

**SOLID WASTE MANAGEMENT COMMISSION  
MEETING MINUTES  
JUNE 8, 2022**

Present: Chairman Muniz, K Galambos, R Aitro, H Plunkett, D McCarthy-Bercury

1. Chairman Muniz called the meeting to order at 5:36 pm.
2. Approval of Meeting Minutes:
  - a. K Galambos moved to approve the minutes of the 4/19/22 meeting, R Aitro seconded, approved unanimously.
  - b. K Galambos moved to approve the minutes of the 5/11/22 meeting, H Plunkett seconded, approved unanimously.
3. RFP for Curbside Collection and Recyclable Material Processing Contracts Contracting Status:
  - a. A proposal from Barton & LoGiudice was received, offering hourly services at a total of no more than \$12,000, to assist in developing an RFP for the Town's recycling and solid waste collection in the future. The proposal has been sent for legal review. Once cleared by legal, it is expected that the First Selectman will approve the proposal and arrange the first meeting.
  - b. Before we do an RFP it is important we examine the services the major instate vendors offer. Commissioner Plunkett and Chairman Muniz will be meeting with the in-state vendors to discover exactly what services they offer for curbside and recycling services.
4. Program Operations:
  - a. Curbside collection performance: D McCarthy-Bercury reported that Mr. Isaiah is the new curbside collection contact and operationally things are improving
  - b. Recyclable material cost and volume metrics:
    - i. Chairman Muniz stated that we need robust tracking of recyclable materials going out and the costs we are incurring on a monthly basis.
    - ii. D McCarthy-Bercury and Chairman Muniz will discuss offline what specific metrics are needed and review what is being done already.
    - iii. D McCarthy-Bercury and Chairman Muniz will also discuss the recommended improvements suggested by RRT especially regarding possible ways to save the Town money.
  - c. Transfer Station data collection and recordkeeping:
    - i. D McCarthy-Bercury reported that documentation of load quality in/out is being recorded and monitored.
    - ii. Transfer Station staff have been photographing contaminated loads and also all loads.
    - iii. Staff have requested having a tablet connected to the internet so they can upload photos in real time.

- iv. Chairman Muniz stated a written protocol is needed for how and where photos will be named, sent, saved, and catalogued.
  - v. Chairman Muniz made a motion to support providing a tablet to transfer station staff to obtain necessary photographic and identifying information regarding material delivered to the transfer station by contracted vendors, and the relevant information to be managed and saved in a manner that supports its intended use. K Galambos seconded, and the motion passed unanimously.
- 5. Contract Renewals 2022:
  - a. All current contract renewals are complete and POs are being set up.
  - b. No conformation has been received yet from Covanta on pricing.
- 6. Safety Improvements, Transfer Station:
  - a. D McCarthy-Bercury reported there was a meeting last week of Town Human Resources, General Government Buildings, and Public Works to review the information in the RRT report. Her understanding is that they will come up with a plan for the First Selectman, who will then report it to the SWMC.
- 7. Earth Matters:
  - a. D McCarthy-Bercury wants to mail out the brochure this summer to prepare residents for Fall clean-up. The State mandates the brochure be sent every year.
  - b. Chairman Muniz stated it is too early to mail the brochure because our processes may change based on the RFP process.
  - c. Discussion on contents and timing. D McCarthy-Bercury will discuss with the publisher about separating out the recycling information from the general information on waste collection. The brochure needs to be approved by the SWMC.
- 8. Chairman Muniz noted that Branford has applied for a state grant for a food scrap collection program expansion.
- 9. K Galambos asked for clarification on the waste and recycling pick-ups by private vendors at condos.
- 10. K Galambos moved to adjourn the meeting at 6:36, seconded by H Plunkett, passed unanimously. The next meeting of the SWMC will be July 13, 2022, at 6:00 pm.