

SOLID WASTE MANAGEMENT COMMISSION

WEDNESDAY, NOVEMBER 9, 2022

MEETING MINUTES

Present: Chairman Muniz, K Galambos, J Brown, R Murray, R Aitro

1. The meeting took place by Zoom. Chairman Muniz called the meeting to order at 6:11 pm.
2. R Aitro made a motion to approve the minutes of 10/12/22, J Brown seconded, passed unanimously.
3. RFP for Curbside Collection and Recyclable Material Processing Contracts
 - a. Contracting Status – Chairman Muniz met several times with Matt Brown from Barton & LaGuidice (B&LG) and created a draft RFP, which he then emailed to the SWMC commissioners to review, along with an outline of the RFP, as well as a revision paragraph related to the transportation of MSW from the Transfer Station to the Bristol or Preston trash-to-energy facility.
 - b. The goal of today's meeting was to review the draft Statement of Work (SOW), discuss, and gain approval of SWMC, so that the public procurement process may begin by end-of-week or early next week. Chairman Muniz reviewed the process for moving the RFP appropriately through Town reviews and approvals.
 - c. Review of SOP
 - i. B&LG recommended automated pickup and same-day trash & single-stream recycling services. There are currently 8,295 stops in Branford. Both MSW and single-stream recycling would be collected and processed by a single bidder (or two Contractors in partnership). B&LG advised that this model is used successfully in many towns in Connecticut, and advised that this model is likely to attract more bidders.
 - ii. MSW would be taken to the Transfer Station, where a different Contractor will provide trailers to store the trash until it is transported to Preston or Bristol.
 - iii. The Contractor would take curbside single-stream recycling either to the Transfer Station for temporary storage, or directly to the recycling facility. In discussion with the First Selectman, the decision was made that a shared-risk contract causes the Town to pay more when the market is unfavorable, so the contract would be on a fixed-rate basis. Processing fees and resale values would not be indicated in the unit price, but would be built into the single price for the service. The Collection Contractor would negotiate a process price with a recycling facility, or they would partner with a recycling vendor who would pick it up from the Transfer Station, or a processor could self-perform collection. This model benefits the Town because the burden of contamination of recyclables with trash will fall to the Contractor, not the Town.
 - iv. Curbside collection would not start until 5:30 am. This will lessen customer problems related to overnight pick-ups.
 - v. The budget for the services will contain a line item for the Contractor's cost to provide 64 or 96 gallon MSW and single-stream recycling

containers to the entire town. The Town will own the containers and they will be marked with the Town seal. This is the most cost-effective method for the Town, even though the up-front cost will be high. The SWMC will ask the Town for funding for the containers, which can be paid in a lump sum and be bonded or paid out of operating funds. The Contractor will supply a repair list and price list for damaged or new containers. If the Contractor damages the container, they would need to replace it at their own cost. If a resident damages a container, the Contractor will bill the resident for the repair. Until all residents have received the containers, manual collection will continue as needed. In some cases, a resident may need assistance moving their containers (there are about 10 households currently requiring this in the Town).

- vi. The Contractor will provide single-stream containers for residents bringing recycling to the Transfer Station. The Town will not pay extra for this service.
 - vii. The transportation of MSW from the Transfer Station to Preston or Bristol will have a separate contract.
 - viii. Chairman Muniz reviewed the Bid Items at the end of the RFP.
 - d. The SWMC reviewed the RFP.
 - i. Chairman Muniz will confirm with the Town that this RFP does not include trash pickup from the schools.
 - ii. Chairman Muniz will add wording so that the Contractor would inform the Town if they change recyclables processor or end-facility partnerships.
 - e. K Galambos made a motion to approve the RFP pending confirmation of the two modifications above, R Murray seconded, and the motion passed unanimously
 - f. R Murray made a motion to approve the RFP for MSW transportation including a paragraph related to the fuel surcharge term. R Aitro seconded, the motion passed unanimously.
4. Program Operations
 - a. Compliance Manager Employment Position Status: Chairman Muniz will participate in interviews for the position next week
 - b. Chairman Muniz has received no information regarding Town Green trash pickup status, Recyclable material cost and volume metrics, Transfer Station data collection and recordkeeping, or Curbside collection performance
 5. Safety Improvements, Transfer Station – no new information received
 6. Jeff Brown will be leaving the SWMC. Thanks and best wishes were given.
 7. The Commissioners thanked Chairman Muniz for his work on the RFP and congratulations for achieving a goal that has been long in the making.
 8. K Galambos made a motion to adjourn at 7:40 pm, R Aitro seconded, passed unanimously. The next meeting is scheduled for Dec 14, 2022 at 6:00 pm via Zoom.