84	22.15	6.27	0.43	143.70	290.66
2015	79.17	27.48	32.76	6.04	0.61	155.84	301.89
2016	78.20	24.52	28.56	5.76	0.58	151.60	289.22
2017	70.61	35.41	26.86	5.46	0.69	163.14	302.16
FY M4-Oct							
2014	64.06	28.67	28.82	7.12	0.80	146.48	275.95
2015	90.45	23.73	22.76	5.20	0.43	165.08	307.66
2016	87.22	32.74	21.65	7.61	0.60	159.21	309.02
2017	145.34	26.03	20.60	4.77	0.83	153.40	350.96
FY M5-Nov							
2014	71.47	22.37	26.99	3.79	0.50	133.16	258.27
2015	55.76	18.06	18.21	3.95	0.39	135.88	232.25
2016	61.66	26.42	23.44	5.87	0.58	145.48	263.45
2017	74.24	30.53	26.73	4.37	0.93	160.69	297.49
FY M6-Dec							
2014	59.54	16.31	28.74	3.95	0.66	140.71	249.91
2015	70.43	21.22	26.41	5.56	0.55	168.47	292.65
2016	65.56	28.62	26.09	5.38	0.49	174.48	300.61
FY M7-Jan							
2014	45.73	10.05	21.80	3.51	0.49	99.80	181.39
2015	42.23	12.62	20.65	4.09	0.73	134.06	214.38
2016	44.05	20.09	24.93	4.29	0.58	143.10	237.05
FY M8-Feb							
2014	33.93	12.96	20.59	0.50	0.24	107.64	175.86
2015	25.19	10.89	13.17	0.26	0.24	120.26	170.01
2016	34.03	16.91	19.64	0.35	0.58	130.23	201.74
FY M9-Mar							
2014	52.46	12.86	26.50	4.27	0.23	117.20	213.52
2015	41.05	12.88	21.37	2.77	0.49	135.77	214.34
2016	61.08	19.33	20.08	5.61	0.38	154.86	261.33
FY M10-Apr							
2014	88.71	26.68	29.02	6.27	0.45	145.65	296.78
2015	92.03	28.72	24.10	4.67	0.65	156.73	306.90
2016	68.74	31.45	20.32	5.47	0.38	143.83	270.19
FY M11-May							
2014	95.88	31.15	28.16	5.05	0.48	152.77	313.49
2015	84.69	37.63	28.69	1.01	0.56	153.48	306.06
2016	93.06	28.34	28.12	6.24	0.49	154.16	310.40
FY M12-Jun							
2014	80.68	28.67	28.81	5.25	0.45	146.15	290.01
2015	77.77	26.85	22.83	6.41	0.66	162.98	297.50
2016	83.69	37.64	22.67	5.68	0.58	170.22	320.48

City of Biddeford Transfer Station and Curbside Recycling Program



Rec-CS = recycling materials collected at curbside

Rec-Xfer = recycling materials collected at Biddeford Transfer Station

LI = large item

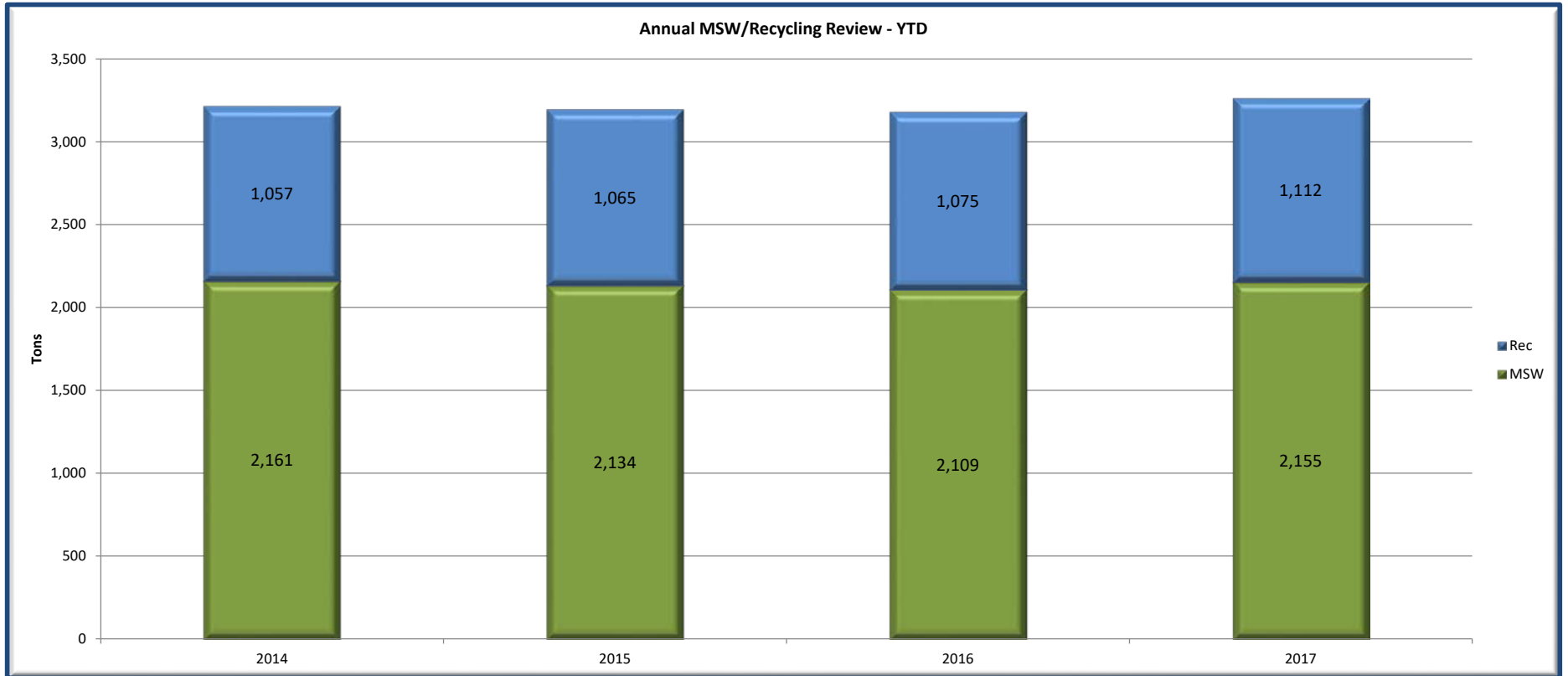
MSW = municipal solid waste

City of Biddeford Transfer Station and Curbside Recycling Program

Monthly MSW & Recycling Data

Sum of Tons	Column Labels					
Row Labels	MSW	LI	Rec-Xfer	Rec-CS	Grand Total	
FY M1-Jul						
2014	377.09	100.80	64.96	170.80	713.65	33.04%
2015	381.05	93.44	63.13	170.84	708.46	33.03%
2016	390.14	74.74	64.02	155.51	684.41	32.08%
2017	341.61	73.30	56.86	161.48	633.25	34.48%
FY M2-Aug						
2014	377.60	75.73	63.58	156.91	673.82	32.72%
2015	363.09	76.71	52.30	162.05	654.15	32.77%
2016	348.99	77.49	58.39	162.85	647.72	34.16%
2017	381.01	74.20	55.22	177.75	688.18	33.85%
FY M3-Sep						
2014	332.94	88.27	58.69	143.70	623.60	32.45%
2015	346.85	79.17	66.88	155.84	648.74	34.33%
2016	350.01	78.20	59.42	151.60	639.23	33.01%
2017	353.71	70.61	68.41	163.14	655.87	35.30%
FY M4-Oct						
2014	365.05	64.06	65.41	146.48	641.00	33.06%
2015	359.77	90.45	52.13	165.08	667.43	32.54%
2016	338.86	87.22	62.59	159.21	647.88	34.23%
2017	308.29	145.34	52.22	153.40	659.25	31.19%
FY M5-Nov						
2014	308.13	71.47	53.64	133.16	566.40	32.98%
2015	288.13	55.76	40.61	135.88	520.38	33.92%
2016	301.21	61.66	56.31	145.48	564.66	35.74%
2017	332.62	74.24	62.56	160.69	630.11	35.43%
FY M6-Dec						
2014	313.07	59.54	49.66	140.71	562.98	33.82%
2015	349.30	70.43	53.75	168.47	641.95	34.62%
2016	356.64	65.56	60.57	174.48	657.25	35.76%
FY M7-Jan						
2014	334.13	45.73	35.86	99.80	515.52	26.31%
2015	278.05	42.23	38.09	134.06	492.43	34.96%
2016	301.60	44.05	49.90	143.10	538.65	35.83%
FY M8-Feb						
2014	258.11	33.93	34.29	107.64	433.97	32.70%
2015	280.38	25.19	24.56	120.26	450.39	32.15%
2016	278.12	34.03	37.48	130.23	479.86	34.95%
FY M9-Mar						
2014	280.35	52.46	43.86	117.20	493.87	32.61%
2015	300.17	41.05	37.52	135.77	514.51	33.68%
2016	330.09	61.08	45.39	154.86	591.42	33.86%
FY M10-Apr						
2014	323.18	88.71	62.42	145.65	619.96	33.56%
2015	326.97	92.03	58.14	156.73	633.87	33.90%
2016	300.24	68.74	57.62	143.83	570.43	35.32%
FY M11-May						
2014	337.50	95.88	64.84	152.77	650.99	33.43%
2015	323.42	84.69	67.89	153.48	629.48	35.17%
2016	320.00	93.06	63.18	154.16	630.40	34.48%
FY M12-Jun						
2014	324.34	80.68	63.18	146.15	614.35	34.07%
2015	340.31	77.77	56.75	162.98	637.81	34.45%
2016	347.26	83.69	66.57	170.22	667.74	35.46%

City of Biddeford Transfer Station and Curbside Recycling Program



Fiscal Month (Multiple Items) Jul-Nov

Sum of Tons	Column Labels			
Row Labels	MSW	Rec	Grand Total	
2014	2,161	1,057	3,218	32.85%
2015	2,134	1,065	3,199	33.28%
2016	2,109	1,075	3,184	33.78%
2017	2,155	1,112	3,267	34.03%

City of Biddeford
Public Works Department
371 Hill Street, Biddeford, Maine 04005

SOLID WASTE MANAGEMENT COMMISSION 2016

<u>NAME / ADDRESS</u>	<u>PHONE NUM.</u>	<u>EXP. DATE</u>
Martin Grohman, CHAIR 9 Lisa Lane E-mail : martin.j.grohman@gmail.com	283-1476 423-8260	12/2018
Councilor Michael Swanton 110 Old Pool Road E-mail : mswanton@biddefordmaine.org	282-6387	12/2017
Councilor Michael Ready 6 Kennedy Drive E-mail : mready@biddefordmaine.org	710-2013 205-0952	12/2017
Paul Gagne 269 Elm Street E-mail : bfp808@gwi.net	284-6591 229-2024	12/2016
James Emerson 127 Old Pool Road E-mail : jaz_emerson@maine.rr.com	209-7254	12/2017
Adam Bellefeuille 111 Pool Street Bellafuel111280@gmail.com	229-2992	12/2017
Marc G. Malon II 567 Pool Street marc.malon@gmail.com	590-8366	12/2019
Bernard Neveux 10 Kennedy Drive b.a.neveux@gmail.com	376-5938	12/2019
Francois Blais 26 Westland Avenue E-mail : fablais@gwi.net	229-1695	12/2019

City of Biddeford
Public Works Department
371 Hill Street, Biddeford, Maine 04005

WASTE MANAGEMENT COMMISSION 2016

SCHOOL DEPARTMENT MEMBER :

Dawn Delano 286-5137
455 Gebung Road
Alfred, Maine
E-mail : ddelano@biddefordschooldepartment.org

12/7/2016

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FY 16					FY 17		
Revenues					Revenues		
	Budget Appropriation		\$ 4,575.00		Budget Appropriation		\$ 4,575.00
	Casella Education Funds		\$ 1,000.00		Casella Education Funds		\$ 1,000.00
	Compost Bin/Kit. Pail Sales		\$ 1,306.00		Compost Bin/Kit. Pail Sales		\$ 114.38
					Composter Inventory Value	(18)	\$ 909.90
					Kitchen Pail Inventory Value	(8)	\$ 53.13
		Total :	\$ 6,881.00			Total :	\$ 6,652.41
Expenditures					Expenditures		
	School composting (earmarked, not used)		\$ (1,000.00)		EDDM Mailing for HHW Day		\$ 2,500.00
	Purchase Earth Machines (20)		\$ 900.00		EDDM Mailing for HHW Day		\$ 675.33
	Purchase Earth Machines (20)		\$ 929.00				
	Purchase Kitchen Pails (25)		\$ 166.00				
	Shredding Event		\$ 400.00				
		Total :	\$ 2,395.00			Total :	\$ 3,175.33
	FY 15 Budget Balance @ 6/30/16 :		\$ 4,486.00		Balance (cash and inventory) :		\$ 3,477.08
	RESERVED FUNDS AS OF 6/30/16 :		\$ 3,562.00		Balance (cash only) :		\$ 2,514.05
	TOTAL CURRENT RESERVED FUNDS:		\$ 8,048.00		TOTAL CASH AVAILABLE :		\$ 10,562.05
	NOTE : REPORTED NUMBERS ARE AS OF DEC. 3, 2016						

12/7/2016

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SOLID WASTE MANAGEMENT COMMISSION
Earth Machine and Kitchen Pail Accounting

12/7/2016

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