

**SOLID WASTE ADVISORY COMMITTEE
TOWN OF MADISON
December 15, 2016
Minutes**

Committee members present: Bob King, Chuck White, Paul Littlefield, Dave Downs

Others Present: Tim Hughes - Videographer

Where and When Posted: The SWAC meeting notice is published in the Town Office upper and lower levels and in both town Post Offices. A yearly schedule is published at the beginning of the year. The meeting generally is the second Thursday of each month unless noted on the schedule or amended by a change notice posted in all the above locations at least 24 hours prior to the previously planned meeting.

Meeting Called to Order: 7:35 AM

APPROVAL OF MINUTES: Chuck made a motion to approve the 10/20/16 minutes unchanged; Paul seconded. The committee voted unanimously to approve.

PUBLIC COMMENTS: None.

NEXT SOLID WASTE ADVISORY COMMITTEE MEETING: The next meeting will be 1/19/17 at 7:30 am in the Town Hall Meeting Room unless earlier meetings are needed for work on the contract RFP.

New Contract RFP: We decided to postpone the other agenda items to focus on the RFP development.

The process we discussed for getting the RFP executed is:

- Reach agreement on RFP content by individual review and feedback via email.
- Get the final product to the Board of Selectmen for the 12/27 meeting for their approval.
- Make any revisions required by the BoS.
- Set dates to send out to prospective bidders, advertise in local papers and date for bids to be to the Town Office.
- Provide to the BoS SWAC's recommendation of the best option from the bidders.
- Work with the BoS and Town Council on the contract to be implemented by 2/28/17.

The 2011 RFP and a current sample RFP from both Frankestown and New Durham (provided by NRRRA) had been previously sent out for review. We discussed different points in in each RFP for inclusion or exclusion in the new RFP. It was decided that the Frankestown RFP looked like a good fit for our needs vs. our old RFP. We will use that as a template for our new RFP.

Important points that were noted to add or highlight in the RFP:

- Ensure that the bidders are aware of the chance to make a site visit to the Transfer Station before developing their bids.

- Determine if we ask for 3 or 4 C&D/bulky roll-offs.
- Note the flexibility that the bidders may use in their bids to suggest other ways of dealing with our process of waste removal.
- Clarify the Town's right to broker some materials (E-Waste, masonry, cardboard, glass, scrap metal, aluminum, etc.).
- 40 yard roll-offs for commingled and paper.
- On-call basis for MSW and C&D.

Dave will get the first cut at the RFP out to everyone as soon as possible.

ALL REMAINING ITEMS ARE TO BE HELD UNTIL THE JANUARY MEETING

Cardboard at NCR: Any new info on selling cardboard to NCR for bailing or any other bailing options there?

Conway Transfer Station Bailing: Do we need to follow up on this?

Compost: Delay till Spring.

Chipper: Do we need further discussion or delay till Spring

Transfer Station Operator Job Descriptions: Review for BoS approval

Aerial View of Transfer Station: Can we get a sample image to play with? Quote to take pictures?

OTHER NEW BUSINESS OR MEMBER'S "LIST" ITEMS: None.

PUBLIC COMMENTS: None.

Motion to adjourn: Paul made a motion to adjourn the meeting; Paul seconded. The committee voted unanimously to adjourn at 8:47 AM.