


Members Present Becky Soderman (remote) Karen Willis Kristin Champagne (remote) Lee Williams (remote) Norm Eisenmann Rebecca Gore	Members Absent <hr/> Guests Present Emily Pacht (remote) left at 6:20 p.m.	 Chelmsford Recycling Committee
Sustainability Manager Absent Chris Haley		

Call to Order.

The Committee meeting was called to order at 6:04 p.m.

Review and Approve Meeting Minutes – July 2022

The 14-July-2022 meeting minutes were reviewed.
 Rebecca Gore made a motion to approve the minutes.
 Karen Willis seconded the motion.
 The minutes were approved by unanimous vote.

Eco Club Input

None

Sustainability Manager Update

TONNAGE TOTALS for June 2022

Textile recycling (Formerly Pink Bags)	1428	Pounds
UTEK Mattress*	90	items
Recycling	317.8	tons
Trash	1010.36	tons

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

See Attachment 2 for previous tonnages. (NOTE: The tables have been revised to reflect the fiscal year NOT the calendar year.)

Chelmsford Recycle APP

A Beta version of the APP is available on Apple products. Addresses are still being loaded.

Composting Pilot Program at CHS

No update.

Old Business

Publicity/website Update

The insert for the September tax bill has been updated. The QR code will take the user to the Recycling Committee website. The quantity of extra inserts to be ordered will be the same number of extras that were ordered last year.

The Town website has been updated.

Karen will advertise the September Bulb Shed in the paper and on electronic media.

The Committee website contact form has had several questions submitted this month. Norm and Chris have been answering the questions.

Recent and Upcoming Events

EVENT	DATE(S)	TIME	LOCATION
Library Presentation Rebecca made a mixed media presentation on the Bags to Benches Program. 20 residents	25-July-2022	COMPLETE	
Bulb Shed Open 37 residents	3-August-2022	COMPLETE	
Bulb Shed Open	7-September-2022	9 a.m. to 5 p.m.	Bulb Shed behind Town Hall
Bulb Shed Open	5-October-2022	9 a.m. to 5 p.m.	Bulb Shed behind Town Hall
Household Hazardous Waste#	29-Oct-2022	9 a.m. to 1 p.m.	DPW Yard
Bulb Shed Open	2-Nov-2022	9 a.m. to 5 p.m.	Bulb Shed behind Town Hall
Zero Waste Day #	5-November-2022	9 a.m. to 1 p.m.	McCarthy
Leaf Drop off #	19-Nov-2022	9 a.m. to 1 p.m.	DPW Yard
Brush Drop-off #	19-Nov-2022	9 a.m. to 1 p.m.	Community Tree

Will need some volunteer(s) to assist.

Bags to Benches Challenge

Goal is 500 pounds by 22-October.

284.4 pounds were collected as of 30-June

404 pounds were collected as of 31-July

Need to determine how to deal with the bins after we are complete. Need to create signs for residents on how to deal with bags after the 500# is reached. Possibly provide information on taking the bags to the stores.

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Kristin will send an email to Chris with the possible locations of the bench. Delivery of the bench will take months and therefore there is time to decide on a location. A survey can be done to determine resident's thoughts on a location.

Review of Open Action Items

Date	Owner	Action	Due Date
5-Aug-21	Karen	<p>Zero Waste Day</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>McCarthy parking lot reserved for 5-November.</p> <p><u>UPDATE:</u> Trying to keep the first event simple and not complicated. We can learn from the 1st event for future events.</p> <p>Items under consideration to be collected:</p> <ul style="list-style-type: none"> • Bay State <u>Books</u> is interested in attending. (The library has reduced the number of books that they will accept.) It would be self-service, and they would drop off bins. The bins would be dropped off and picked up on Saturday. They will give us a list of books that they would take. • The Bike Connector_repair shop in Lowell is committed. • Mark-One disposal in Lowell for <u>wood debris</u>. • <u>Small batteries/fluorescent lights</u> that will be taken to the Bulb Shed • Simple Recycling for <u>textiles</u> • UTEC to show what the mattress material gets recycled. • Chelmsford Food Pantry will provide a list of what food they will accept. It will be self-service. <p>Not adding tires.</p>	5-Nov-2022

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Date	Owner	Action	Due Date
		Not including car battery recycling due to cost. Not including scrap metal as it would be competing with PTO. Need to setup logistics. Need volunteers from the Eco Club and/or NHS. Will need some posters created.	
2-Jun-22	Norm	Send out thank you email to town wide cleanup participants.	COMPLETE
2-Jun-22	Karen	Need to review and update the insert for the tax bill that goes to residents late September.	12-Sep
1-Jan-22	Kristin	Bags to Benches Program 22-April-2022: Started 30-June-2022: ~102 # collected 31-July-2022: ~404 pounds collected	22-Oct
14-Jul-22	Lee	Annual Committee Report Lee accepted comments from the members.	10-Aug
14-Jul-22	Kristin	Determine possible locations of the bench. Could do a survey the last month of the program. Initial suggestions include the Sr Center, Town Common in the shade, and Roberts Field.	22-Aug
4-Aug-22	Lee	Update website to Zero Waste Day	1-Sept
4-Aug-22	Karen	Send Lee info for Zero Waste Day	18-Aug
4-Aug-22	Rebecca	Send Lee URL re MRF photos	8-Aug
4-Aug-22	Kristin	Draft signs for Bags to Benches Challenge boxes noting the end of program and how residents should handle their bags in the future. Send the signs to Lee and Rebecca.	7-Aug
4-Aug-22	Kristin	Send Chris list of possible bench locations	15-Aug
4-Aug-22	Lee	Update the website about end of the Bags to Benches (BtB) program.	15-Aug
4-Aug-22	Lee	Will post a sign at Sr Center and Town Hall regarding the end of the BtB program.	12-Aug
4-Aug-22	Rebecca	Will post sign at Library regarding the end of the BtB program.	12-Aug
4-Aug-22	Chris	Create a survey for the bench locations	15-Sept
4-Aug-22	Lee	Update the chart of the annual report	10-Aug

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Date	Owner	Action	Due Date
4-Aug-22	Karen	Reach out to Eco Club and Mark One to get commitments to Zero Waste Day (ZWD).	26-Aug
4-Aug-22	Karen	Send any photos to Lee for the Annual Report	8-Aug
4-Aug-22	Norm	Update the tonnage report to reflect the fiscal years vs. the calendar years.	8-Aug

Review of 2021-2022 Goals and Long-Term Goals

Limits for Solid Waste

See Attachment 1 for updated goals.

New Business

None

Open Discussion

None

Review New Action Items

Completed and items were added to the Action Item List

Next Scheduled Meeting

1-Sept-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.

Motion Made by Becky Soderman

Motion Seconded by Rebecca Gore.

Vote to adjourn was unanimous.

The meeting was adjourned at 8:00 p.m.

Attachments

1. 2021-2022 Long-Term Goals
2. FY 2022 Annual Committee Report
3. 2021 and 2022 Trash and Recycling Tonnages

Recycling Meeting Minutes 4-August-2022 @ 7:00 P.M. @ Town Hall Room 200
Attachment 1 Long Term Goals Page 6 of 17

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 2023	Beyond June 2023	Recycling Committee Goals	Committee Member Taking Lead
		EDUCATION/AWARENESS	
		REDUCE WASTE	
		RE-USE/REPAIR	
X		Repair Cafés Three events/year, post-pandemic (Eco Club participation?) Hire a company to bring in parts and run the repair café?	Lee
		RECYCLE-RESIDENTIAL/TOWN RECYCLING	
X		Multi-vendor recycling event (shredding, electronics, tires, etc.) The Zero Waste Day.	Karen
		RECYCLE-BUSINESS RECYCLING	
X		<ul style="list-style-type: none"> • Research how other MA municipalities have implemented business recycling programs • Conduct a survey of Chelmsford businesses to find out what level of business recycling is going on now. • Members 'survey' the trash in a business dumpster and determine how much recycling is in the dumpster that could be removed and determine how much the business could save by recycling. This can be accomplished by members and friends checking businesses that we visit and estimate potential savings. 	Rebecca
		COMPOST	
X		Organics curbside pickup: Town request for bids; residents sign up and pay individually. Offbeet is one possibility. Karen has information from previous years.	Chris
		Have a July 4th booth and raffle off some worm composting kits.	COMPLETE
X		Tour Covanta burn facility	
X		Tour Black Earth Composting facility	

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Chelmsford Recycling Committee 2021 - 2022 Annual Report

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. The Recycling Committee is comprised of seven appointed town residents and the Chelmsford Sustainability Manager.

Waste Reduction

Each month, the committee tracks the amount of solid waste (both trash and recycling) our town generates, as shown in the attached chart. During the past year, approximately 23% of our total solid waste was diverted from incinerators and landfills through recycling, down from 24% the previous year. Our goal is to increase this percentage of waste that is diverted and to reduce the total amount of trash.

Bags to Benches

On Earth Day (April 22) 2022, the committee launched a Bags to Benches drive to collect recyclable plastic bags and film. If we collect 500 pounds within 6 months, the town will earn a Trex bench made with recycled plastic material. The broader goal is to educate residents on the types of plastic film that can be recycled (marked #2, #4 or “return to store”) and where to take them (not the curbside collection, but to participating retail stores). Three special collection boxes were placed around the town for the drive: at the Chelmsford Public Library, Town Offices, and the Chelmsford Senior Center. Committee members volunteered to collect, sort, and weigh the material, then deliver it to a participating store. This has been no small task, as residents have responded enthusiastically. By then end of June, we had collected 284 pounds of recyclable plastic film.

Tour of Materials Recovery Facility

In April 2022, members of the committee visited the Materials Recovery Facility (MRF) run by our recycling contractor, Waste Management, in Billerica. The plant manager explained their sorting process (partly manual, mostly automated) and answered many questions as we walked through the facility. We learned that we all need to do our best to eliminate contamination from our recycling bins, since it can shut down the entire facility. Do not include:

- Wrapables/tanglers like plastic bags, wraps, clothing, blankets, alum pie/roasting pans. These items tangle the equipment and must be removed manually.
- Sterno cans, aerosol cans. May explode, even if you think they’re empty. They get a baler fire once a week. If a sterno can explodes, it can be felt through the building.
- Diapers/food. If something gets through into a bale, the entire load may be rejected at its destination.
- Scrap metal. Lawnmower blades, shovels, pipes, etc. can damage equipment.

We learned that items in the bin must be empty and clean. Most items can be rinsed out and they’re fine. If you can’t clean the peanut butter jar, it’s better to just toss it in trash. Pizza boxes: throw out the round insert with cheese on it and recycle the box (oil/grease is okay).

CHS Food Waste Audit

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On March 24, 2022, members of the committee assisted the Chelmsford High School Eco Club as they conducted an audit of the trash generated from their school's lunch periods. The audit results were:

- 72.5% of the waste, by weight, was compostable.
- Approximately 178 pounds compostable waste and 68 pounds of "true" trash in one day.

These findings will help the Eco Club and the DPW move forward with a pilot composting plan at the high school. The committee has been impressed with the enthusiasm and dedication of the students in the Eco Club during this event and throughout the year.

Composting Survey

In July 2021, the Chelmsford Recycling Committee conducted a survey of Chelmsford residents and business owners to gauge interest in a curbside composting pickup service. A total of 575 people responded to the survey: 562 residents and 13 business owners. Of those, 335 expressed interest in a paid curbside pick-up service; 222 were interested in a free drop-off collection site. Many respondents already compost in their backyard, and some already participate in a curbside program. Others support the idea, but the cost of a curbside service is a barrier. Other than expense, the main concerns were about smell or attracting wildlife. Today's curbside programs provide a lined, sealed container to keep odors in and wildlife out. The committee was encouraged by the number of residents that expressed interest and a willingness to pay for a composting service. The Sustainability Manager and the committee will continue to explore various composting programs and options.

Education and Outreach

The committee resumed its engagement with Chelmsford residents by holding tables at the Chelmsford winter farmer's market. Members also participated in the Earth Day Fair at the Chelmsford Public Library. At these events, committee members strive to inform residents and answer their questions about recycling in Chelmsford. We used grant funds to order a new supply of cotton tote bags, so we can offer a reusable bag to residents that stop at our table.

Emily Pacht, a graphic designer, worked with members to develop a logo for the committee and create a consistent color scheme and typeface to use in all committee materials. This will allow residents to recognize the products associated with the Recycling Committee. The new look can be seen in the committee's online presence at www.chelmsfordrecycles.org. The committee maintains this site with up-to-date information and resources on recycling topics.

Recycling Drop-off Events

The Chelmsford Department of Public Works provides numerous opportunities for residents to drop off items that are not suitable for trash or recycling, including Household Hazardous Waste, Paper Shredding, Leaf & Yard Waste, and Brush drop-offs. Throughout the year, members of the recycling committee volunteered at these events by checking for residency, collecting non-resident fees, providing instructions, and directing traffic.

Recycling committee volunteers also provide full staffing for the Chelmsford Bulb Shed, located behind the Town Offices. The Bulb Shed is open on the first Wednesday of each month from April through November.

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Chelmsford businesses and residents can drop off fluorescent bulbs, batteries, thermometers and other products containing mercury. Between July 2021 and June 2022, there were 503 visits to the Bulb Shed.

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Future Projects

During the coming year, committee members will continue to work on our long-term goals to bring more recycling programs to Chelmsford. These plans include our first Zero Waste Day event on November 5, 2022 and a Repair Café event in the Spring of 2023.

The Recycling Committee would like to thank Melissa Joyce for her years of service as the Chelmsford Sustainability Manager and her exceptional support for this committee. The committee welcomes Christopher Haley, the new Sustainability Manager, and we look forward to working together in service for the town of Chelmsford. We would also like to thank the Chelmsford Department of Public Works, town officials, and all town residents for their support in our joint effort to reduce waste and make Chelmsford a more sustainable community.

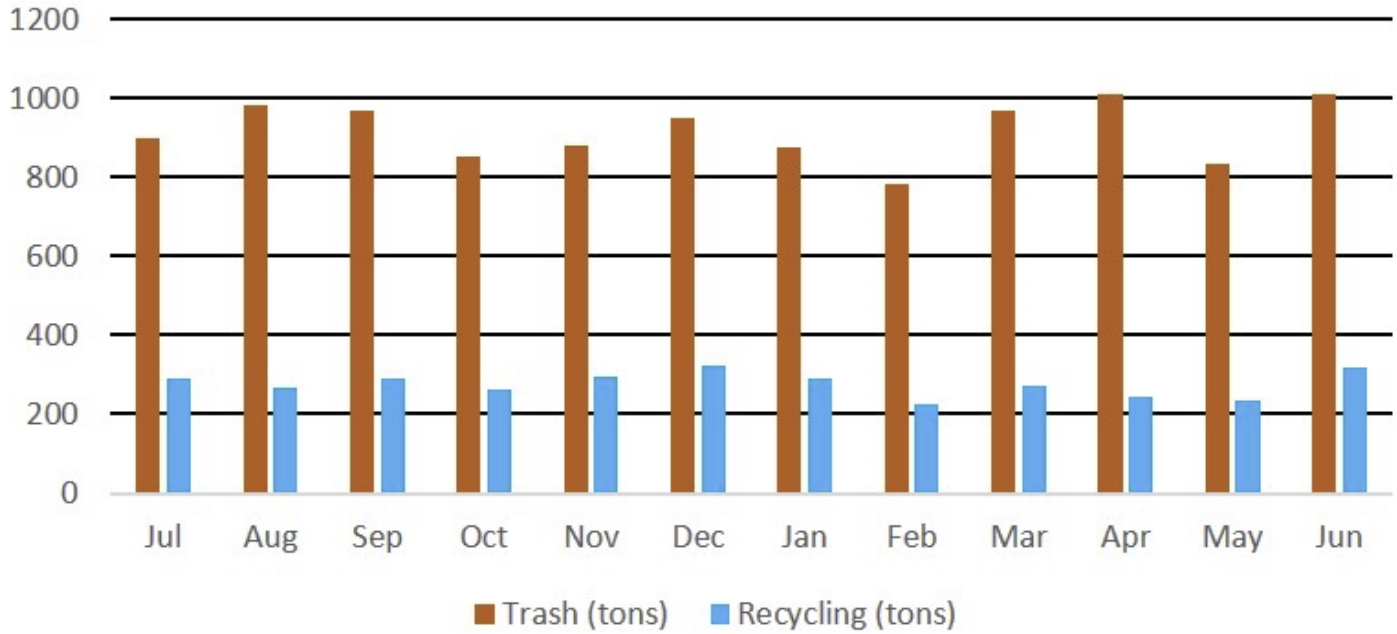
Respectfully submitted,

Lee Williams, Chair
Recycling Committee

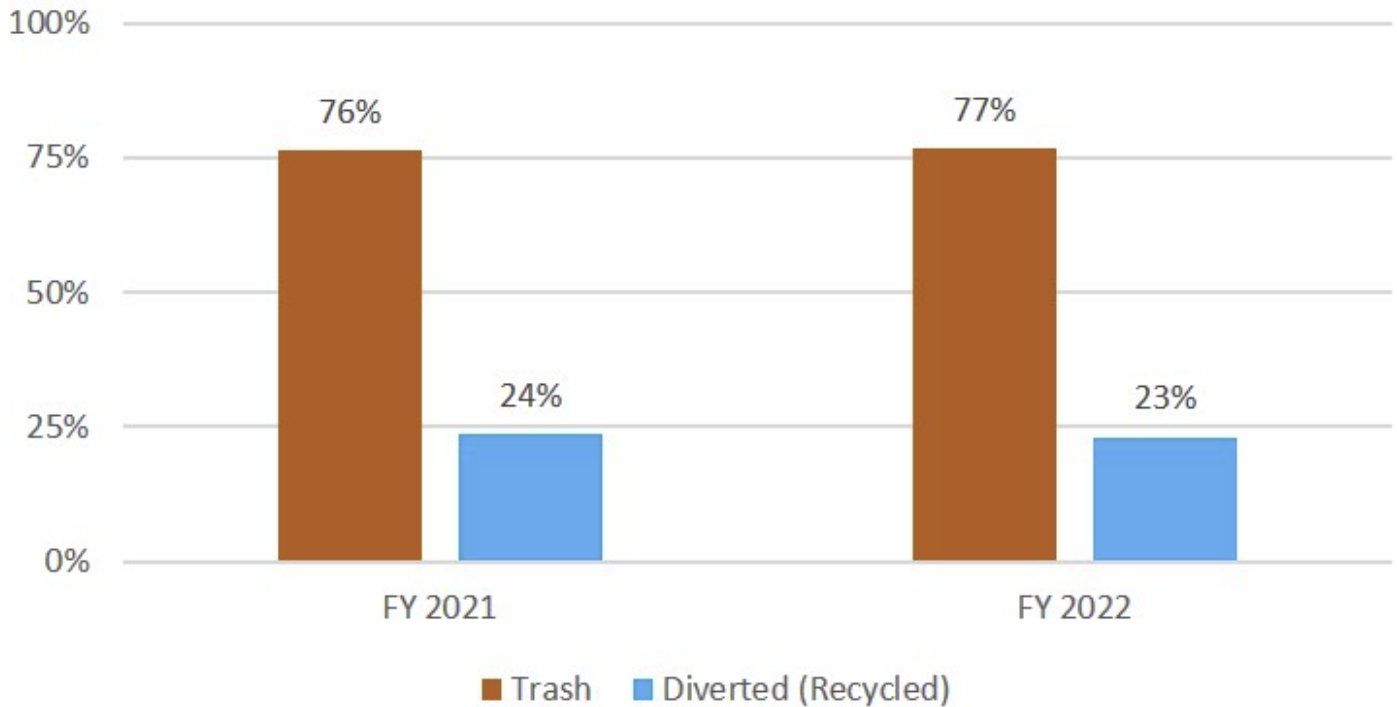
2021-2022 Recycling Committee Members:

Kristin Champagne
Norm Eisenmann, Secretary
Rebecca Gore, Vice Chair
Christopher Haley, Chelmsford Sustainability Manager
Rebecca Soderman
Lee Williams, Chair
Karen Willis, Publicity

Town of Chelmsford Solid Waste July 2021 - June 2022



Diversion Rate





Kristin Champagne sets up a “Bags to Benches” collection box for recyclable plastic bags and film.



Rebecca Gore and Lee Williams meet residents at the Maxwell's Winter Farmers Market.



Becky Soderman checks out sorted bales of recyclables at the Materials Recovery Facility (MRF) in Billerica.

Recent Recycling Tonnages

FY2023

	July 2022	August 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023
Textile Recycle (tons)												
Recycling (tons)												
FY23 Year-to-date (tons)												
Mattresses/Box Springs (units)												
Weight (tons)												
Trash (tons)												
FY23 Year-to-date (tons)												
% Recycled												
% Diverted												

FY2022

	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022
Textile Recycle (tons)	0.58	0.85	0.51	2.1725	2.8305	1.4455	1.9085	1.383	1.9135	2.1865	0.5405	0.714
Recycling (tons)	289.14	268.32	289.89	263.59	294.1	321.55	289.68	227.6	273.06	244.24	235.39	317.8
FY22 Year-to-date (tons)	289.14	557.46	847.35	1110.94	1405.04	1726.59	2016.27	2243.87	2517.13	2761.37	2996.76	3314.56
Mattresses/Box Springs (units)	N/A	N/A	N/A	N/A	51	52	85	41	32	66	72	90
Weight (tons)	N/A	N/A	N/A	N/A	1.53	1.56	2.55	1.23	0.96	2.19	2.16	2.7
Trash (tons)	899.43	981.09	967.47	852.73	881.83	951.81	877.7	783.57	967.38	1009.78	833.66	1010.36
FY22 Year-to-date (tons)	899.43	1880.52	2847.99	3700.72	4582.55	5534.36	6412.06	7195.63	8163.01	9172.79	10006.45	11016.81
% Recycled	24.3%	21.5%	23.0%	23.6%	25.0%	25.2%	24.7%	22.5%	22.0%	19.4%	22.0%	23.9%
% Diverted	24.4%	21.5%	23.1%	23.8%	25.2%	25.4%	25.1%	22.7%	22.2%	19.7%	22.2%	24.1%

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FY2021

	July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021
Textile Recycle (tons)	6.6485	5.712	6.414	5.803	4.8885	4.5085	5.78	2.74	5.45	6.28	4.78	1.54
Recycling (tons)	294.9	269.52	310.3	280.32	304.11	329.44	266.77	235.32	292.95	279.82	262.82	297.4
FY21 Year-to-date (tons)	294.9	564.42	874.72	1155	1459.2	1788.6	2055.36	2290.68	2583.63	2863.45	3126.27	3423.67
Mattresses/Box Springs (units)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Weight (tons)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Trash (tons)	1060.38	887.94	967.24	1039.83	961.2	992.68	854.86	741.65	915.62	912.92	860.7	924.35
FY21 Year-to-date Trash (tons)	1060.38	1948.3	2915.6	3955.4	4916.6	5909.3	6764.13	7505.78	5421.4	9334.32	10195.02	11119.37
% Recycled	21.7%	23.2%	24.2%	21.1%	23.9%	24.8%	23.7%	24.0%	24.1%	23.3%	23.3%	24.3%
% Diverted	22.1%	23.7%	24.7%	21.6%	24.3%	25.2%	24.2%	24.3%	24.6%	23.9%	23.7%	24.4%

FY2020

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020
Textile Recycle (tons)	4.29	4.449	3.672	4.758	6.415	3.779	0	0	3.838	1.194	7.752	6.214
Recycling (tons)	264.1	254.5	240.7	274.5	250.95	302.9	300.2	226.7	247.2	283.3	288.1	307.01
FY20 Year-to-date Recycling (tons)	264.1	518.5	759.2	1033.7	1284.7	1587.5	1887.8	2114.5	2361.7	2645.0	2933.1	3240.1
Mattresses/Box Springs (units)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Weight (tons)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Trash (tons)	990.2	888.98	877.02	981.93	872.5	903.81	886.25	710.89	822.6	920.75	943.43	990.23
FY20 Year-to-date Trash (tons)	990.2	1879.2	2756.2	3738.2	4610.7	5514.5	6400.7	7111.6	7934.2	8855.0	9798.4	10788.6
% Recycled	21.0%	22.2%	21.5%	21.8%	22.2%	25.0%	25.3%	24.2%	23.0%	23.5%	23.2%	23.6%
% Diverted	21.3%	22.6%	21.8%	22.1%	22.8%	25.3%	25.3%	24.2%	23.4%	23.6%	23.9%	24.0%

Fiscal Year Totals

		FY 2022	FY 2021	FY 2020	FY 2019
Textile Recycle (tons)		17.0395 ↓	60.5465 ↑	46.179 ↑	26.91 *
Recycling (tons)		3,314.56 ↓	3,423.67 ↑	3,240.1 ↑	3171.43
Mattresses/Box Springs Weight (tons)		14.67 **	N/A	N/A	N/A
Trash (tons)		11,016.81	11,119.37	10,788.6	10632.1
% Recycled		23.1% ↓	23.4% ↑	23.0% ↑	22.9%
% Diverted		23.3% ↓	23.9% ↑	23.3% ↑	23.1%

* Textile Program started January 2019

** Mattress Program started November 2021