

Pembroke Solid Waste Committee
Pembroke Public Works Exchange Street
Wednesday March 25, 2009

MINUTES

Present: Jim Boisvert, DPW Director
Chris Culberson, Committee member
Gerry Fleury, Committee member
Sally Hyland, Committee Chair
David Jodoin, Town Administrator
Cindy Lewis, Selectman
Reno Nadeau, DPW Staff

Absent: Roland Lemoine, Committee member
Larry Preston, Selectmen's Rep

1. Meeting started at 6:30 pm
2. Motion by GF to approve Minutes of 2/25/09 meeting: SOH, second > Passed
3. Discussion - Equipment
 - a. Refurbish Peterbilt truck = first task
 - Truck refurbishing = sole source > Peterbilt for most of mechanical work; bushings / springs would be done by Donovan (Manchester);
 - New Body: 5 potential vendors for body: 3, out-of-state, Howard Fairfield (Pembroke), & Hewes (Bow) = New Way dump bodies;
 - DPW has budget prices and specs for an RFP
 - Issue RFP for body; must include warrantee requirements, maintenance, thickness of steel, PSI, compaction cylinders, references, etc.
 - Expectation: at least 30-days to complete work on Peterbilt.

TOWN POLICY ON RFPs: Threshold = \$5000; Review Committee needed

DJ: timeline must consider Town's cash flow; we must be sure that property taxes are starting to come in before bills are due;

Draft bid for Truck body > Dave Jodoin by 4/16.

Board of Selectmen will review spec and RFP before it is issued at April 20 meeting
RFP Issue 4/22; two-week response for bids.

Board of Selectmen open and review bids at first meeting in May > Monday May 4,
and award Contract. Truck would be ready after early June.

DPW has spent \$500 on repairs so far this year, but there is a major problem with the Stirling truck transmission, which would cost \$5000 to repair. Concern, a backup truck will be needed while Peterbilt is being refurbished; mutual aid (Hooksett, Bow) or rental can be arranged. Jim will look into.

Template for RFP - Jim will check with Amanda and e-mail to Committee

Pre-qualified list of vendors ? No. It is expected that many companies will bid on any RFP.

b. New Truck - 2 RFPs

1. Split-body is only done by Labrie, available from Howard Fairfield
2. Truck cab & chassis > RFP

Option: put 2 truck body purchase option on the RFP, for both refurbished body for Peterbilt and new split-body, for possible lower cost. Must indicate two separate delivery dates.

Check with Darrell: Remote control for moving arm when outside truck > put into spec

c. Carts

SOH has RFP, that can be reworked for Pembroke.

Before RFP is issued, number of carts must be determined, based on address list. SOH will work with Elaine to develop list of all addresses
2 carts / household: 1 for trash, 1 for recycling; recycling is mandated by updated ordinance, when new program is implemented

Discussion -

- carts RFP
 - requirement that assembly & delivery of carts be done by winning bidder;
 - include specs for plastic resin, warranty, manufacturing standards, materials of component parts (axle, wheels), etc.
- cost of carts,
 - offer possible discount (~\$2) for early payment by residents;
 - payment by check only - send to Town Hall; separate revenue line will be established;
 - must establish procedure with welfare office for Town funding of carts for residents who certifiably can't afford carts.
- order forms,
 - notification in tax bill in May, and in May-June newsletter
 - cart displays - 2 different sizes - Town Hall; other sites to be determined
 - residents make decision on size of their carts;

- cart distribution: involvement of DPW staff = handholding for residents & guidance for vendor.

All equipment purchases have a cash flow implication for the Town; to avoid having to issue a tax anticipation note to pay for carts before taxes come in, the timing of the distribution of carts must be after the truck has been delivered. Arrival of the carts can't be earlier than latter part of July because of other expenditures at same time, e.g., CDBG project. A tight schedule is needed for implementation, to deliver carts to homes one-week before first pickup.

Both Trucks are being paid from capital reserve funds, some of which is in place now, some later; all funding must be paid out by Dec 31.

Public awareness effort = needed:

CC: send out notice with tax bill (end May), not separate letter

Put into town newsletter (going out end of May / June)

Put together list of FAQs: DPW is keeping list of callers for info

Town Web page - create page for Solid Waste program, with link from Town web

Page > possible: student project - computer class at PA

Determine any special needs / policies for elderly, multi-family buildings, etc.

- landlords / tenants (see, Larry Preston's memo) who pays for carts

- Littlefield's - trash is supposed to be at cul-de-sac, not at each house.

** Get Selectmen minutes re: Littlefields' agreement > review requirements

units at Littlefield's - ~ 89 units, 8 stops,

CC: L. = used to have a dumpster for trash; option: they could be required to buy

dumpsters (1=trash, 1= recycling) & packer be sent there after picking up

dumpsters at schools;

Set up meeting with property manager of Littlefields

CC: Schedule for school pickups: Mon - PA only; Wed & Fri - all schools; schools do a good job on their recycling program (>BFI); will move to single stream after program implementation; DPW might provide recycling service.

JB - Pembroke doesn't have an agreement with WM for container rental or hauling for burnables, non-burnables, etc. WM wants an agreement for 5-yrs (NOT RECYCLING)

Non-burnables: \$150 /haul; \$ 78 /ton for non-burnables; monthly rental \$150 /container

Burnables: \$150 / haul; \$100 / month rental / container >> wheelabrator for burning

CC: keep same as now or we must go out to bid

Possibility ? compactor on site for recyclables at Transfer Station

JB - DPW has started count of # stops on Thu & Fri routes

To do: work on RFPs

JB RFP for truck
SOH Prepare RFP for carts
GF Prepare MS Project file for the program
Website - options
CC check with teacher at PA re: computer class project for website
DJ will talk with Kevin Foss re: website
Check on Littlefield's agreement

Next meeting: Wed 4/15 6:30 pm at DPW office
review & finalize RFP >>> DJ next day

Motion to adjourn: CC; GF = second > approved. Meeting ended at 8:05 pm.