

City of Biddeford
Solid Waste Management Commission
November 16, 2016 7:00 PM Public Works

- 1. Call to Order**
- 2. Approval of Minutes - *October 11, 2016 meeting***
 - 2.1. Minutes of October 11, 2016
[mtg 10 11 16 Minutes.doc](#)
- 3. Discussion / Approval**
 - 3.1. Food Waste curbside collection draft RFP
 - 3.2. Draft report on curbside collection services for 3, 4, 5 and grandfathered 6 unit properties.
- 4. Staff Reports - *HHW meeting w/Saco, Scarborough and Old Orchard Beach***
- 5. School Programs Update - *Food waste composting***
- 6. Questions /Comments on Reports**
 - 6.1. Recycling Reports
[COLLECTION DATA.pdf](#)
[2016 revised.pdf](#)
 - 6.2. Code Enforcement report
 - 6.3. Curbside Trash & Recycling Report
[SUMMARY TABLE BAGS SOLD.pdf](#)
- 7. Commission Roster Changes - *Roster***
 - 7.1. Roster
[roster 2016.doc](#)
- 8. Education / Advertising Budget - *Budget Analysis***
 - 8.1. Budget Analysis
[Budget Analysis FY 2017.pdf](#)
- 9. Other Business**
- 10. Agenda for Next Meeting - *Date: December 13, 2016***

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

SOLID WASTE MANAGEMENT COMMISSION MEETING
MINUTES OF OCTOBER 11, 2016

Attendance: Martin Grohman/Chair, Councilor Swanton, Councilor Ready, Jim Emerson, Marc Malon II, Dawn Delano/School Dept. Rep., Guy Casavant/Staff

Adam Bellefeuille was excused.

Guest : Francois Blais

The minutes of the September 13, 2016 meeting were accepted as printed.

Guy reported that the City Council had voted to accept the recommendation of the Solid Waste Management Commission regarding the curbside collection of food waste. This action by the Council now directs the Public Works Director to produce a Request For Proposals (RFP) from qualified vendors to provide this service within the City. Guy stated he planned on producing a draft which he would ask the Commission to review and comment on prior to the publication of the RFP. He hoped to have a draft for the November meeting. The Chair also informed the Commission of some communications he had with Garbage to Garden, a vendor from the Portland area. They stated they were interested in coming into Biddeford and did not see the need for the City to request proposals. The Commission advised the Chair he could tell them that they could submit a proposal and that the course of action had been determined and approved by the City Council. The Commission discussed requesting a Moratorium on the issuance of Solid Waste transport licenses for food wastes from residential properties while this process is working. The consensus was to not pursue this at this time.

Paul Gagne arrives.

The Chair and Guy reported that the document regarding a recommendation to the City Council from the Commission regarding the curbside collections services for trash and recycling from 3, 4, 5 and 6 unit properties had not yet been produced. Guy identified that the deadline for submittal, as requested, was before the next budget process begins. So, there is still some time to produce the document. The aim is to have it for the next meeting.

The Commission reviewed the recent Household Hazardous Waste Collection event. The general consensus was that there should be an effort to try and keep the cars moving. Maybe have a two line set up with two tables would help. Guy stated he would be meeting with the vendor and the other City and Towns and will discuss this matter. The Commission also discussed the need to develop an ongoing educational effort related to paint and fluorescent light bulbs, specifically. There were 305 vehicles that came through depositing 396 household and 178 half household quantities. The operation was busy right up until noon time at which time there were still 4 full lanes of vehicles waiting to go through the line. All vehicles were through the line by about 1:15 PM.

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Guy presented to the Commission copies of sections Chapter 58 of the Code of Ordinances dealing with the operation of the Recycling Center / Transfer Station. This Ordinance is the basis for the operations of the facility and explained how it is being run is in line with the Ordinance. Changes to the significant aspect of the operations would require Ordinance changes. The Commission has previously and again at this meeting decided to keep the operations as is for the immediate future.

Guy reported that the Department has been tracking the collection of cardboard from commercial entities at the request of the City Manager. The data being collected is the weight of cardboard and the time in employee hours that it takes to perform such collection. Guy presented a spreadsheet detailing that information for the last month or so which was when the tracking began. The Commission requested to see this report at next month's meeting and they would decide then if they wanted to see the data monthly.

Dawn reported that the Middle School is doing great with the food waste composting program. It has not started yet at the Intermediate School. Dawn asked if the Chair would go to the Intermediate School and give a presentation / lesson to the staff and children like had been done at the Middle School. The Chair consented and offered the invite to other members of the Commission to also attend.

It was noted that the Code Enforcement report has not been submitted this month.

The Commission requested that Guy report on the sale of the Pay As You Throw bags at the next meeting.

The next meeting is scheduled for Tuesday November 8 which is Election Day. It was decided to reschedule the meeting. The Chair will establish the new date and time and will notify the members.

COMMERCIAL CARDBOARD COLLECTION DATA

11/10/2016

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

11/10/2016

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
	TOTALS :	55.50	39,495	711.6
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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					-	14,850	51,192
Office Paper	0	0	1	1,276	1	1,178	2,454	2	2,608					2,608	5,062	9,268
Aluminum	0	0	1	640	0	0	640	0	0					-	640	2,400
Cardboard	20	40,110	22	44,116	18	36,372	120,598	19	37,338					37,338	157,936	378,847
Milk Jugs	0	0	0	0	0	0	-	0	0					-	-	934
#1 Plastics	0	0	0	0	0	0	-	0	0					-	-	-
Mixed Plastics #2	1	830	0	0	0	0	830	0	0					-	830	1,838
Tin Cans	1	746	0	0	1	754	1,500	1	726					726	2,226	6,374
Glass		780		462		564	1,806		524					524	2,330	4,530
Junk Steel	12	57,260	10	52,280	14	70,820	180,360	10	52,060					52,060	232,420	539,940
Large Item/Demo Debris		146,600		148,400		141,220	436,220		138,140					138,140	574,360	1,343,660
Automotive Batteries		1,684		1,360		1,370	4,414		1,650					1,650	6,064	12,030
Computers - Printers	73	1,380	44	794	135	2,816	4,990	61	1,242					1,242	6,232	15,872
CRT's - TVs	52-153	10,928	56-127	9,516	42-123	8,102	28,546	33-142	8,294					8,294	36,840	88,388

PAY AS YOU THROW (PAYT)

11/10/2016

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)

11/10/2016

Bag Sales

AUGUST		2016		12		2
SEPTEMBER		2016		6		5
OCTOBER		2016				
NOVEMBER		2016				
DECEMBER		2016				
JANUARY		2017				
FEBRUARY		2017				
MARCH		2017				
TOTALS :				280		172
TOTAL BAGS SOLD :				70,000		68,800
Large 250/case						
Small 400/case						

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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@ghi.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

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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

11/10/2016

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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			\$ 50.55
					Composter Inventory Value	(19)		\$ 960.45
					Kitchen Pail Inventory Value	(10)		\$ 66.41
		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) :			\$ 2,450.22
	TOTAL CURRENT RESERVED FUNDS:		\$ 8,048.00		TOTAL CASH AVAILABLE :			\$ 10,498.22
	NOTE : REPORTED NUMBERS ARE AS OF NOV. 5, 2016							