

Shutesbury Recycling and Solid Waste Committee

Meeting Minutes – September 15, 2009

Posted meeting convened at the Town Hall at 7:05pm

Present: Gary Bernhard, Recycling Coordinator; Paul Vlach, RSWC Chair; Members Nancy Dihlmann, Karen Czerwonka, Ron Essig, Mino Caulton, Meryl Mandell, Gail Fleischaker, Steve Rice. Absent: None.

1 – Minute taker for this meeting: Paul

2 - Approval of Minutes from August 5, 2009 Meeting. Approved unanimously. Paul will deliver to the Town Clerk and arrange posting on the Town website.

3 - Committee records: Paul initiated a discussion about upgrading our record keeping. It was decided that the Recycling Coordinator (RC) Gary and RSWC Chair will coordinate to provide public records to the Town Clerk, enhancing our Minutes with applicable attachments as needed. Establishing a Secretary was dismissed as an option. In addition, backups of material given to the Town Clerk, housekeeping records, and other documents will be stored in the RC office area within the main meeting room of Town Hall. After Gary finishes sorting through records there now, unsecured, he will determine what is needed for lockable storage, such as a two-drawer file cabinet. Later in the meeting, a related topic arose, that past RC Sarah Martell may still be holding records, including Bulky Waste, vendor info, and other info needed ASAP. Karen volunteered to contact her and get back to Gary.

4 - 2008 recycling and solid waste figures – Letter to Gary from the Massachusetts Department of Environmental Protection (MassDEP) shows our calendar year 2008 figures to be: 48% recycling rate; total generation 971 tons; disposal tonnage 346; recycling tonnage 197.62; composting tonnage 127.40 and household hazardous waste tonnage 0. We noted that they use a formula to determine the recycling rate, which generates that 48% number, but straight math would appear to give a 36.35% figure. It was thought that our actual rate might best be described as somewhere between 36% and 48%, or around 42%, in practical terms.

5 - Website conversion to Drupal: Paul and Gail, on the town Web Committee, will be working on transferring the recycling and solid waste website content (the bulk of the web info) over to a different software system, along with other town Web Committee members. After this is done, the “Drupal” open source software will allow for the various town departments and committees to maintain the content of their own pages. In preparation for that change, it was asked that RSWC members with web access (all but Karen and Nancy can currently conveniently access the web and email) review the current RSW web content, including all links and documents, and provide recommendations on where info overlaps, is outdated, or unnecessary, so we can tighten up the site, make it more navigable, and cull the chaff before the transfer occurs, thereby lightening that Web Cmte load, as well. All agreed, with a deadline of September 30th to complete their review.

6 -- Composter order: Generated by a composter purchase request from a resident to the Town Administrator, information was reviewed on past composters purchased by the town, which are resold to residents at a subsidized fee of \$20. We are out now, and last purchased 20 units through the DEP group purchase option in 2006. After reviewing the model options, costs, and value of encouraging composting to reduce the waste stream to Covanta, it was unanimously voted to purchase ten 24 cubic foot circular New Age Composters, for resale at the same \$20 fee. They cost about \$50-55 to the town. Gary will coordinate the purchase with Town Administrator (TA) Becky Torres.

7 -- Pro-rating of bags to residents - This past month, the TA asked about the pro-rating schedule for residents just now picking up their annual bag allotment. Existing policy was found in a document in the "master book" where the bag distributions are tracked, and the RSWC was advised that the 50 bag full allotment drops on the following dates, to the following amounts: 9/1 – 40; 11/1 – 30; 1/1 – 20; 3/1 – ten bags. New allotments begin at Annual Town Meeting, the first Saturday in May.

8 -- Mercury Training Sept. 28th –MassRecycle is offering a three-hour Mercury Management Training seminar in Holyoke on Sept. 28th. Gary is attending, and Covanta offered to pay our fee. It is only \$15 for MassRecycle members, and Gail reports seeing past invoices for an "organizational membership" for our committee. It was agreed that the Covanta gesture was appreciated, but no other members were free to attend. Covanta SEMass is presenting the workshop.

9 - Recycling tent repair – Becky found the broken Recycling tent in the hazardous collection shed, and used it at a rainy Shutesbury Market day. Resident Bill Wells of W. Pelham Rd saw the broken struts and offered to fabricate a repair, so it will be more usable for us. There are mouse holes in the fabric, though, so we need to buy some royal blue fabric duct tape to patch it up.

10 - Recycling/trash issues that Becky and police are aware of – communication protocols. Trash blowout from Duseau trucks was called into the police as a traffic hazard. We weren't notified, so we could follow up with the hauler. Paul will address this when he sets up an illegal dumping notification / handling protocol between police, highway town admin and the RSWC.

11 - Discussion of rejection of trash and/or recyclables at curbside. Questions raised on whether drivers are actually rejecting bags or bins; relaying identifying that info if they do; and whether the provided rejection notices are being left. Gary will follow up with Duseau on the system, and report back.

12 – Joint Household Hazardous Waste day: Cheryl McNamee of Amherst DPW <McNameeC@amherstma.gov> had sent notice of the upcoming HHW event, on the same day as Bulky Waste, Saturday October 3, 2009. Gary and Karen report that Karen will work the event as the Shutesbury rep again this year.

13 - Mercury Spill Information: As a result of an inquiry by a resident, several RSWC members weighed in with handling and cleanup tips for the family. Mino had been the lead member on this. The best recap included the following, which Mino will assure reached the family involved:

If you accidentally spill mercury there are certain things you must do to protect yourself and others: Ventilate the area. Open a window or outside door. Evacuate the spill area for 10 minutes. Do NOT use a vacuum or broom to clean up the spill. Use two index cards or other stiff paper to push the mercury together into a ball. Carefully, scoop up the mercury onto one of the index cards or paper. Put it all, including the index cards/paper, into a plastic bag and seal. If possible, place the sealed plastic bag into a glass or plastic jar with a screw-on lid.

Gary will report back with other info, after attending the training referenced in item #8 above.

14 – Informational note: Gary was officially appointed as recycling Coordinator by the Select Board on August 18, 2009. Gail notified concerned parties: Arlene Miller (DEP community liaison), the DEP Springfield office staff, and Covanta Energy staff, also advising them that Paul now the RSWC Chair.

15 - Office phone update: Gary will arrange with Becky to eliminate the Recycling office phone line. He has offered up his home number for residents to contact him, if not Becky on pickup days. This will save money, as well, eliminating the business line.

Note: 8pm – Steve needed to leave for another commitment.

16 - The School Committee fielded and forwarded a question about the possibility of composting (or offering out for reuse) the daily lunch waste. Gary offered to discuss this with SES Principal Bob Mahler at a 9/17/09 meeting he has already scheduled to discuss recycling in the school in general. Mino stated that he knows a pig farmer in Wendell who may be interested in the food waste as feed for his animals, and will get contact info to Gary.

17 – Upcoming town newsletter: Gary will create a blurb for the newsletter, due next week, covering Bulky Waste Day and the HHW info. Committee members had already collaborated to create a full page insert, with the 2010 pickup calendar and system info and tips, adapting it from the similar insert made for last year. Gary will also use the RCN - Roadtown Community Newslne, the SES weekly newsletter, to distribute the info. That content is then re-disseminated by resident and School Committee Chair Michael DeChiara in a private electronic mailing he sends out weekly to a large number of subscribers, encompassing school and general community info.

18 – Bag sales locations: Gary has checked in with the Leverett Co-Op and the Spear Library on trash bag sales supplies. They are all set now, and he will reinstitute the sales recording system the next time they need restocking, so we can assure the integrity of the system, since bag prices are subsidized by tax money. This will assist in

identifying the heavier users, for potential educational outreach, and offer tighter stock and income accounting for the RSWC records, and the Town treasurer, as well.

19 – Bulky Waste Day: Preparations were discussed for BWD on October 3rd.

- Gary will be at a family wedding in Washington State. Paul will serve as the coordinator for the event.
- Gary has arranged for all vendors:
 - Duseau for roll-offs and post-event disposal of trash at Covanta; metals to Kane's of Chicopee; and electronics through Duseau's contacts.
 - He will check to see if electronics handling will be free this time, and try to get a definitive answer on where "things with springs" are taken.
 - Mary Vachula at Duseau has been sent the yard map showing box placements on Friday 10/2/09.
 - Nancy Dihlmann will watch for the deliveries, and correct placement.
 - Interstate Refrigerant Recovery has been notified to decommission the CFC items and pick up propane tanks, on either Saturday or Sunday, as in the past.
 - Bob Spaulding of the DPW will be our loader operator.
 - Gary is meeting with Officer Mike Gelinis, after speaking initially with Chief Harding, and will discuss our vision of cone placement and traffic handling requirements.
 - Gail will print, cut and staple packets of BWD Check-in slips, to include name, address, and email addresses to add to the Town Announcement list so we can reach more residents with Talking trash tips.
 - Gail has the cash box, and Paul is providing a laptop for her to enter info on site.

20 – Town Hall collection: Gary has begun working with Town Clerk Leslie Bracebridge and TA Becky Torres to organize the light bulb, battery and mercury device collection system in Town Hall. He will soon be posting a list of acceptable items, and follow up on shipping of accumulated items from our storage shed. He has some info already, and will finalize vendors with Becky. Karen C. offered to monitor the Town Hall mercury waste storage area, weekly if needed, and periodically move excess items to mercury bearing waste shed behind Town Hall.

21 – Gary plans to create periodic Town emailings called "Talking Trash", following up on a concept proposed by the previous RC, and last done by Paul in May.

22 – The concept of creating a policy and procedure manual for the RC and RSWC was raised again. Meryl recently located some files she had created years ago in South Hadley for that purpose, and Gail and Paul will review those, and see if they will serve as a baseline for tailoring a similar set for Shutesbury.

Meeting adjourned at 8:55pm (These Minutes were approved at the 11/5/09 meeting.)