


| | | |
|---|--|--|
| <p>Members Present Becky Soderman Karen Willis Kristin Champagne Lee Williams Norm Eisenmann Rebecca Gore Remote</p> | <p>Members Absent None</p> <hr/> <p>Guests Present Somi Chowdhury Eco Club Advisor (remote, left at 6:30 p.m.)</p> <p>Jennica (CHS Eco Club) (left at 6:15 p.m.)</p> <p>Emily (remote, left at 6:30 p.m.)</p> <p>Debbie Tait (remote)</p> <p>Mark Carota left at 6:50</p> |  <p>Chelmsford Recycling Committee</p> |
| <p>Sustainability Manager Present Melissa Joyce remote</p> | | |

Call to Order.

The Committee meeting was called to order at 6:00 p.m.

Review and Approve Meeting Minutes – February 2022

The 3-February-2022 meeting minutes were reviewed and approved by unanimous vote.

Eco Club Input

- Melissa worked with the club on how to setup the trash audit. Considering rolling out the new program at the beginning of next school year. Have mostly sophomores and freshmen involved in the club.
- Will setup separate bins in order to determine what is compost vs. recyclables vs. trash. The idea is to create a system for commercial composting (vs. on-site composting) and to be able to expand the program to the other schools.
- Kitchen waste has already been being composted for 4 or more years. The kitchen and the Club are working together on the kitchen waste.
- Melissa will join the Eco club meeting with the janitors, principal Murray, and others on 31-March.

CHS Eco Club and the NHS may be able to assist on the Town wide Cleanup.

Rebranding of website-Emily Pacht

Karen will take the lead on working with Emily on continuing to improve the website.

Recycling Meeting Minutes 3-March-2022 @ 6:00 P.M. @ Town Hall Room 200
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Emily has the file of the tax bill insert that will allow her to create new handouts and add information to the website.

Sustainability Manager Update – Melissa Joyce

TONNAGE TOTALS for January 2022

| | | |
|---|--------|--------|
| Textile recycling (Formerly Pink Bags) | 3817 | Pounds |
| UTEC Mattress* | 85 | |
| Recycling | 289.68 | tons |
| Trash | 877.7 | tons |

- Using a weight of 60 pounds per item in recycling % calculations

RDP Grant

- There is a new RDP Grant worksheet for 2022. The new sheet is much more aggressive. Keeping the same level of service will give us fewer points and fewer dollars. Melissa will send the sheet out to the members for inclusion in the minutes.
- \$\$ is based on points and number of households.
- We can apply for a technical assistance grant to use for finding out more information regarding trash with a thought towards limiting trash. There is also a cart/toter grant in which the Commonwealth will pay for the carts. Julia Greene suggested applying for the grant and if we do not go towards reducing the amount of trash (by using the smaller carts) we could give the \$\$ back.
- Melissa talked to Paul Cohen and he suggested that the Committee prepare a bylaw change and take it to Fall Town Meeting. Section 137-4 Town Programs would be what needs to be modified. Have Julia help us perform a waste audit to determine how much we could really reduce the cost of trash. This would get carts/toters in town, get bigger recycling toters, and reduce trash.
- Many towns around us are using automated collection and therefore the haulers cannot get trucks from the other towns if we need extra help in Chelmsford.
- Will need to have bid packages for trash and recycling for contracts that will take affect July 1, 2023.
- Melissa will apply for the cart grant and the technical assistance grant.

Recent Recycling Tonnages

See Attachment 2.

Old Business

Recent and Upcoming Events

Recycling Meeting Minutes 3-March-2022 @ 6:00 P.M. @ Town Hall Room 200

| EVENT | DATE(S) | TIME | LOCATION |
|---|------------------------|------------------|----------------------------|
| Winter Farmers Market Table -Gave out 20 reusable bags. -They learned that Save That Stuff in Boston may recycle Styrofoam. Rebecca is investigating. -Maybe have a table outside of the library during Earth Day or that week | 12-February-2022 | COMPLETE. | Maxwell's |
| Pickup Rain Barrels and Compost Bins # Kristin | 26-March-2022 | 9 a.m. to 1 p.m. | DPW on Alpha Rd |
| Bulb Shed Open | 6-April-2022 | 9 a.m. to 5 p.m. | Bulb Shed behind Town Hall |
| Household Hazardous Waste Drop-off # | 23-April-2022 | 9 a.m. to 1 p.m. | DPW on Alpha Rd |
| Table Outside of the Library | 23-April-2022 | | |
| Town wide Cleanup -Need to send out flyers. -Need to locate the list of former residents that signed up previously. -After the event need to recognize the residents that assisted. | Week of 18 to 22 April | | |
| Bulb Shed Open | 4-May-2022 | 9 a.m. to 5 p.m. | Bulb Shed behind Town Hall |
| Shredding Event | 7-May-2022 | 9 a.m. to 1 p.m. | DPW on Alpha Rd |
| Leaf Drop-off # | 14-May-2022 | 9 a.m. to 1 p.m. | DPW on Alpha Rd |
| Brush Drop-off # | 14-May-2022 | 9 a.m. to 1 p.m. | Community Tree |
| Bulb Shed Open | 1-June-2022 | 9 a.m. to 5 p.m. | Bulb Shed behind Town Hall |
| Zero Waste Day # | 5-November-2022 | | McCarthy |

Will need some volunteer(s) to assist.

Publicity/website Update

Karen will work with Emily on upgrading the website.

Visit the Waste Management MRF in Billerica.

14-April - Becky, Karen, Kristin

21-April – Lee, Norm, Rebecca

Recycling Meeting Minutes 3-March-2022 @ 6:00 P.M. @ Town Hall Room 200
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Review of Open Action Items

| Date | Owner | Action | Due Date |
|----------|---------|--|----------|
| 4-Feb-21 | Karen | <p>Organics curbside pickup: Town request for bids; residents sign up and pay individually. Offbeet is one possibility. Karen has information from previous years.</p> <p>As discussed at the September Meeting, the next step is to prepare a Request for Proposal (RFP).</p> <p>The summary of the survey is included in Attachment 3 to the minutes of 9-September-2021.</p> <p><u>UPDATE:</u> Melissa is working with the DPW Business Manager to finalize the bid package.</p> | 3-Mar-22 |
| 5-Aug-21 | Karen | <p>Zero Waste Day</p> <p>Contact the Tyngsboro Sustainability Committee to learn more about how they started, what they have learned, etc.</p> <p>The initial plan is to have a collection in the Fall of 2022 in part due to the Tyngsboro drop-off is in the Spring of 2022. In 2021 Tyngsboro had two drop-offs.</p> <p>Need to coordinate with the Center School and McCarthy PTO that has a Junk Day in the Fall.</p> <p>Karen attended the Center School and McCarthy PTO event to start a conversation/coordination of their event with the Committee's planning of an event. She has also communicated with Ginger from the PTO on how to complement their efforts.</p> <p><u>UPDATE:</u> Tyngsboro not interested in working with us due to the town size. Need to coordinate with McCarthy/Center School PTO to compliment their existing program.</p> | 7-Apr-22 |
| 6-Jan-22 | Kristin | <p>Setup a program to expand collection of plastic bags and plastic wrappers with Bags to Benches.</p> <p>https://recycle.trex.com/view/programs</p> <p><u>UPDATE:</u> Signed up to start on Earth Day. Already has the three boxes. Looking to create better signage. Account set up. Track on a monthly basis. Only enter the poundage each</p> | 7-Apr-22 |

Recycling Meeting Minutes 3-March-2022 @ 6:00 P.M. @ Town Hall Room 200
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| Date | Owner | Action | Due Date |
|----------|------------------|--|-----------------|
| | | month. Need to keep track of weekly collections. Locate the boxes at Library, Town hall, and Senior Center? | |
| 6-Jan-22 | Melissa | Melissa plans to send us a copy of the new, more competitive RDP goals. | COMPLETE |
| 3-Feb-22 | Karen Melissa | Need to create some labels that we can stick onto the handouts with additional information on dates and the website. | COMPLETE |
| 3-Feb-22 | Rebecca | Investigate Save That Stuff to determine if that could be a market for residents Styrofoam. https://www.savethatstuff.com/ <u>UPDATE:</u> Spoke to Tom at Save That Stuff. Take rigid Styrofoam from Boston residents. Willing to come to Chelmsford to hold an event with Chelmsford and other towns. Cost is ~\$2400 for truck and two workers. Not sure what up front work is needed. | 3-Mar-22 |
| 3-Mar-22 | Karen | Will reach out to John Sousa to reserve the September tax bill insert | 7-Apr-22 |

Review of 2021-2022 Goals and Long-Term Goals

See Attachment 1 for updated goals.

New Business

NONE

Open Discussion

NONE

Next Scheduled Meeting

6-April-2022 at 6:00 p.m. is the next meeting. It will be held at the Town Hall at 50 Billerica Rd. Room 200 with the option of remote attendance.

Motion to Adjourn.

The meeting was adjourned at 7:30 p.m.

Attachments

1. 2021-2022 Long-Term Goals
2. 2021 and 2022 Trash and Recycling Tonnages
3. Recycling Dividends Program Worksheet
4. Trex Bags to Benches Program Information

Recycling Meeting Minutes 3-March-2022 @ 7:00 P.M. @ Town Hall Room 200
Attachment 1 Long Term Goals Page 7 of 14

Review of 2021-2022 Goals and Long-Term Goals

Mission Statement:

The Chelmsford Recycling Committee is dedicated to reducing the volume of solid waste generated in the town of Chelmsford. The committee strives to promote waste reduction, reuse, recycling, repairing, and composting among the residents, businesses, and institutions in the town of Chelmsford.

| Prior to June 2022 | Beyond June 2022 | Recycling Committee Goals | Committee Member Taking Lead |
|--------------------|------------------|--|------------------------------|
| | | EDUCATION/AWARENESS | |
| X | | Town-wide Clean-up re-imagined <ul style="list-style-type: none"> • Have the cleanup for a week again, vs just one day. • Need to be able to thank persons and groups via Facebook, local papers, etc. • Need to post photos • Week of April 21 Earth Day | Karen Melissa |
| | | REDUCE WASTE | |
| | X | Investigate one or more water bottle filling stations for the Bruce Freeman Rail Trail. <ul style="list-style-type: none"> • Cost per unit (not installed) is between \$2000 and \$8000. • Need location with access to water main. • Need to consider winter weather. UPDATE: The Bicycle & Pedestrian Advisory Committee (BPAC) is interested in working with the Committee installing a water station at Cushing Place. There is a water source, but not sure if the water is potable water. A MassTrails grant may be more appropriate source of funds than RDP. | Lee |
| X | | Investigate and setup a program with Trex to collect plastic bags, etc. https://recycle.trex.com/view/programs | Kristin |
| | | RE-USE/REPAIR | |
| | X | Repair Cafés Three events/year, post-pandemic (Eco Club participation?) | Lee |
| | | RECYCLE-RESIDENTIAL/TOWN RECYCLING | |
| | X | Multi-vendor recycling event (shredding, electronics, tires, etc.) The Zero Waste Day. | Karen |
| | | RECYCLE-BUSINESS RECYCLING | |
| | X | Advocate for Board of Health mandate for hauler permits | Rebecca |
| | X | Plan the Implementation of hauler permits: <ul style="list-style-type: none"> • Research how other MA municipalities have implemented business recycling programs and • Conduct a survey of Chelmsford businesses to find out what level of business recycling is going on now. | Rebecca |
| | | COMPOST | |

Recycling Meeting Minutes 3-March-2022 @ 7:00 P.M. @ Town Hall Room 200
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| Prior to June 2022 | Beyond June 2022 | Recycling Committee Goals | Committee Member Taking Lead |
|--------------------------|------------------------|---|------------------------------------|
| X | | Organics curbside pickup: Town request for bids; residents sign up and pay individually. Offbeet is one possibility. Karen has information from previous years. | Lee |
| X | | Organics drop-off: Promote with sale of compost bins in the spring, free compost pails? | Lee |
| X | | Setup survey of how many interested in composting. | COMPLETE |
| | X | Setup program for indoor composting. Have a July 4th booth and raffle off some worm composting kits. UPDATE: Ray is going to offer a class through Community Ed this spring. | Lee |
| | X | Consider changing to recycling toters with new contract in 2023. | |

Recycling Meeting Minutes 3-March-2022 @ 7:00 P.M. @ Town Hall Room 200
Attachment 3: Recycling Dividends Program Worksheet
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Recycling Dividends Program Worksheet - Spring 2022

Please refer to 2022 Recycling Dividends Program Criteria for more detail on eligibility.

| | | Points Earned | Your Points |
|---|---|-------------------|-------------|
| Bulky Items | Bulky items, minimum fee \$5, collection of 3 or more of following items: Mattresses, upholstered or wood furniture, toilets, sinks & carpet | 2 | |
| | Bulky items limited to 4 items per year at no charge before minimum fee \$5, for collection of 3 or more of the following items: Mattresses, upholstered or wood furniture, toilets, sinks & carpet | 1 | |
| CHARM | RECYCLING 8 or more: Automotive, books/media, bulky rigid plastics, electronics, white goods, mattresses (worth 3 items), mercury, paint, textiles, wood, plastic bags/film, fire extinguishers + 20 lb. propane tanks, 1 lb. propane tanks, all types of household batteries. Collection of Christmas lights, marine boat plastic/agricultural wrap and/or shredded paper once per year at CHARM or at an alternative location will qualify as an item. | Open 12x/yr | 2 |
| | | Open 6x/yr | 1 |
| Curbside Recycling Regulations | ENFORCED - Adopted and Enforced Comprehensive Hauler Regulations that require haulers provide recycling to all generators, residential and commercial as bundled service. Mandatory Recycling is required of all generators. | | 4 |
| | ADOPTED - Adopted MassDEP's Model Comprehensive Hauler Regulations that require haulers provide recycling to all generators, residential and commercial as bundled service. Mandatory Recycling is required of all generators. | | 2 |
| | ADOPTED - Municipality has adopted a bylaw/ordinance and/or regulation or combination thereof that require haulers provide recycling to all generators, residential and commercial as bundled service and requires mandatory recycling by all generators. | | 1 |
| | ENFORCED - Municipality enforced hauler regulation that requires private haulers provide bundled service to all residential generators at a rate that reflects the cost of both services. | | 3 |
| | ENFORCED - Municipality enforced Mandatory and/or Quality Recyclables | minimum 19 hrs/wk | 3 |
| | | minimum 10 hrs/wk | |
| ENFORCED - Hauler enforced Mandatory and/or Quality Recyclables | via hauler contract or municipal standard operating procedures | 1 | |
| Diversity, Equity and Inclusion in Recycling Programs | Completed 2 (two) or more of the following activities: <ul style="list-style-type: none"> •Reduced or subsidized PAYT bag or sticker fees for low-income or other hardships. •Multilingual recycling & trash guides available on website and/or sent as a mailer (or using RSMA translated guide) •Send multilingual materials to property managers from for multifamily homes/apt/condo complexes •Multilingual recycling & trash reminders/signage at drop-off location •Multilingual guides for handling HHW properly available on website and/or sent as mailer •Multilingual handouts/guides available at schools for students to take home •Reduced Transfer Station/Recycling Center access fee for low-income residents. •Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or other hardships. •Host multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or creates video guides | 1 | |
| HHW | HHW drop-off and/or mobile pickup collection event/collection center - minimum 6x/yr | 2 | |
| | HHW drop-off and/or mobile pickup collection event - minimum 2x/yr | 1 | |
| Organics | Town or city-wide weekly organics collection | 3 | |
| | Drop-off collection of organics and Subsidized Home Composters for Residents | | |
| | Source separated food was collected weekly from households participating in a municipally funded or subsidized subscription service. The municipality publicized the vendor(s) to residents who opted in through a fee for service at a set rate. | 2 | |
| | The municipality selected a vendor(s) and negotiated a per household rate for curbside collection of organics through a public procurement process. The municipality publicized the vendor(s) to residents who opted in through a fee for service at the negotiated rate. | 1 | |
| Organics collected weekly-pilot – Municipally funded | | | |
| Subsidized Home Composters for Residents | | | |

Recycling Meeting Minutes 3-March-2022 @ 7:00 P.M. @ Town Hall Room 200
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Recycling Dividends Program Worksheet - Spring 2022

Please refer to 2022 Recycling Dividends Program Criteria for more detail on eligibility.

| | | Points Earned | Your Points |
|-----------------------------------|---|---------------|-------------|
| Recycling Center Access | Recycling Center open to Local Haulers | 2 | |
| | Recycling Center open to businesses, or residents not served by municipal program or non-residents | 1 | |
| Reuse | Permanent Swap Shop Opened Year-Round | 2 | |
| | Community Repair Events 3/yr | | |
| | Has adopted and enforced regulations banning single use in favor of reusable food ware systems for at least two items | | |
| | Municipality's building permits required deconstruction, reuse and/or source separation of C&D waste in the residential and/or commercial sector. | | |
| | Municipality engaged in a pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction. | | |
| | Zero Waste Days, 2/yr | | |
| | Community Repair Event 1/yr | | |
| SW Reduction | PAYT/SMART: Full Program - all trash in bags, stickers, tags, punch cards | 5 | |
| | PAYT/SMART: ≤35-gal per week incl in basic service, fee for excess trash in PAYT/SMART bags, tags, stickers, punch card | 4 | |
| | PAYT/SMART: EOW trash collection in 64-gal carts | 3 | |
| | Trash limit: 48-gal cart/wk | | |
| | Trash limit: EOW trash collection in 96-gal carts | | |
| Textiles | Completed 6 (six) textile recycling activities | 1 | |
| Waste Prevention Education | Completed 5 (five) outreach and education and outreach activities. | 1 | |
| Yard Waste | Yard waste, curbside minimum 20 wks | 2 | |
| | Yard waste, drop off open minimum 50 wks | | |
| | Yard waste, drop off open minimum 30 wks | 1 | |
| Total Points: Maximum 27 | | | |

NEW REQUIREMENT Submission of the Annual Recycling & Solid Waste Survey, Annual RDP Spending Report and Notification of Buy Recycled Policy with Buy Recycled Policy attached by February 15th. One RDP point will be deducted from a municipality's earned points for failing to file by the deadline.

| How Much \$\$\$ Does RDP Pay? | | |
|---|--|---|
| Trash Households Served by Municipality | Basic Level 1-9 pts. Point Value | Advanced Level ≥ 10 pts. and RDP <i>Environmental Justice Communities*</i> Point Value |
| 0 - 1,999 | \$245 | \$350 |
| 2,000 - 4,999 | \$420 | \$600 |
| 5,000 - 7,499 | \$770 | \$1,100 |
| 7,500 - 9,499 | \$910 | \$1,300 |
| 9,500 - 12,499 | \$1,260 | \$1,800 |
| 12,500 - 16,999 | \$2,100 | \$3,000 |
| 17,000 - 24,999 | \$2,450 | \$3,500 |
| 25,000 - 31,999 | \$2,800 | \$4,000 |
| 32,000 - 99,999 | \$4,550 | \$6,500 |
| 100,000 + | \$7,000 | \$10,000 |

* See Recycling Dividends Program Criteria for definition.

More than just plastic bags are recyclable.

APPROVED ITEMS FOR NEXTREX® PROGRAMS

All plastic must be clean, dry and free of food residue.



PALLET WRAP AND
STRETCH FILM



GROCERY BAGS



BREAD BAGS



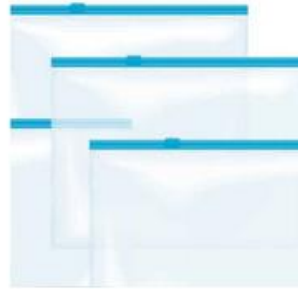
CASE OVERWRAP



DRY CLEANING BAGS



NEWSPAPER SLEEVES



ZIPLOC® AND OTHER
RESEALABLE FOOD
STORAGE BAGS



PRODUCE BAGS



PRODUCT WRAP



RETAIL BAGS



AIR PILLOWS



BUBBLE WRAP



PLASTIC SHIPPING
ENVELOPES



ELECTRONIC WRAP

PLUS

All plastic must be clean, dry and free of food residue.

- Plastic films labeled with #2 or #4 recycling symbol (polyethylene films)
- Ice bags
- Wood pellet bags
- Salt bags
- Cereal box liners



DO NOT INCLUDE THESE ITEMS IN NEXTREX® PROGRAMS



FROZEN FOOD BAGS



CANDY BAR WRAPPERS



CHIP BAGS



NET OR MESH PRODUCE BAGS



MULCH OR SOIL BAGS

OR THESE

- Degradable/compostable bags or film packaging
- Pre-washed salad mix bags
- Pet food bags
- Hot dog or meat wrap packaging
- Six-pack rings
- PPE- Gloves, masks, or protective wear
- Pool covers
- Lamination film
- Silage and hay bags
- Backyard ice rinks
- Vinyl shower curtains or tablecloths
- Bedding or linen packaging
- Shiny, crinkly films like floral wrap

Don't see your item on the list?

Try these tests to see if your plastic is recyclable polyethylene or not or review the list of frequently asked questions below.

- See if the package will stretch when you pull it. If yes, it can be included. **If it tears like paper, then please don't put in the bin.**

- Is the package shiny or does it make a crinkly/crunchy sound in your hand? **If yes, do NOT recycle in the NexTrex® bin.**