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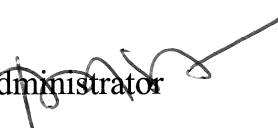
TOWN ADMINISTRATOR

DAVID J. KALE

ASSISTANT TOWN ADMINISTRATOR

PHYLLIS L. MARSHALL

To: Board of Selectmen

From: David Kale, Town Administrator 

Re: Solid Waste Collection Contract Extension

Date: January 22, 2016

As a follow-up to the Solid Waste Collection presentation to the Board of Selectmen on October 5th 2015, Town officials have been negotiating with F.W. Russell ("contractor") to reach a proposed contract extension and submit the following recommendation and information.

The Town and J.W. Russell would extend the current contract for a two year term through June 30, 2018. An extension for less than two years will not allow sufficient time for the Town to conduct an outreach and informational campaign that will allow the Board of Selectmen to make a policy decision regarding future solid waste collection, as well as to allow time for market conditions and trends in recycling to become clearer. The Town is best served to have any change in a vendor or the type of collection to occur in July to coincide with the beginning of the fiscal year for budgeting purposes and to accommodate the most favorable weather conditions for implementation.

Year one of the recommended contract extension reflects the increased cost of providing prevailing wage increases to their employees (as set by the State of Massachusetts) which are scheduled to increase July 1, 2016. All providers are required to pay prevailing wages, which reflect these approved increases. The FY17 prevailing wage is scheduled to increase from \$30.29 to \$35.03, or 16%. The total annual cost of this change is \$124,526.

In addition, the existing contract requires that "no truck shall be older than 5 years old at the start of the contract." The contractor's fleet now is 10 years old, which presents a potential concern about reliability and performance of the tasks required per the contract. Companies that are in the trash hauling industry typically don't have extra trucks in their fleet. A contract beyond two years would require the replacement of the existing equipment, with an estimated increase of \$116,000. However, the contractor has agreed to continue to use the existing fleet during the term of the two year extension with an increase in the contract of approximately \$30,610 for higher maintenance of existing equipment. The fuel adjustment charge in the current contract has

been decreased to reflect the current market conditions, which represents an estimated \$20,000 budget reduction.

The cost of FY17 contract extension is \$1,819,996, which is an 8% increase over the FY16 contract amount of \$1,684,860. Year 2 would reflect an increase of 3.0% over FY17.

F.W. Russell is willing to work with the Town in implementing improvements and some new programs to support the Town's efforts as it gathers collection information during the next several months.

The following scope of work would be included in the extended contract for the price of \$1,819,996

- Additional school recycling and trash pickups, as directed by the Director of Public Works if space permits, additional collection containers will be provided.
- At our request, J.W. Russell's Environmental Instructor will make elementary school classroom presentations and further assist the Town in promoting and expanding recycling opportunities at schools and Town Buildings.
- Provide Roll-off containers for the town's Recycling Events (DPW Recycling Day, Earth Day, School Recycling events, or other) and any additional containers as needed. These requests will be coordinated and scheduled through the Recycling Coordinator.
- The Town will conduct an audit of the amount and source of trash within 6 months of the start of this contract to determine the need for any adjustments that are necessary to the current collection schedule in the Business Districts. This may result in an increase collection days in the Business Districts for all public barrels from three (3) days a week, once a day to five (5) days, Monday through Friday.
- Containers for paper, plastics, and cardboard for a new pilot drop-off program sponsored by the Town. The contractor will supply containers as needed for a drop off-site which will be staffed by Belmont employees. Containers will be emptied as needed or at the Recycling Coordinator's direction. Lidded containers will be used for comingle and paper and can be picked up weekly. Depending on volumes, the contractor will provide an appropriate sized container. A roll-off container will be supplied for cardboard and collection will be coordinated and scheduled through the Recycling Coordinator. The Town Staff will make sure the containers are filled properly and not contaminated.
- Supply 100 demonstration automated trash containers for trial use at locations determined by DPW. The Town will distribute at their discretion. This trial usage will be used by the Town to gather information for development of a potential Automated Collection program and for residents to provide feedback. The residents who are given these containers will be instructed to put their trash in plastic bags. The contractor's crews will take the bags from the containers. The contractor's crews will not be expected to use an automated collection vehicle to tip the containers into the truck.
- Work with the town to develop a mandatory recycling program to notify violators the first time that requires recycling items be left out in order to have trash picked up. In the event the Town exercises a mandatory recycling option, the contractor will work with the Town as long as it does not impair on the overall effectiveness of their collection programs.

In order to evaluate any potential change in the solid waste collection program in the Town of Belmont, the Department of Public Works, Town Officials and individuals from groups such as the former Belmont Solid Waste and Advisory Committee, Green Alliance and others, will investigate collection alternatives. This will

include researching data from comparable communities, gathering other data, and analyzing changes in the market to make the appropriate decision to best serve the residents of Belmont in the future.

Listed below is a draft schedule of these activities:

- **February 2016 – Summer 2017 – DPW Staff will use this time to:**

1. Conduct several independent trash audits in varying routes and times of the year to gauge changes in volume.
 - Determine by percentage how many trash barrels each resident has at the curb.
 - Determine the amount of recycling each resident has at the curb.
 - Determine the amount of yard waste each resident has at the curb.
2. DPW Staff will conduct an aggressive community outreach and education campaign to determine resident expectations on the collection of Trash, Recycling and Yard waste now and in the future.
3. Coordinate Multiple Public meetings and announcements – Present residents with collection alternatives, the costs, potential savings, and items to consider if automation is implemented. This will include: frequency and quantity of the pick-up of Bulky Items, prohibited items, collection schedule etc.
4. Implement multiple Pilot Programs in selected areas. This information will be used to determine resident satisfaction with an automated container and to get feedback.
5. Conduct Multiple Surveys

- **July – August 2017**

1. Analyze resident feedback, identify the best collection method that suits the needs of the Town and use this information to formalize a document, including the length of contract that will be issued for a competitive bid based on a policy decision made by the Board of Selectmen.

- **September – November 2017**

1. Go out for a competitive BID (September-October 2017)
2. Receive, Review and Negotiate Contract with Contractor (Mid –October to November 2017)
3. Sign Contract, order new trucks (if Automated Collection option is Selected, order containers)

- **March 2018 – June 2018 (if Automated Collection Option is Selected)**

1. Distribute containers with information packets (schedules, how to place containers, where to place containers, etc.). Not necessary if current collection process remains unchanged.
2. Finalize routes (Due to the nature of Automated Collection, in some cases, a residents routine collection day may change)

3. Continued Public Outreach and feedback

4. Implementation of new contract 7/1/2018 (FY19)

It should be noted that F.W. Russell has provided quality service to the Town during its tenure and has been responsive to resolve any issues that arise.