

City of Biddeford
Solid Waste Management Commission
March 14, 2017 7:00 PM Public Works

- 1. Call to Order**
- 2. Approval of Minutes**
 - 2.1. MINUTES
[mtg 1 10 17.doc](#)
- 3. Discussion / Approval**
 - 3.1. Education Program
 - 3.2. Earth Day plans
- 4. Staff Reports**
 - 4.1. PAYT bags
[SUMMARY TABLE BAGS SOLD.xlsx](#)
 - 4.2. Commercial Cardboard
[CARDBOARD COLLECTION DATA.xlsx](#)
 - 4.3. Food Wastes RFP
- 5. School Programs Update**
 - 5.1. Food waste composting
 - 5.2. Outstanding invoice for School Dept. Food Wastes Collections
- 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 CHANGES
[roster 2017.doc](#)
- 8. Education/Advertising/Fiscal Year Budget**
 - 8.1. FY 16/17 BUDGET ANALYSIS
[Budget Analysis FY 2017.xls](#)
- 9. Other Business**
- 10. Agenda for Next Meeting**
 - 10.1 Date : April 11, 2017

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

SOLID WASTE MANAGEMENT COMMISSION MEETING
MINUTES OF JANUARY 10, 2017

Attendance: Martin Grohman/Chair, Councilor Ready, Councilor Swanton, Jim Emerson, Adam Bellefeuille, Marc Malon II, Bernard Neveux, Francois Blais, Dawn Delano/School Dept., Guy Casavant/Staff

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

The Commission reviewed the Draft RFP for Curbside Collection of Residential Food Wastes. Guy identified the wording being requested by the City Attorney which will be incorporated into the RFP. The Commission requested that the Scope of Services Section identify that the selected vendor must implement the program within 90 days of award.

With respect to questions raised by the Commission during its meeting the City Attorney had the following responses :

Performance Bond. There is no need to identify an amount at this time. This can be negotiated with the selected vendor and probably is more appropriate that way due to the uncertainty of the scope of the program and the potential revenues and costs for the vendor. Such a bond is not legally required but could have some value to the City since the City is/will be incurring some costs (RFP preparation, staff time, advertising, education, promotions) and it may be a deterrent to a vendor simply walking away.

Compliance with Laws & Regulations, Workers Compensation, O.S.H.A. Regulations. The question was that if there were the general section on Compliance with Laws & Regulations does the RFP need the other sections identified above which are laws and regulations. The City Attorney recommended leaving those section in because it does not do any harm and may provide ancillary benefits by being highlighted should an issue arise. Also, there are many times when the City is required to prove that its contractors are supplying their own Workers Compensation Insurance and having a clause about it makes it simpler to identify the City policy on this matter.

Indemnity Clause. Must remain in per City Attorney.

Issue of Compensation and whether this would be a legal contract. The City Attorney opined that the issuance of an exclusive agreement meets the test of compensation as well as the City's commitment to advertise and promote the program. Therefore, the contract would be legal.

The Commission discussed the development of an Educational Program. It should include the work around the advertising and promoting of the curbside Food Waste service as well as the Paint Stewardship and Fluorescent Light Bulb Stewardship Programs and other activities such as Earth Day and HHW Day. Various tools such as press releases, Every Door Direct Mailing, Public Access Shows, etc. should be used.

The Commission reviewed the various Solid Waste and Recycling Reports.

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Dawn gave an update on the School Department activities. The High School will be starting the food waste composting efforts next week. She asked if any members of the Commission could attend lunches to assist in rolling out the program. Some Commissioners indicated they may be able to attend but not until Wednesday. She talked about maybe creating some type of competition between the classes to help kick off the program. She will be checking with the vendor to get some posters and information for distribution at the high school. The other schools, Middle and Intermediate had slacked off a bit on the program but both are back up to speed and doing well.

The Commission requested information on how many trash and recycling containers the City had in inventory. Guy will supply that data.

The Commission Roster was deemed up to date.

PAY AS YOU THROW (PAYT)

3/8/2017

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)

3/8/2017

Bag Sales

AUGUST		2016		12		2
SEPTEMBER		2016		6		5
OCTOBER		2016		1		0
NOVEMBER		2016		2		1
DECEMBER		2016		12		10
JANUARY		2017		2		1
FEBRUARY		2017				
MARCH		2017				
TOTALS :				297		184
TOTAL BAGS SOLD :				74,250		73,600
Large 250/case/ \$58.00 per case/ sell for \$2.00 per bag						
Small 400/case/ \$66.00 per case/ sell for \$1.50 per bag						

COMMERCIAL CARDBOARD COLLECTION DATA

3/8/2017

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

3/8/2017

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
12/5/2016	Monday	1	360	360
12/6/2016	Tuesday	0.5	270	540
12/7/2016	Wednesday	1.5	820	546.7
12/8/2016	Thursday	0.75	210	280
12/9/2016	Friday	1.5	890	593.3

COMMERCIAL CARDBOARD COLLECTION DATA

3/8/2017

DATE	DAY	EMPLOYEE HOURS	WEIGHT IN POUNDS	POUNDS PER HOUR
12/10/2016	Saturday	1.5	780	520
12/12/2016	Monday	0	0	0
12/13/2016	Tuesday	0.75	470	626.7
12/14/2016	Wednesday	1	620	620
12/15/2016	Thursday	0.75	580	773.3
12/16/2016	Friday	1.25	740	592
12/17/2016	Saturday	1	820	820
12/19/2016	Monday	1	660	660
12/20/2016	Tuesday	0.75	510	680
12/21/2016	Wednesday	1.25	482	385.6
12/22/2016	Thursday	1.25	610	488
12/23/2016	Friday	1.5	1,130	753.3
12/24/2016	Saturday	1.75	1,098	627.4
12/26/2016	Monday	0	0	0
12/27/2016	Tuesday	1.75	1,126	643.4
12/28/2016	Wednesday	1	522	522
12/29/2016	Thursday	1.25	586	468.8
12/30/2016	Friday	1.25	1,082	865.6
12/31/2016	Saturday	0.75	872	1162.7
1/2/2017	Monday	0	0	0
1/3/2017	Tuesday	1.5	1,220	813.3
1/4/2017	Wednesday	1	510	510
1/5/2017	Thursday	1.5	740	493.3
1/6/2017	Friday	1.5	870	580
1/7/2017	Saturday	0.75	630	840
1/9/2017	Monday	0	0	0
1/10/2017	Tuesday	1	760	760
1/11/2017	Wednesday	1.5	950	633.3
1/12/2017	Thursday	1	640	640
1/13/2017	Friday	1.5	920	613.3
1/14/2017	Saturday	1	860	860
1/16/2017	Monday	0	0	0
1/17/2017	Tuesday	1	620	620
1/18/2017	Wednesday	1	480	480
1/19/2017	Thursday	0.75	420	560
1/20/2017	Friday	1.5	930	620
1/21/2017	Saturday	1.25	1,030	824
1/23/2017	Monday	1	540	540
1/24/2017	Tuesday	0.75	420	560

COMMERCIAL CARDBOARD COLLECTION DATA

3/8/2017

DATE	DAY	EMPLOYEE HOURS	WEIGHT IN POUNDS	POUNDS PER HOUR
1/25/2017	Wednesday	1.25	710	568
1/26/2017	Thursday	0.75	460	613.3
1/27/2017	Friday	1.75	940	537.1
1/28/2017	Saturday	1.5	870	580
1/30/2017	Monday	1	620	620
1/31/2017	Tuesday	0.75	460	613.3
2/1/2017	Wednesday	1	640	640
2/2/2017	Thursday	0.75	440	586.7
2/3/2017	Friday	2	1,230	615
2/4/2017	Saturday	1.5	980	653.3
2/6/2017	Monday	0	0	0
2/7/2017	Tuesday	0	0	0
2/8/2017	Wednesday	0	0	0
2/9/2017	Thursday	0	0	0
2/10/2017	Friday	0	0	0
2/11/2017	Saturday	0	0	0
2/13/2017	Monday	0	0	0
2/14/2017	Tuesday	0	0	0
2/15/2017	Wednesday	0	0	0
2/16/2017	Thursday	0	0	0
2/17/2017	Friday	0	0	0
2/18/2017	Saturday	0	0	0
2/20/2017	Monday	0	0	0
2/21/2017	Tuesday	0	0	0
2/22/2017	Wednesday	3	2,380	793.3
2/23/2017	Thursday	3	1,966	655.3
2/24/2017	Friday	1.5	960	640.0
2/25/2017	Saturday	1	840	840.0
2/27/2017	Monday	1	520	520.0
2/28/2017	Tuesday	0.75	310	413.3
3/1/2017	Wednesday	1.5	840	560.0
3/2/2017	Thursday	1.25	330	264.0
3/3/2017	Friday	1.25	1,110	888.0
3/4/2017	Saturday	1	1,020	1020.0
		147.50	99,551	674.9

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			9,473							0	9,473	
Office Paper	0	0	0	0			0							0	-	
Aluminum	0	0	0	0			0							0	-	
Cardboard	18	34,341	14	26,246			60,587							0	60,587	
Milk Jugs	0	0	0	0			0							0	-	
#1 Plastics	0	0	0	0			0							0	-	
Mixed Plastics #2	1	940	0	0			940							0	940	
Tin Cans	1	818	1	796			1,614							0	1,614	
Glass		622	0	0			622							0	622	
Junk Steel	10	48,840	5	25,860			74,700							0	74,700	
Large Item/Demo Debris		98,460		80,340			178,800							0	178,800	
Automotive Batteries		1,348		1,138			2,486							0	2,486	
Computers - Printers	125	2,350	32	450			2,800							0	2,800	
CRT's - TVs	31-82	6,034	51-22	3,488			9,522							0	9,522	
	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							-							-	-	9,473
Office Paper							-							-	-	-
Aluminum							-							-	-	-
Cardboard							-							-	-	60,587
Milk Jugs							-							-	-	-
#1 Plastics							-							-	-	-
Mixed Plastics #2							-							-	-	940
Tin Cans							-							-	-	1,614
Glass							-							-	-	622
Junk Steel							-							-	-	74,700
Large Item/Demo Debris							-							-	-	178,800
Automotive Batteries							-							-	-	2,486
Computers - Printers							-							-	-	2,800
CRT's - TVs							-							-	-	9,522

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

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 : mswanton@biddefordmaine.org	282-6387	12/2017
Councilor Michael Ready 6 Kennedy Drive E-mail : mready@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 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

ONE VACANCY

City of Biddeford
Public Works Department
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

3/8/2017

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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 March 4, 2017							
	NOTE : EARTH MACHINES \$50.55 KITCHEN PAILS \$6.64							13