

Recycling Meeting Minutes 8-July-2021 @ 7:00 P.M.  
Page 1 of 18

TOWN OF  
CHELMSFORD  
PATRICIA E.  
DZURIS  
TOWN CLERK

<b>Members Present (remotely)</b>	<b>Members Absent</b>	<b>Guests Present</b>
Becky Soderman Betty Mattson Karen Willis Lee Williams Norm Eisenmann Rebecca Gore	None	None
<b>Sustainability Manager Present (remotely)</b> Melissa Joyce		

**Call to Order.**

The meeting was called to order at 7:00 p.m.

**Review and Approve Meeting Minutes – June 2021**

The 3-June-2021 meeting minutes were reviewed and approved by unanimous vote.

**Eco Club Input**

NONE

**Sustainability Manager Update – Melissa Joyce**

**TONNAGE TOTALS for May 2021**

Pink Bags (textile recycling)	<b>9556</b>	pounds
<u>Recycling</u>	<b>262.82</b>	tons
<u>Trash</u>	<b>860.7</b>	tons

Submitted grants for ~\$17,000. It is unknown when the grants will be approved.

Currently there is no method to get rid of scrap metal for residents. Max Levine and Co. on Tanner Street in Lowell may be an option.

Methods to reminding residents of the Simple Recycling changes: Can the electronic sign boards be used to advise residents on the current method of textile recycling?

**Fluorescent Bulb Shed**

62 customers at the July Bulb Shed Day staffed by Betty and Norm.

Recycling Meeting Minutes 8-July-2021 @ 7:00 P.M.  
Page 2 of 18

Recent Recycling Tonnages

	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021
Textile Recycling (tons)	2.74	5.45	6.28	4.78		
General Recycling (tons)	235.32	292.95	279.82	262.82		
Trash (tons)	741.65	915.62	912.92	860.7		
% Recycled	24.0%	24.1%	23.3%	23.3%		
% Diverted including textile recycling	24.3%	24.6%	23.9%	23.7%		

OTHER MATTERS OF INTEREST

Karen contacted Jamie O'Connell from Tiger Press regarding reformatting the Recycling Insert that will go into the 2<sup>nd</sup> quarter tax bills. The requested proof is attached as Attachment 3.

Zero Waste Day could be coordinated with the schools recycling day.

Old Business

Recent and Upcoming Events

EVENT	DATE(S)	TIME	LOCATION
June Bulb Shed Day ~45 residents participated	2-June	<b>COMPLETE</b>	Behind Town Hall
July Bulb Shed Day ~62 residents participated	7-July	<b>COMPLETE</b>	Behind Town Hall
August Bulb Shed Day	4-August	9 a.m. to 5 p.m.	Behind Town Hall
September Bulb Shed Day	1-September	9 a.m. to 5 p.m.	Behind Town Hall
October Bulb Shed Day	6-October	9 a.m. to 5 p.m.	Behind Town Hall
Paper Shredding	9-October	9 a.m. to 1 p.m.	DPW on Alpha Road
Household Hazardous Waste	30-October	9 a.m. to 1 p.m.	DPW on Alpha Road
November Bulb Shed Day	3-November	9 a.m. to 5 p.m.	Behind Town Hall
Leaf Drop-off	20-November	9 a.m. to 1 p.m.	DPW on Alpha Road
Brush Drop-off	20-November	9 a.m. to 1 p.m.	Community Tree

Publicity/website Update

None

Review of Open Action Items

Recycling Meeting Minutes 8-July-2021 @ 7:00 P.M.  
Page 3 of 18

Date	Owner	Action	Due Date
5-Nov-20	Lee	<p>Need to order bags to hand out at the Farmers Market. (The last order was from Bullet Brands and cost \$2.60/bag for 500 bags, made from recycled materials.) Mary Beth will investigate. Can also purchase virgin cotton bags or recycled plastic bags. Will ask for samples to review the quality. Bullet Brands will send a couple of samples.</p> <p>Reviewed the table put together by MB. Need to consider bags that will last awhile. Prefer ones made in the USA. Need sizes.</p> <p>The Committee agreed with the cotton bag purchase and to have something stenciled on the bags. Do the same as the other bags for expedience and being cost effective. The Committee unanimously voted to purchase 500 bags with the same artwork as last time.</p> <p>Lee will meet with Mary Beth to take on the responsibility regarding the bags.</p>	2-Sept-21
4-Feb-21	Lee Karen Rebecca	Organics curbside pickup: Town request for bids; residents sign up and pay individually. Offbeet is one possibility. Karen has information from previous years.	5-Sept -21
4-Feb-21	Lee Karen Rebecca	<p>Organics drop-off: Promote with sale of compost bins in the spring, free compost pails?</p> <p>Karen spoke to Phil Jones, and he would not be interested due to smells and vermin.</p> <p>A survey has been developed and will be sent to the committee for beta testing.</p> <p>The Commonwealth is looking for sites, but not a lot of folks support the idea to have a 4x4 metal bin for the compost.</p>	5-Sept -21
6-May-21	Lee	Check on resizing the standard handout/mailling provided by the DEP. Could be used to go out with a tax bill or sent separately.	<b>Complete</b>
6-May-21	Norm Melissa	Get the existing signs from Melissa and post on the dumpsters behind the Town Hall	<b>Complete</b>
6-May-21	Rebecca	Visit the Tyngsboro Zero Waste Day to gather information to use for a potential future Zero Waste Day for Chelmsford. See Attachment 2 for parking lot dimensions.	<b>Complete</b>
3-June-21	Karen	Karen will contact the company about reducing the document that will go out in the tax bills.	<b>Complete</b>
		Order tax bill inserts	5-Sept-21

Recycling Meeting Minutes 8-July-2021 @ 7:00 P.M.  
Page 4 of 18

Date	Owner	Action	Due Date
3-June-21	Karen	Purchase a banner for a booth, such as for a 4 <sup>th</sup> of July in 2022 and beyond. Maybe use Tiger Press? Maybe decide upon an image for the committee.	1-Oct-21
7-July-21	Lee	Need to prepare a report of our accomplishments and goals by mid-august.	15-Aug-21
7-July-21	Norm	Send memo to Town Clerk providing the name of the newly elected chairperson of the committee.	Complete
7-July-21	Melissa	Discuss with School Superintendent about using a school parking lot for a Zero Waste Day event.  -It is possible. -Melissa has access to an on-line tool for scheduling. -McCarthy will be easier to schedule than CHS.	Complete

Review of 2021-2022 Goals and Long-Term Goals  
See Attachment 1 for updated goals.

Composting Survey comments were discussed and provided to Melissa.

**New Business**

Election of new officers: Chair, Vice Chair, Secretary, and Publicity by unanimous vote.  
 Chair: V.L. Williams  
 Vice Chair: Rebecca Gore  
 Secretary: Norman Eisenmann  
 Publicity: Karen Willis

**Open Discussion**

5-August is the next meeting at 6:00 p.m. at DPW on Alpha Road

**Motion to Adjourn.**

The meeting was adjourned at 8:30 p.m.

**Attachments**

1. Review of 2020-2021 Goals and Long-Term Goals
2. Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot to Chelmsford Parking Lots
3. Tax Bill Insert/Handout at Drop-offs Proof

Recycling Meeting Minutes 8-July-2021 Attachment 1  
 2021-2022 Goals and Long-Term Goals  
 Page 5 of 18

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
		<b>EDUCATION/AWARENESS</b>	
complete		Website overhaul <ul style="list-style-type: none"> <li>• New website up and running.</li> <li>• Using Squarespace as the 'one stop shop'.</li> <li>• Initially will set up under chelmsfordrecycles.com.</li> <li>• Once functional then transfer back to .org.</li> </ul>	Norm
	X	Library presentation/Display Board <ul style="list-style-type: none"> <li>• Wait until after the Trash/Recycling Presentation.</li> <li>• Consider discussing not using plastics in laundry products and other products.</li> <li>• The Top Ten ways to reduce plastic in your life is a possible topic.</li> </ul>	Betty
X		Town-wide Clean-up re-imagined	
complete		Talking Trash & Recycling Presentation	Karen
		<b>REDUCE WASTE</b>	
	X	Charge fee for bulk items	
		<b>RE-USE/REPAIR</b>	
	X	Transfer station/swap shop	
	X	Promote local swap resources (Buy Nothing Chelmsford, etc.)	Betty
complete		Repair Cafés Research/Prep	Lee
	X	Repair Cafés Three events/year, post-pandemic (Eco Club participation?)	
		<b>RECYCLE-RESIDENTIAL/TOWN RECYCLING</b>	
	X	Multi-vendor recycling event (shredding, electronics, tires, etc.) The Zero Waste Day	Karen Becky Rebecca
	X	Trash/recycling bins at parks, athletic fields	
		<b>RECYCLE-BUSINESS RECYCLING</b>	
	X	Advocate for Board of Health mandate for hauler permits	
	X	Plan the Implementation: <ul style="list-style-type: none"> <li>• Research how other MA municipalities have implemented business recycling programs and</li> <li>• Conduct a survey of Chelmsford businesses to find out what level of business recycling is going on now.</li> </ul>	

Recycling Meeting Minutes 8-July-2021 Attachment 1  
 2021-2022 Goals and Long-Term Goals  
 Page 6 of 18

Prior to June 2022	Beyond June 2022	Recycling Committee Goals	Committee Member Taking Lead
		Eco Club could help with either or both items.	
		<b>COMPOST</b>	
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 Karen Rebecca
X		Organics drop-off: Promote with sale of compost bins in the spring, free compost pails?	Lee Karen Rebecca
	X	Setup survey of how many interested in composting.	
	X	Curbside organics	
X		Setup program for indoor composting. Consider using money to have a worm composting seminar. Have at July 4 <sup>th</sup> booth and raffle off some worm composting kits.	Lee

Recycling Meeting Minutes 8-July-2021 Attachment 2  
 Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
 to Chelmsford Parking Lots Page 7 of 18

**SUMMARY:**

There has been interest in holding a Zero Waste Day in Chelmsford similar to the Tyngsboro Zero Waste Day held on 15-May-2021. To determine the amount of space available to the vendors at Tyngsboro versus available space at Chelmsford facilities dimensions of the parking areas were taken.

Actual measurements were taken at Tyngsboro Elementary School. (The parking spaces at the school at 10 ft wide and 20 ft long.)

Actual measurements were taken at McCarthy and CHS. (Chelmsford parking spaces are 9 ft wide and 19 feet long.)

The dimensions do NOT include the driveways that circle some of the parking lots because we could not actually setup in those driveways. Therefore, the dimensions have dramatically changed. The dimensions are shown on the following pages and can be used (or changed) by whomever wants to champion the Zero Waste Day. The original MSWord documents before the maps were converted to a picture can be provided.

SCHOOL/FACILITY	ESTIMATED SQUARE FOOTAGE OF PARKING AREAS
Tyngsboro Elementary School	54,450 sq ft Less than 25,000 sq ft used in 2021
Chelmsford High School	80,700 sq ft
Chelmsford Harrington Elementary School	38,500 sq ft
Chelmsford McCarthy Middle School	74,500 sq ft
Chelmsford DPW	49,600 sq ft

**DETAILS:**

**Tyngsboro Elementary School has three parking lots.**







Recycling Meeting Minutes 8-July-2021 Attachment 2  
 Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
 to Chelmsford Parking Lots Page 9 of 18



Lot-2  
 21,300-sq-ft  
 (only-used-for-shredding-truck-in-2021)

213'

100'

Access-Road

190'

Lot-1  
 20,900-sq-ft  
 (all-vendors-except-shredding-truck-in-2021)

~110'

Lot-3  
 21,300-sq-ft  
 (not-used-in-2021)

TOTAL-square-footage=  
 21,300+-21,300+-  
 20,900=63,500.  
 This-does-NOT-include-  
 driveways-around-the-  
 parking-lots.  
 Parking-spaces-at-this-  
 school-are-10'-wide-and-  
 long-with-aisles-  
 between-rows-of-22'.  
 All-measurements-taken-  
 at-the-parking-lot.

Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 10 of 18

**Chelmsford High School Parking Lot**



Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 11 of 18





Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 12 of 18

It is possible to also use the lots at **Harrington** along with CHS for the small organizations to setup.



220 ft by 90 ft  $\approx$  19,800 sq ft and 250 ft by 75 ft  $\approx$  18,750 sq ft

The TOTAL estimated square footage is 38,550 sq ft.

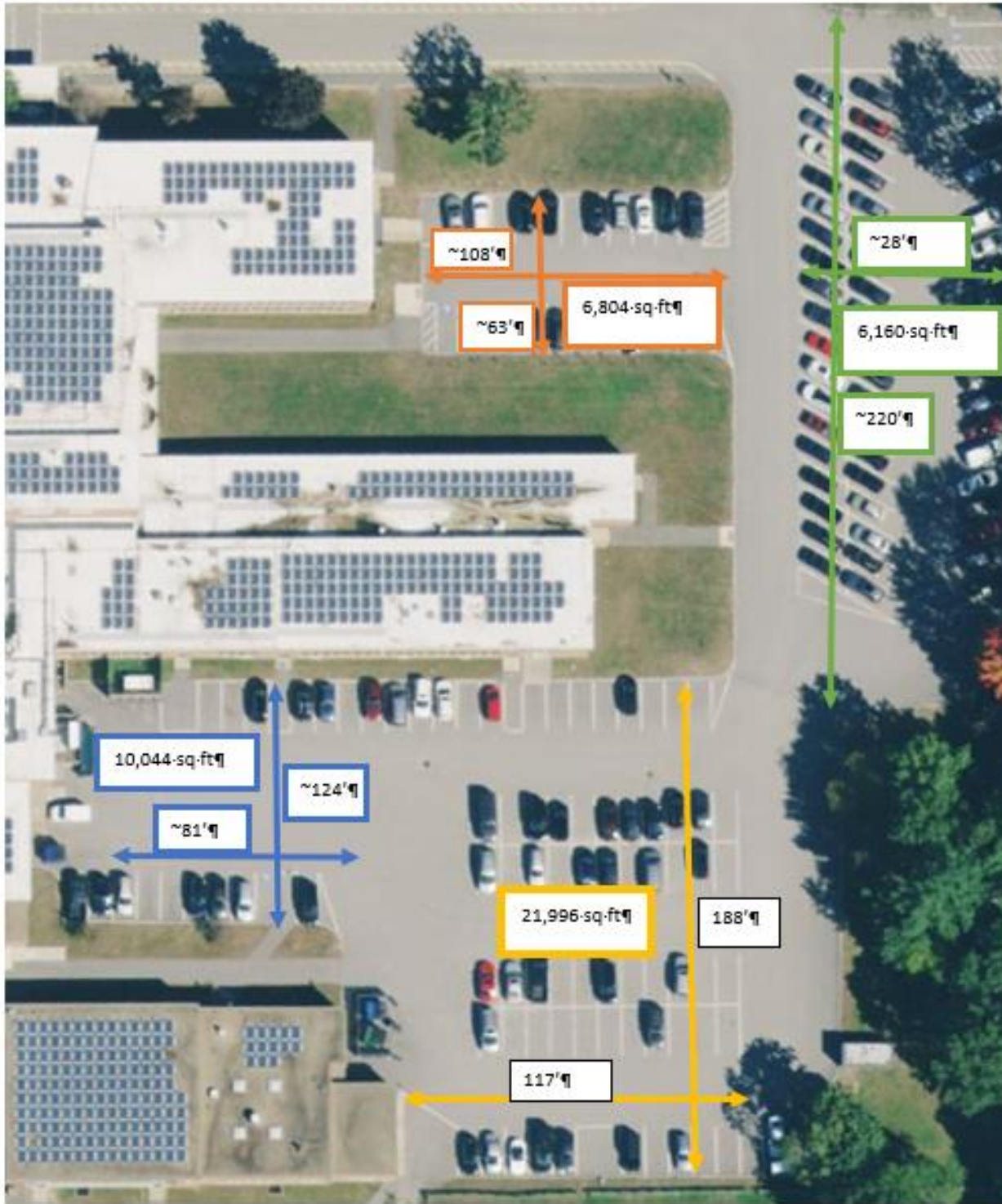
Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 13 of 18

McCarthy Middle School has two parking lots. One on the Old Westford Rd side of the school and one lot with four sections on the North Rd side of the school.



Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 14 of 18

**North Road Side** → estimated-at-45,000-sq-feet





Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 15 of 18

~~Old Westford Rd Side estimated at 44,388 sq feet~~



¶

~~Total estimated at 74,500 sq-ft~~

Recycling Meeting Minutes 8-July-2021 Attachment 2  
Estimate of Square Footage of Tyngsboro Zero Waste Day Parking Lot  
to Chelmsford Parking Lots Page 16 of 18

As a point of reference, the facility that many of are familiar with is the **DPW Facility**.



The DPW has area on the Tracy Rd side of the building in front of some of the overhead doors, area to the back side of the building, and at the end of Tracy Rd.

In front of the overhead doors is ~160 ft by 60 ft = ~9,600 sq ft

Back of the building is ~160 ft by 100 ft = ~16,000 sq ft

One side at the end of Tracy Rd ~240 ft by 100 ft = ~24,000 sq ft

The TOTAL estimated square footage is 49,600 sq ft.

If vehicles need to go to multiple stations using the area at the end of Tracy Rd could be chaotic. This site is NOT recommended.



Tax Bill Insert/Handout Side 1



### CHANGES to Chelmsford Simple Recycling Textile Recycling (Pink Bag) Program

- Residents are required to schedule their own pickups: [simplerecycling.com](http://simplerecycling.com) or 866-835-5068.
- Once the zip code is entered, a calendar will appear showing which days are available.
- The pickups will now be at the front door instead of the curb.
- Residents should place their clean & dry recyclable material in self provided bags or boxes. (feel free to use up existing bags!)

### UPCOMING Chelmsford Recycling Events

- Community Shredding: October 9, 2021
- Household Hazardous Waste: October 30, 2021
- Leaf Drop Off: November 20, 2021

All events at DPW from 9am – 1pm.

Visit [chelmsfordrecycles.org](http://chelmsfordrecycles.org) or  
[townofchelmsford.us/200/recycling-solidwaste](http://townofchelmsford.us/200/recycling-solidwaste)



Tax Bill Insert/Handout Side 2

 <p><b>Metal</b></p>  <p><b>Food and Beverage Cans</b> empty and rinse</p>	 <p><b>Plastic</b></p>  <p><b>Bottles, Jars, Jugs and Tubs</b> empty and replace cap</p>	 <p><b>Glass</b></p>  <p><b>Bottles and Jars</b> empty and rinse</p>	 <p><b>Paper &amp; Cardboard</b></p>  <p><b>Mixed Paper, Newspaper, Magazines, Boxes</b> empty and flatten</p>	
<p><b>NO!</b></p>  <p><b>Do Not Bag Recyclables No Garbage</b></p>	 <p><b>No Plastic Bags or Plastic Wrap</b> (return to retail)</p>	 <p><b>YUCK</b></p> <p><b>No Food or Liquid</b> (empty all containers)</p>	 <p><b>No Clothing or Linens</b> (use donation programs)</p>	 <p><b>No Tanglers</b> (no hoses, wires, chains or electronics)</p>