

City of Biddeford
Solid Waste Management Commission
August 08, 2017 7:00 PM Public Works

- 1. Call to Order**
- 2. Approval of Minutes**
 - 2.1. Minutes 7/11/2017
[mtg 7 11 17.doc](#)
- 3. Discussion / Approval**
 - 3.1. Education Program
 - 3.2. Composting
- 4. Staff Reports**
 - 4.1. HHW Day Sept. 9, 2017
 - 4.2. Preparation of Handouts for event
 - 4.3. Commitments to attend event
- 5. School Programs Update**
 - 5.1. Food Waste Composting
- 6. Questions /Comments on Reports**
 - 6.1. Recycling Reports
[2017 RECYCLING CENTER REPORT.xls](#)
 - 6.2. Code Enforcement Report
 - 6.3. Curbside Trash & Recycling Report
- 7. Commission Roster Changes**
 - 7.1. Commission Roster
[roster 2017.doc](#)
- 8. Education/Advertising/Fiscal Year Budget**
 - 8.1. Budget Analysis
[Budget Analysis FY 2018.xls](#)
- 9. Other Business**
- 10. Agenda for Next Meeting**

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

SOLID WASTE MANAGEMENT COMMISSION MEETING
MINUTES OF JULY 11, 2017

Attendance: Chair Martin Grohman, Jim Emerson, Adam Bellefeuille, Donna Tippet, Marc Malon II, Guy Casavant/Staff

Ben Neveux excused

Councilor Swanton excused

Councilor Ready to be late due to City Council meeting

The minutes of the June 13, 2017 meeting were accepted as printed.

The Commission reviewed the draft version of the proposed two Every Door Direct Mailings (EDDM). There were some minor adjustments considered to the draft mailings. The Commission re-confirmed its position of doing two mailings, one for the Paint Stewardship Program and one for the upcoming HHW Day. The Chair will be contacting The Creative Companies (John Bouchard) regarding the printing of the documents for the EDDMs. Guy will get the EDDM set up with the Postal Service and process the Purchase Orders to generate the checks for payment of the EDDMs.

The Commission discussed preparing some handouts to distribute during the HHW Day events. The Commission will develop these at the August meeting.

Councilor Ready arrives. He reports that the Commission's proposed changes to Chapter 58 regarding the Use of The Transfer Station passed unanimously at the City Council meeting.

Donna reported on the status of the Commission possibly creating a Facebook page. She reported that a page could be created with the comments portion disabled. This was one of the requirements by the City Manager related to the Commission creating a page. Donna will also look into how the Commission could transfer current subscribers of the Biddeford Recycles page to the new page. The Commission discussed whether the current page should be discontinued. It was decided to create a new page and to keep the current one in place. There was discussion on how the Commission would pay to post items. The Chair will approach the City Manager on this issue to get some guidance.

The Commission discussed the upcoming HHW Day. It would like to advertise the event in the newspapers, on the web site, on Facebook, in the City's weekly "Beat" publication, on Public Access Station, on the Police Dept. sign, through the Heart of Biddeford, with signage at the Recycling Center and through the EDDM that is planned. Guy reported that this year's event would be run a little differently than in the past. The contractor will be setting up two lines in order to speed up the process. One issue that needs to be looked at is the situation whereby somebody brings material in a container and they want the container back. This slows things down and in the past those vehicles were told to pull off to the side and wait. This will not be possible with two lines being set up.

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Dawn was not in attendance so there was not a formal report from the School Department. The Chair reported that it is his understanding that the High School will be implementing a composting effort this fall and that the composting efforts will continue in the Middle and Intermediate schools.

The Commission reviewed the Recycling Reports for the month. It was requested that when the June report is ready and reflects the full FY 17 years' worth of data, it should be forwarded to the City Council as an informational piece. Only the first cover page and the last page need to be forwarded as those give the overall picture the best.

Guy discussed with the Commission the unusually high amount of large item / demo debris that has been collected at the Recycling Center / Transfer Station.

Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1278

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Education Program

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1279

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Composting

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1280

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

HHW Day Sept. 9, 2017

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1281

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Preparation of Handouts for event

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1282

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Commitments to attend event

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1283

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Food Waste Composting

Recommendation:

ATTACHMENTS

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Department of Public Works
Monthly Recycling Report

2017	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	0	0	4	9,473	0	0	9,473	3	7,522	3	7,793	0	0	15,315	24,788	
Office Paper	0	0	0	0	1	1,306	1,306	0	0	0	0	1	1,256	1,256	2,562	
Aluminum	0	0	0	0	1	660	660	0	0	0	0	0	0	0	660	
Cardboard	18	34,341	14	26,246	21	38,786	99,373	17	31,930	21	39,514	23	44,146	115,590	214,963	
Milk Jugs	0	0	0	0	0	0	0	0	0	0	0	1	980	980	980	
#1 Plastics	0	0	0	0	0	0	0	0	0	0	0	1	780	780	780	
Mixed Plastics #2	1	940	0	0	0	0	940	0	0	1	904	0	0	904	1,844	
Tin Cans	1	818	1	796	0	0	1,614	1	860	0	0	1	804	1,664	3,278	
Glass		622	0	0		444	1,066		418		302		472	1,192	2,258	
Junk Steel	10	48,840	5	25,860	7	35,580	110,280	11	57,826	16	78,260	13	67,920	204,006	314,286	
Large Item/Demo Debris		98,460		80,340		92,520	271,320		131,440		183,280		234,460	549,180	820,500	
Automotive Batteries		1,348		1,138		980	3,466		1,416		1,386		1,380	4,182	7,648	
Computers - Printers	125	2,350	32	450	152	2,596	5,396	58	1,254	84	1,480	79	1,560	4,294	9,690	
CRT's - TVs	31-82	6,034	51-22	3,488	27-63	4,636	14,158	45-82	6,704	44-136	8,718	113-52	8,360	23,782	37,940	
	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	4	9,190					9,190							-	9,190	33,978
Office Paper	1	774					774							-	774	3,336
Aluminum	1	1,100					1,100							-	1,100	1,760
Cardboard	19	36,838					36,838							-	36,838	251,801
Milk Jugs	0	0					-							-	-	980
#1 Plastics	0	0					-							-	-	780
Mixed Plastics #2	0	0					-							-	-	1,844
Tin Cans	1	826					826							-	826	4,104
Glass		434					434							-	434	2,692
Junk Steel	15	67,240					67,240							-	67,240	381,526
Large Item/Demo Debris		178,980					178,980							-	178,980	999,480
Automotive Batteries		878					878							-	878	8,526
Computers - Printers	142	4,062					4,062							-	4,062	13,752
CRT's - TVs	179-57	10,442					10,442							-	10,442	48,382

Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1286

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Code Enforcement Report

Recommendation:

ATTACHMENTS

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Solid Waste Management Commission Agenda Item Report

Agenda Item No. 2016-1288

Submitted by: Kara Cote

Submitting Department: Public Works

Meeting Date: August 8, 2017

SUBJECT

Curbside Trash & Recycling Report

Recommendation:

ATTACHMENTS

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SOLID WASTE MANAGEMENT COMMISSION 2017

<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 : michael.swanton@biddefordmaine.org	282-6387	12/2017
Councilor Michael Ready 6 Kennedy Drive E-mail : michael.ready@biddefordmaine.org	710-2013 205-0952	12/2017
James Emerson 127 Old Pool Road E-mail : jaz_emerson@maine.rr.com	209-7254	12/2017
Adam Bellefeuille 111 Pool Street E-mail : Bellafuel111280@gmail.com	229-2992	12/2017
Marc G. Malon II 1 Rockwood Drive E-mail : marc.malon@gmail.com	590-8366	12/2019
Bernard Neveux 10 Kennedy Drive E-mail : b.a.neveux@gmail.com	376-5938	12/2019
Francois Blais 26 Westland Avenue E-mail : fablais@gwi.net	229-1695	12/2019
Donna Tippet 77 West Street	282-3392	12/2020

City of Biddeford
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371 Hill Street, Biddeford, Maine 04005

WASTE MANAGEMENT COMMISSION 2017

SCHOOL DEPARTMENT MEMBER :

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

SOLID WASTE MANAGEMENT COMMISSION

8/3/2017

FY 17 / FY 18 Budget Analysis

	FY 17				FY 18		
Revenues					Revenues		
	Budget Appropriation		\$ 4,575.00		Budget Appropriation		\$ 4,575.00
	Casella Education Funds		\$ 1,000.00		Casella Education Funds		\$ -
	Compost Bin/Kit. Pail Sales		\$ 380.41		Compost Bin/Kit. Pail Sales		\$ -
					Composter Inventory Value	(13)	\$ 657.15
					Kitchen Pail Inventory Value	(6)	\$ 39.84
		Total :	\$ 5,955.41			Total :	\$ 5,271.99
Expenditures					Expenditures		
	EDDM Mailing for HHW Day		\$ 2,500.00				
	EDDM Mailing for HHW Day		\$ 675.33				
		Total :	\$ 3,175.33			Total :	\$ -
	FY 17 Budget Balance @ 6/30/17 :		\$ 2,780.08		Balance (cash and inventory) :		\$ 5,271.99
	RESERVED FUNDS AS OF 6/30/17 :		\$ 7,348.00		Balance (cash only) :		\$ 4,575.00
	TOTAL RESERVED FUNDS AS OF 7/18/17 :		\$ 10,128.08				
Expenditures							
					TOTAL CASH AVAILABLE :		\$ 10,647.11
	Two EDDM Mailings (HHW, Paint)		\$ 4,055.97				
	TOTAL CURRENT RESERVED FUNDS:		\$ 6,072.11				
	NOTE : REPORTED NUMBERS ARE AS OF July 29, 2017						15
							.
	NOTE : EARTH MACHINES \$50.55 KITCHEN PAIRS \$6.64						