

## Shutesbury Recycling and Solid Waste Committee Meeting Minutes

January 17, 2012 Meeting

**Members Present:** Karen Czerwonka, Ron Essig, Gail Fleischaker, Meryl Ann Mandell, Steve Rice

**Guests:** Becky Torres, Arlene Miller

**Members Absent:** Michael Baines, Gary Bernhard, Paul Vlach, Nancy Dihlmann

**Minute Taker:** Meryl Ann Mandell

**Meeting Started at 6:05 pm.**

### Subjects Discussed:

- Richard Carnall from Duseau Trucking attended the meeting. Meryl stated the purpose was to give Duseau an opportunity to speak to the Town about Duseau's current services, and to allow Duseau the opportunity to ask the RSWC basic questions about the upcoming RSW RFP. Arlene provided Richard with the approximate schedule for the RFP process. Richard noted that Duseau is replacing and refurbishing some of their collection trucks, but did not know if the repairs included vehicles to be used in Shutesbury. Richard said that recyclables are currently still taken to the Hatfield facility, where they are weighed on a "tire scale" and aggregated before sending to the MRF. Richard estimated that they process about 100 ton/day of solid waste through their Northampton facility. The RSWC thanked Richard for attending.
- The balance of the meeting was used to review Version 5 of the draft Shutesbury Recycling and Solid Waste RFP for Municipal Solid Waste and Recycling Services. The draft had been reviewed/ revised by Mandell, Fleishaker, Miller, with additional comments by Rice. The following items were discussed:
  - Most remaining comments in V5: resolved or marked for input from the Town Administrator/Legal.
  - An approximate schedule for the procurement: February 8 at 3:00 PM - Mandatory pre-proposal meeting; March 1 - RFP due date.
  - Legal needs to review the bonding requirements ASAP, so that the Legal Notice can be published in the Central Register. Becky to contact Legal to facilitate bond language review.
  - Becky to send in the Central Register notice as soon as Gail/Arlene can get Legal Notice to her.
  - Meryl to ask Paul/Gary if they have a collection route map for the RFP. If not, she's to ask them to prepare one.
  - Meryl to make RFP changes as per tonight's discussion then forward to Arlene/Gail for formatting and other changes. They will then forward to Becky, who will review and send to Legal.
  - The group agreed to dates for the upcoming RFP and related RSWC meetings. They are:
    - February 1st - distribute the RFP.
    - February 8th at 3PM - hold the pre-bid conference. ( RSWC members invited)
    - March 1 at 3PM - proposals due
    - March 13 at 7PM - RSWC meets to review technical proposals then open price proposals.
  - The group then discussed the evaluation process. All agreed to use the four criteria listed in the RFP for the evaluation. We agreed that **prior** to the meeting on 3/13, we would pick up our copy of each firm's technical proposal, then individually score each one using a 1-5 scale, with 5 being the best score. At the meeting on the 13th, we will then review each person's scores and tally the results. Then we will open the price quotes. The RSWC we will then decide which company or companies we want to negotiate with.

### Action Items:

- Becky to send in the Central Register notice as soon as Gail/Arlene can get Legal Notice to her.
- Meryl to ask Paul/Gary if they have a collection route map for the RFP. If not, she's to ask them to prepare one.
- Meryl to make RFP changes as per tonight's discussion then forward to Arlene/Gail for formatting and other changes.
- Bernhard agreed to contact the SES, Town Hall, Highway Department, Fire Department, Library, and SAC to confirm each location's preferred method of solid waste collection - totes, barrels, dumpster, bags - then report findings to the RSWC for the next meeting. (**outstanding from last meeting**)

- Meryl to edit Version 6 of the Draft RFP, incorporate comments from tonight's meeting (goal - Wednesday am), then send to Fleischaker/Miller for editing (goal - Thursday). Fleischaker/Miller to return edited version for distribution to all - RSWC, TA, Legal.

**Meeting Dissolved at 8:10 pm.**

**Minutes approved by the RSWC at the April 10, 2012 meeting. PAV**