

HEARINGS, MEETINGS, LICENSES

1-13-14

**Massachusetts Department of Environmental Protection
FY2014 In-Kind Technical Assistance Project
For the Town of Middleborough
Scope of Work – Final**

Municipal Assistance Coordinator from the Massachusetts Department of Environmental Protection (MassDEP), Janine Delaney, has been assigned to work with the Town of Middleborough on the project titled "Planning and Implementation Assistance for a SMART/PAYT Program (Save-Money-and-Reduce-Trash/Pay-As-You-Throw)" as outlined in this Scope of Work. Janine Delaney shall spend a maximum of 80 hours on this project. Work performed by Janine Delaney (JD) on this project will be completed by June 30, 2014.

Project Summary: The Town of Middleborough provides curbside collection of solid waste and dual stream recyclables to approximately 5,895 households. Funding of the solid waste program is through a quarterly fee or a per bag fee. Residents have the option of paying a fee of \$52 billed quarterly for a total of \$208/year, or purchasing tags for their trash bags at the DPW office. Tags are sold for \$1.50 for 13-gal and \$2.50 for up to 30-gal and are placed on bags collected curbside. Curbside pickup of trash and recycling is done in house by municipal workers. Collection of municipal building and schools is included in their residential collection program. In calendar year 2012, the Town collected 5,724 tons of solid waste and 751 tons of recyclables.

Waste Management (WM) operates the Middleborough landfill. A recent contract extension with WM will include disposal of Middleborough's residential solid waste. The Town's tip fee of about \$25 per ton will decrease in 2016 when their disposal contract with SEMASS Covanta ends. The 15 year contract with WM will decrease the town's tipping fee to zero/ton for up to 6,000 tons and for tonnage between 6,000 and 10,000 tons a \$25 ton tip fee will apply. This allotted tonnage of 10,000 tons includes wastewater treatment sludge which averages 2,500 tons yearly.

The Town recognizes that the upcoming decrease in tip fee does not provide a direct financial incentive to reduce waste; however, reduction of Middleborough's municipal waste will extend the life of the town owned landfill. This will increase future Royalty Fees from commercial haulers and provide the town with options in the future. Furthermore, decreasing waste and increasing recycling falls in line with the Town's sustainability efforts.

As municipal workers collect solid waste and recyclables curbside, the Town seeks a safer and more efficient means of collection. Automated collection has become widespread throughout Massachusetts over the last five years for these reasons and Middleborough has given a switch to automation serious consideration. As a result, Middleborough has taken advantage of a new grant item offered by MassDEP in their Sustainable Materials Recovery Program FY14 grant round. Reimbursement of \$15 per participating household was awarded to the Town of Middleborough for purchase of a 35-gal barrel for trash for automated collection. This grant item falls in the category of Save-Money-and-Reduce-Trash/Pay-As-You-Throw (SMART/PAYT) as residents would be limited to the 35-gal barrel and pay for trash that exceeds the 35-gal limit.

To further facilitate automated pick up, the Town also applied for and was awarded \$15 per participating household for 95-gal carts for biweekly single stream collection of recyclables. Financial grants awarded to the town for collection receptacles total \$180,000 with an additional award of \$3,000 for outreach material.

The goal of this project is to assist the Town with the exploration, planning and implementation of a SMART/PAYT and single stream recyclables automated cart collection program. The Town of Middleborough has assigned Chris Peck, DPW Director as the Project Coordinator (PC) to work with JD on this project.

Task One: Initial Meeting with Town Representatives (5 hours)
Complete by January 2014

The goal of this task is to identify options and determine whether a SMART/PAYT and/or singles stream recyclables automated collection program should be evaluated.

- JD will meet with PC to discuss goals and objectives and establish roles and responsibilities for PC and other participants as appropriate.
- JD will compile and share information about SMART/PAYT and automated programs in the region and establish roles in SMART/PAYT development process.
- PC and other town officials will determine how to manage solid waste in excess of the 35-gal per week permitted by the provision of a 35-gal cart. Options include but not limited to second cart or overflow bags.
- PC and other town officials will determine if an all bag SMART/PAYT program will be considered as an alternative to an automated SMART/PAYT cart program.
- PC and other town officials will determine preferred options to be presented at public forums.

Deliverables: SMART/PAYT Case Studies, SMART/PAYT power point presentation

Task Two: Develop SMART/PAYT Cost-Benefit Model (25 hours)
Complete by February 2014

- PC will provide the following information to JD:
 - Annual operating budget (FY13 and FY14), including all program revenues and costs
 - Detailed trash and recycling tonnage data
 - Town regulations and bylaws related to trash, recycling, and curbside collection, including private hauler and dumpster requirements
 - Number households participating in town program
- JD will develop multiple cost-benefit models reflecting different rate-structure scenarios under consideration.
- JD will summarize and review these models with the PC.
- JD will assist PC in making initial SMART/PAYT recommendation to Board of Selectmen or appropriate decision-making body.
- JD will provide examples of private hauler regulations that require collection of trash and recyclables at one bundled price for customers.
- PC will work with Board of Health to discuss opportunity to create or modify private hauler regulations to increase recycling and ensure compliance with state law. Bundled price language must be included in the private hauler regulation in order to be eligible for MassDEP SMART/PAYT funding.

Deliverables: Summary of SMART/PAYT cost-benefit models and examples of private hauler regulations.

Task Three: Public Outreach (20 hours)
Complete by April 2014

If the Board of Selectmen determines that there is sufficient support for a SMART/PAYT and/or single stream automated collection program, a public outreach plan will be developed.

Hearings/meetings/forums will be held to hear and address residents' concerns. Also, hearings will be conducted to review revisions/additions to the private hauler requirement of the Board of Health Regulations.

- PC shall establish timeline and schedule for public outreach and presentations
- JD and PC will develop an educational presentation with detailed financial analysis for Town Officials and residents/ community groups and Frequently Asked Questions sheet, as desired.
- JD will be available to answer questions at key public meetings.
- JD will assist PC and Board of Health with development of hauler regulations/modifications.
- PC and JD will assist and attend Board of Health public hearings on proposed regulation changes.

Deliverables: Schedule of public outreach meetings/forums, outreach materials/presentations and draft private hauler regulations.

Task Four: Implementation Planning and Public Awareness (30 hours)
Complete by July 1, 2014

If the Town decides to implement a new program, implementation planning and public awareness will begin. Task Four will focus on educating key stakeholders such as town officials, town residents and local environmental organizations about the proposed program as well as managing the logistics of the cart delivery (SMART/PAYT carts and/or single stream carts and potentially SMART/PAYT overflow bags).

- PC shall work with JD to establish a timeline for implementation.
- JD will assist PC in drafting an implementation plan (with recommendations for bulky waste, bags or stickers, information on bag vendors, options for yard waste, pricing, retailer agreements, etc.) including financial analysis of revenues, costs, and budget for chosen option.
- JD will provide the PC will sample outreach materials for the Town to finalize (press releases, flyers, lawn signs, information for website, electronic flyers for email distribution to stakeholders, scripts for cable TV programs, power point presentations for public meetings, etc.) informing residents of the coming changes, details, and program start date.
- The PC shall print SMART/PAYT handouts and/or upload publicity materials to websites.
- The PC shall send press releases to appropriate newspapers.
- The PC and JD will identify key stakeholder groups and set up meetings with local organizations.
- The PC and JD will meet with stakeholders, SMART/PAYT bag retailers if determined necessary and other interested parties.
- The PC will work with town officials to determine the SMART/PAYT bag vendor if determined necessary.
- The PC shall work with town officials to draft bag and insert design if determined necessary.
- The PC will work with town officials to determine official program start date (sometime no sooner than three months after the final vote.)
- JD will work with PC to identify appropriate signage for public awareness.
- The PC will set up meetings with key town departments (police, schools, parks, etc.)
- PC shall order additional supplies (e.g., "RECYCLE/SINGLE STREAM" stickers)
- JD and PC shall meet with municipal collection workers to review potential problem areas, issues, questions.
- JD will be available to meet with Board of Selectmen, Finance Committee and other key groups.

- JD shall assist the Town with documenting compliance with conditions required by MassDEP to receive SMART/PAYT start-up grant (Implementation Plan, financial structure, etc.)
- JD shall provide information or research into options for handling implementation details as requested.

Deliverables:

- Promotional materials
- Final Implementation Plan with start-up budget

Final Report

Complete by August 15, 2014

After the conclusion of this project Janine Delaney will complete a final report summarizing the project, conclusions, and recommendations or next steps (as appropriate) in a format prescribed by MassDEP. A copy of the report will be provided to the Town. The report and all deliverables generated through this project will be filed with MassDEP and may be provided to other municipalities interested in implementing a similar initiative.

IN WITNESS WHEREOF, the Town of Middleborough hereby accepts the above terms and conditions:

The Town of Middleborough approves this Scope of Work:

CHARLES J. CRISPINO
Name (please print)

[Signature]
Signature

Town Manager
Title

1/9/14
Date

The Department of Environmental Protection approves this Scope of Work:

Name (please print)

Signature

Title

Date