

Sub Committee for Curbside Contract

Recycling and Solid Waste Committee Meeting Minutes

Date: July 23, 2026 **Start of Meeting:** 10am at Town Hall

Attendees: Meryl Mandell (Recycling Coordinator), Gail Fleischaker, Mary Glavin.

1. Accept Minutes of 7/7/2026

- The Committee reviewed the meeting minutes from July 7, 2026.
- A motion was made to approve July 7, 2026, minutes.
- Motion passed unanimously.

2. Update on status of RFP development.

- List of Hauler Questions
 - As recommended by Susan Waite, the Work Group worked on questions to be asked to the individual Haulers during the interview process.
 - To review with Susan Waite at the August 8th meeting
 - In process.
- List of RFP Assumptions
 - As recommended by Susan Waite the Work Group worked on a list of project Assumptions and their Basis for justification to be presented to the Select Board
 - To review with Susan Waite at the August 8th meeting
 - In process.
- Questions for Leverett LTS
 - The Work Group discussed the possible expansion of services for Shutesbury Residents at the LTS, such as PAYT Bags and accepting recyclable plastic and paper streams
 - No meeting with the LTS has been arranged at this time.
- When to Start Public Outreach Campaign
 - M.M. has acquired 2 sample totes, 35 gal and 65 gal. A third 45 gal tote will follow soon.
 - Totes will first be on display at the Shutesbury Library so Residents can evaluate which size fits their household needs.

3. Refine questions for Susan Waite, DEP

- The Work Group will discuss updates made during today's meeting at the August 8th meeting.

4. Discuss schedule

- The Work Group will discuss a feasible timeline with Susan White at the August 4th meeting.

5. Discuss Draft Hauler Regulations

- M.G. downloaded Hauler Regulations template from the MA DEP webpage as recommended by Susan Waite.

- M.G. started to make changes to customize regulations as they pertain to Shutesbury
- M.G. to discuss with Susan Waite at the next meeting regarding additional roles responsibilities, procedures, reporting schedules, as well as suggested fees and fines.

6. Other/Set Next Meeting Date

- Next Sub-Committee Meeting will be determined at the August 4th Meeting. Follow-up tasks will be assigned at this meeting.
- Next meeting with Susan Waite is scheduled for August 4, 2026 where she will report the progress of her task assignments.

Meeting Adjourned: 12:15pm