

Final Meeting Minutes – Recycling and Solid Waste Committee (RSWC) –

12/12/2024

Attendees (Zoom meeting) – Meryl Mandell (Chair), Sean Genereux (Recycling Coordinator), Gail Fleischaker, Peg Ross, Steve Rice, Mary Glavin

RSWC Members absent: Tim Logan, Marla Killough, Barbara Bigelow

The meeting was called to order at 7:00pm.

1 - Minutes from the 3/28/2024 RSWC meeting were approved.

2 - Status of Prior action items:

A - Sean to go through batteries and dispose of non-recyclable batteries, then store full containers in Mercury Bearing Waste Shed. Gail to make laminated battery signs for battery buckets. **DONE**

B - Sean will get new LTS stickers ASAP and leave them in the shed with the FY24 stickers. He will dispose of any remaining FY23 stickers. **DONE**

C - Gary will get updated address book to Sean by mid-April and Sean will update names from last year's book. Sean will add to book the current list of prices for bins and recycling boxes, and add the pages to record the LTS sticker sales. This will all be updated and in the shed prior to the April 29 bag distribution start. **DONE**

D - Sean will advertise trash bag distribution schedule on Town Announce; Gail to list bag schedule on the RSWC website; and Steve will post on Next Door Shutesbury. **DONE**

E - Sean will contact Casella for next year recycling and trash pick-up dates, and Gail will reformat and make copies for distribution on April 29. **DONE**

F - All working at bag distribution dates will contact Sean or Meryl if over \$200 in cash is in the shed. Sean or Meryl will pick up money to deposit with Becky at Town Hall. **DONE**

G - Sean and Meryl will check out Mercury Waste shed to see what needs to be done to clean it up etc. **DONE**

3 – Current items:

A. Styrofoam Recycling

The Committee will follow up with the Leverett Transfer Station personnel with issues they had and possible future dates.

B. Trash Bag Distribution

Final Meeting Minutes – Recycling and Solid Waste Committee (RSWC) –

12/12/2024

1. M.M. would like to have Shed attendee to give the money to M.M. or S.G. at the end of their shift rather than leaving in the Shed, this will keep the amount of money kept in the Shed to a minimal. An S.O.P. needs to be established upon the arrival of the New Town Administrator and Secretary.
2. G.F. Suggested revising the binder to include the name of the person who bought a Leverett Transfer Sticker. Need to add name and sticker number. Also, a separate sheet needs to be created to match with cash.

C. Changes with Town Hall Procedures

1. Interim Town Administrator (Gabe) would like to have Committees take on more responsibilities. The RSWC responsibilities would include the ordering of the Trash Bags off the MA state contract and to sign off on bills and invoices.
2. The Committee voted unanimously for the Chair and the Recycling Coordinator to Authorize submissions of warrants for payments and to order trash bags and other items off the state contract.
3. Vote: All Aye

D. Mercury Shed for shared storage with Recreation Committee

1. S.G. was approached by the Recreation Committee for the possibility of shared storage for soccer balls. The Committee discussed and voted.
Vote: All Aye.

E. Upcoming Grants

1. S.G. discussed the opportunities to maximize RDP points in the upcoming 2025 fiscal year. Points can be used to purchase recycling bins, bags etc.
2. Last year the Town did not qualify for some of the points because the Town website was missing required items (such as weblinks). Recycling Coordinator to see if we can meet these points for this year's application.

F. Recycling Items for Newsletter

1. The Committee discussed possible topics for an upcoming Town Newsletter. Proper battery recycling was a possible topic.

G. Textile Bin

1. M.M. was contacted by S Highway Superintendent (Dave S.) regarding an incident where the Textile Bin was inaccessible due to it being blocked by a Contractor's vehicle. Dave would prefer that the Bin be relocated, possibly on Town property on Wendell Road.
2. The committee discussed other possible locations. M.M. stated the new location needs to be centrally located and visible. Illegal dumping and not being located on a main road are two major concerns.

Final Meeting Minutes – Recycling and Solid Waste Committee (RSWC) –

12/12/2024

3. A final decision on a new location will need to be made by the Select Board. The Committee thought the Highway Dept location was the safest for monitoring.

H. New MRF Contract

1. M.M. and S.G. to review a new MRF contract for the upcoming fiscal year.
2. There is most likely going to be a price increase.

I. Laptop for RSWC

1. S.G. discussed the possible need for a laptop to assist with bookkeeping at the Trash Bag Distribution. The Committee discussed and agreed the paper binder system of bookkeeping was sufficient at this time. The Committee will reassess in the future.

J. Casella Service Issues

1. S.G. felt that the service has improved since July 2024.
2. Casella has reached out with concerns if icy road conditions.
3. M.M. stated that snow and ice is the culprit for the majority of service interruptions. The new Highway Superintendent will need to work out these issues with Casella in the future.

5- Meeting adjourned at 8:05 pm.

- *Notes submitted by Mary Glavin*