



Town of Plaistow, NH
Trash & Recycling Advisory Committee (TRAC)
145 Main Street, Plaistow, NH 03865

TRAC MINUTES
April 8, 2021

The following statement was read into the record:

The Plaistow Trash & Recycling Advisory Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, is authorized to meet electronically, and these reasons shall be reflected in the minutes.

The Plaistow TRAC is utilizing the Zoom program of the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the Zoom program, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. There is no physical location to view this meeting. The link to access this meeting is provided on the Town's website.

There is a "raise your hand" feature of the program that will allow attendees to participate in the discussion. There is also a Q&A box for the public to type questions during the meeting. The Public can also send emails with questions or concerns prior to the meeting to dvoss@plaistow.com. Please note: all questions and concerns typed into the Q & A box or sent via email will be read aloud to become part of the public record.

Call to Order: The meeting was called to order at 7:04 PM

ROLL CALL: Isabel Gautreau, Chair
Robert Kinkaid, Vice Chair
Richard Anthony
Deborah Esparza-St. Louis
Kelley Fox
Maryann Little
Mary Anne LoCascio

★ *All members were present via remote access*

Also present: John DeRoche, *Selectmen*

Agenda Item 2: Review/Approval March 11, 2021 Minutes

★ *I. Gautreau moved, second by R. Anthony, to approve the minutes of the March 11, 2021 meeting as written. There was no discussion on the motion.*

Roll Call Vote: *I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.*

Agenda Item 3: Old Business

a. NRRA – additional questions

K. Fox reported on her recent contact with Northeast Resource Recovery Association (NRRA), noting the benefits of membership, including free admission to a two-day conference, support and educational services, including outreach to the schools, and networking with other communities. It was noted that the dues would be \$536.00/annually for Plaistow.

There were questions about the single-stream recycling process that Merrimack, NH uses. K. Fox offered to contract Merrimack and get more information on their process. (Action Item)

★ M. LoCascio moved, second by K. Fox to recommend to the Board of Selectmen that the Town become a member in the NRRA.

There was discussion regarding bringing the recommendation to join NRRA to the Board of Selectmen (BOS). J. DeRoche offered that he would try to get it on the next BOS agenda (04/12/2021) and suggested it would be good to have someone from TRAC at the Board's meeting to answer questions. K. Fox is not available, I. Gautreau will attend. (Action Item)

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

b. Carts – recommendations

Discussion continued from the last meeting regarding the carts. It was noted that the current contract for 3,200, 96 gallon carts was not amendable. Therefore, any new carts would be a new contract.

The completed spreadsheet on how other communities handle their trash and recycling operations was reviewed.

There was discussion regarding leasing vs. owning the carts. It was noted that with leasing the vendors would be doing all the “legwork” with the residents regarding the carts, which would be helpful if the numbers aren’t known before it’s time to order carts.

R. Kinkaid noted that he was not in favor of a mix model, where some carts would be owned by the Town and some would be rented by the vendor.

There was discussion about lease-to-own carts where they would be leased for five (5) years and then purchased for \$1.00 at the end. Members expressed concern over locked into a long-term contract. It was suggested that a shorter term, perhaps three (3) years could be part of any recommendation on leasing if that was the recommendation.

There was discussion about the size of the carts and how best to get a count for what will be needed. There was consensus that larger carts would be needed for recycling than for trash as a default. It was noted that larger families may want larger carts for trash and recycling.

There was discussion regarding the timeline for when the carts would need to be ordered. It was noted that the Request for Proposals (RFP) would be generated by the Town Manager when all the recommendations were submitted for consideration.

The Committee discussed the proposed mailer to residents that would help gather information on the size and number of carts that would be needed for a second order. It was suggested that the weight and size dimensions of each cart be included with the mailed information to help residents assess their needs. It was also suggested that there be sample carts for display, perhaps at a designated drop off location for the mailers.

★ R. Kinkaid moved, second by I. Gautreau, to recommend to the Board of Selectmen:

- **96 gallon carts be used for recycling**
- **Residents be given an option to select either 96 or 64 gallon carts for trash. 64 gallon would be the default if no selection is made**
- **The trash/recycling collection contract be for three (3) years**

There was discussion on what the cost of additional carts would be. It was noted that the first ones would be provided by the Town. If additional carts were requested, and the Town owns the carts, they would set the rate for purchase. If the carts were leased, then the vendor would set that cost.

It was suggested that a longer term contract might have more cost savings for the Town. However, there was concern expressed that if there is a significant change in recycling, the town would be locked in with a long-term contract. There was a recommendation that it be left to the Town Manager to negotiate the term to the best advantage of the Town. It was noted that all the recommendations would be considered by the BOS who would then direct the Town Manager to negotiate for the best contract, to include the recommendations the decide on.

R. Kinkaid suggested that the RFP could be written in such a way as to get a tiered response. Request that pricing be provided for three (3), five (5), and ten (10) year contract terms.

R. Anthony offered that contract length should be left as part of the negotiations. If there are a range of options, then there is the ability to go with what's best for the Town.

I. Gautreau suggested that this might be something to discuss with the speaker from NRRA.

There was a review of the length of contracts for other towns. It was noted that Atkinson's contract was for ten (10) years. There was discussion on how the costs are devised on a based rate, plus tipping fees.

R. Kinkaid withdrew his motion, I. Gautreau withdrew the second.

There was continued discussion on leasing v. purchasing, collection of information for additional cart orders, and the distribution of the carts. It was noted that distribution to the residents, from a central location in town, was part of the purchasing contract for the carts. It was suggested that it would be easier to have one company handle all the carts.

There was discussion regarding language for a recommendation motion to the BOS regarding the carts. It was noted that some of the language suggested was already part of previous recommendation motions. The minutes were reviewed for those motions.

R. Anthony suggested that it should be verified that the carts could be used universally, not matter which vendor is selected for trash services.

M. LoCascio noted that it had been stated as such at a previous BOS meeting.

★ R. Kinkaid moved, second by I. Gautreau, to recommend the following to the Board of Selectmen:

- 1. An option to purchase additional trash carts would be stipulated in the mailer sent re: Cart**
- 2. Purchase, not lease, for ALL carts, using the same company if possible (old PO already issued and new PO to come). Perceived benefit with logistics of distribution if only need to work with one company. Don't "mix models" with some carts leased and others purchased. Before proceeding with PO, it needs to be confirmed that carts on order will be universal regardless of which trash and recycling company is selected**

Roll Call Vote: I. Gautreau – yes; R. Kinkaid – yes; R. Anthony – yes; D. Esparza-St.Louis – yes; K. Fox – yes; M. Little – yes; M. LoCascio – yes. The vote was 7-0-0 U/A.

R. Kinkaid will attend 04/26/2021 BOS meeting to bring recommendations to them. (Action Item)
J. DeRoche will speak with the BOS Chair about getting TRAC on the agenda for that meeting.

c. Local Transfer Stations – availability to Plaistow residents

R. Anthony reported that there were only two (2) communities with transfer stations that are available to Plaistow residents, Raymond, NH, and Georgetown, MA. He noted that the two were about the same distance for Plaistow residents, just in different directions. R. Anthony explained that the Newton transfer station was exclusive to Newton residents, but perhaps something could be worked out if Plaistow were to talk to the Newton BOS. He noted that the Georgetown facility was by appointment only and it was a weigh in/weight out system.

There was discussion about access to different transfer stations. It was noted that Hampstead was set up so that items are collected in Hampstead, then trucked to the Raymond transfer station on a monthly basis. There was additional discussion about the Town trying to negotiate something with Newton to be able to use their facility.

M. LoCascio offered that when she spoke with Wayne Watches of the Raymond transfer station, he indicated that there was a contract that was ending in 1.5 years. He also noted that they were running out of room. He wasn't specific as to what contract would be ending and she would check with him for more clarity. (Action Item).

There was discussion regarding bulk item pick up related to a trash collection contract. It was the consensus to not propose a recommendation but ask potential vendors to include bulk pick up in their proposals.

d. Updating Recycling Flyer

The TRAC reviewed the current flyer that has been provided by JRM. There were edits made based on the current recycling protocols. There were questions about some of the items, such as take-out pizza boxes that may have grease on them. M. LoCascio offered to contact JRM and get answers to the questioned items. (Action Item) I. Gautreau will forward the edited version of the flyer to D. Voss to forward to M. LoCascio. (Action Item).

There was discussion regarding the contamination rate of recyclables. It was suggested that updating the recycling flyer would be a step in the process to educate people and get a better recycling rate.

The question arose regarding whether or not the flyer was copyrighted in some way and only JRM could change it. M. LoCascio offered to ask JRM when she is asking about the items on flyer. (Action Item)

There was discussion about the possibility of touring the JRM facility. M. LoCascio offered to add that to her list to ask JRM about when she contacted them. (Action Item) It was noted that there might be as many as ten (10) attending a tour.

Agenda Item 4: New Business

a. Guest Speakers (NRRA and Waste Zero) – when to schedule?

There was discussion about asked Bonnie Bethune from NRRA speak at a TRAC meeting regarding their program. It was also suggested that a representative from Waste Zero be invited to speak as well, but not on the same night so that adequate time could be devoted to each.

There was discussion of dates. It was decided to see if B. Bethune could make a meeting on Thursday May 6, 2021. K. Fox offered to contact her. (Action Item) It was decided to wait and see what Ms. Bethune's response was before scheduling Waste Zero.

M. LoCascio noted that she was looking for tonnage and tipping information to give to Waste Zero to prepare for a Plaistow-specific presentation. (Action Item).

b. Additional Educational Materials (for posting)

This item was tabled to a future meeting.

c. Old Home Day Table

This item was tabled to a future meeting.

Agenda Item 5: Action Items – Review List of Added Items (if any)

The Committee reviewed the Action Item Tracking Spreadsheet.

The following items were added to the Action Item list:

- a. I. Gautreau – Calendar and attend 04/12/2021 BOS meeting
- b. I. Gautreau – Provide edited flyer to D. Voss to forward to M. LoCascio
- c. R. Kinkaid – Calendar and attend 04/26/2021 BOS meeting
- d. D. Voss – Compiled list of TRAC recommendation motion to BOS and provide to R. Kinkaid
- e. K. Fox – Contact B. Bethune (NRRA) about possibility of attending an 05/06/2021 TRAC meeting to make presentation and answer questions
- f. K. Fox – Contact Merrimack, NH regarding their single-stream recycling process
- g. M. LoCascio – Contact W. Watches (Raymond Transfer Station) for more specifics regarding his comment about the “contract running out in 1.5 years.”
- h. M. LoCascio – Contact JRM
 - a. Will they edit their flyer specific to the Town, or can the Town edit the flyer
 - b. Specific information regarding the recycling of pizza boxes
 - c. Ask about specific items that the Committee questioned on the current flyer
 - d. Ask if it's possible to tour the JRM facility (group of 10)
- i. M. LoCascio – Contact Waste Zero and provide them with information on the tonnage

There was no additional business before the committee and the meeting was adjourned at 9:16PM.

Respectfully Submitted,

Dee Voss
Administrative Assistant