

Pembroke Solid Waste Committee
Pembroke Public Works Exchange Street
Wednesday April 15, 2009

MINUTES

Present: Jim Boisvert, DPW Director
Gerry Fleury, Committee member
Sally Hyland, Committee Chair
David Jodoin, Town Administrator
Reno Nadeau, DPW Staff
Roland Lemoine, Committee member

Absent: Chris Culberson, Committee member
Larry Preston, Selectmen's Rep

1. Meeting started at 6:37 pm
2. Motion by GF to approve Minutes of 3/25/09 meeting: SOH, second > Passed
3. Discussion - Implementation - Automation / Recycling
 - a. JB: RFP for old Peterbilt cab & chassis was issued ~4/3; return due Friday 4/17; 6 companies have contacted DPW: Labrie, CN Wood, Howard Fairfield, Hewes, McNeillis and G & S from Plainfield (G&S will not submit bid because their Loadmaster body doesn't fit the Peterbilt frame). Town Administrator will open bids and list responders and prices; then he would forward them to SW & Recycling Committee for recommendation, then to Selectmen for review/approval at their next meeting. Solid Waste & Recycling Committee will meet to review on Wednesday 4/29; the Committee's recommendation will be submitted to the BoS in their packets for their meeting on Monday May 4.
 - b. GF: Project Task List
Discussion of Gerry's task list; tasks can be linked and assigned to a specific person
Any changes should be e-mailed to Gerry.
Add: Public Information section. New resident, Kelly Pearson, will help with PR materials.
 - c. RFP for carts:
SOH: sample RFP that was used in other communities; update on industry specifications for carts (ANSI) is needed. Question about assembly / delivery. Howard Fairfield
DJ: any notification that will go out in the tax bill, which will be mailed ~ 5/22, must be submitted before bills go to the printer. Selectmen voted to authorize an additional piece of

information to be put in with the tax bill; bills are processed at Town Hall, then sent to the distribution company by 5/18. Information can also be sent out in the next Town newsletter. One suggestion: take out ad in Hooksett Banner for an order form for people to mail in. Tax bill insert should explain generally what was passed at Town meeting, who is included in the program (tax bills are also sent to businesses, so information must state that the new program is only for Pembroke residents who have curbside trash collected by the Town), a general timeline, when payment is due, etc.

GF: concern that there won't be time for all residents to see the cart and choose which size. Discussion of size of carts, price, how to designate the size and number of carts in the RFP for the best price, evaluation of carts, lead-time in delivery.

Chickering Meadows carts are from AJ Equipment in Massachusetts; residents have no choice in size (65 gallon) and only one cart.

JB: concern about Transfer Station recycling when single stream is implemented; they are looking at a compactor because of the anticipated increased volume of recyclables. (Now, only 1.5 tons in containers, environmental fees and hauling costs have increased).

RFP for carts: decisions needed:

Maintenance proposal: probably not needed in Pembroke

Educational program: not needed: this can be done in-house

Performance bond: not required in Pembroke

Insurances: would be required if vendor is responsible for assembly / delivery

GF: When will people be asked to pay for carts? He prefers "just in time" payment, close to when program starts. Payments must be made at Town Hall, where record will be kept. No payments at DPW.

RN: List of addresses? Assessors office provided list of addresses for tax bill; which needs to be sorted and filtered for residents who have collection service. Vision system can sort by address.

Letter to Editor of Hooksett Banner was printed in last week's issue on the carts.

- d. Littlefields property manager, Tracy Madden of Harvard Mgmt Solutions, is interested in dumpsters instead of carts and being picked up by the packer truck. 89 units.
GF: Concern about economies of scale: recyclables won't fill the truck and therefore, won't be cost-effective to haul, even with the materials from the schools. Site plans don't allow dumpsters unless proper screening. Options: shared carts in a specific location, or dumpsters for trash and carts for recyclables. We should meet with them to discuss these options.
- e. RFP for new truck: draft = ready to go out; Jim will e-mail to Committee members. Remote control is included in the RFP. Split body is only manufactured by Labrie. Training for drivers of automated truck is important.

- f. Refurbished truck - Donovan Equip work on springs : Jim, Darrel and Selectman Cindy Lewis have worked on this part of the job. Cost is \$3,000; price has increased. BoS must sign PO for new body for the refurbished truck.
- g. Grant for recycling carts for low-income is available through New Hampshire the Beautiful. Families that need help will go through the Welfare office.

4. Other Business / Updates

Discussion: residences not picked up by town:

- Taylor Homes
- Emerson Mills
- Chickering Meadows
- Pembroke Street (new HUD elderly housing: 2010-2011)

Carts lead-time: now unknown

Color: same color for trash and recycling carts. The color of the cover must be very different for trash and recycling.

Imprint: Town Logo (clocktower)

JB: cost of C & D and other materials at the Transfer Station have increased; fees may need to be changed.

Bow and Concord will go to pay as you throw; Pembroke might get abandoned waste.

5. Next meeting Wednesday April 29, 2009 to review bids for the Peterbilt body.

6. Tasks:
- GF will rework timeline
 - JB will send out RFPs
 - SOH will talk to Elaine
 - SOH & JB to meet with Littlefields
 - FAQs must be finished
 - PR is due to be submitted on May 8.

Roland's e-mail: Lemoine222D@msn.com

7. Motion to adjourn: RL; GF = second > approved. Meeting ended at ~ 8:00 pm.