MEETING MINUTES

Subcommittee Meeting – RFP Development

Date	September 23, 2026
Start Time	10:00 AM
Adjournment	12:40 PM
Guest	Susan Wait, MassDEP

1. Welcome / Guest

The committee welcomed guest Susan Wait from MassDEP.

2. Approval of Previous Minutes

Minutes of August 14, 2026, and the Board of Selectmen meeting of September 15, 2026, were approved.

3. Update on RFP Status

- Hauler interview questions were reviewed, including revisions dated September 17 and September 23.
- M.M. has continued work on the hauler interview-question list and shared recent revisions.
- The group reviewed the September 17 document and discussed focusing questions on matters pertinent to the RFP, including questions and details concerning contractor services.
- RFP assumptions were reviewed. M.M. and M.G. attended the September 15 Board of Selectmen meeting.
- The list of assumptions was distributed to members and the assumptions were accepted by the Board of Selectmen.
- The committee discussed when to begin formally working with the Board of Selectmen on the RFP assumptions.
- Public outreach planning was discussed. B.B. will coordinate with S.W. on a date to discuss outreach activities and a timeline.

4. Report from S.W. – Issues Discussed at the August 14 Meeting

- Pittsfield experience and feedback concerning rollout/start-up and customer complaints were discussed, including the need to track individual issues.
- The committee should anticipate increased activity and customer contacts during rollout.
- A Google Form was discussed as a way to collect daily complaints/feedback.
- S.W. provided a copy of the relevant MassDEP note/form for reference.

5. PAYT Grant / Hauler Regulations

- The PAYT grant requirements were reviewed. The current note indicates a 35-gallon trash cart/tote option only, with no additional sizes identified.
- Milton's concierge service was discussed; haulers reportedly prefer clustered service.
- Fuel-adjustment language was discussed. The EIA index was identified as a possible basis because it is intended to track actual fuel prices.
- The fuel-adjustment provision should accommodate both increases and decreases in fuel costs and include a floor price.
- S.W. will send proposed language to M.M. for review.

- A question was raised about whether an adjustment should be communicated if fuel prices decline.
- S.W. dropped off 45-gallon clean totes in Pittsfield for reference.
- M.G./G.F. provided an update on draft hauler regulations, including discussion of bundled pricing and mandatory recycling requirements/considerations for grant eligibility.

6. Other Business

- The committee discussed the municipal calendar and timing for Finance Committee review and potential payment/cost items.
- The Massachusetts state contract/master price sheet was referenced, with a date of November 3 noted.
- Capital expense considerations were discussed, including a 35-gallon trash container and an approximately $60 cost reference.
- S.W. and G.F. discussed how to establish a resident ordering/choice process. Potential options included the website, trash-bag information, mailers, a tax-bill insert, and a form that could be submitted electronically or by mail.
- A standard 35-gallon order was noted.

7. Action Items

Responsible	Action
M.M.	Review the hauler questions and revisions.
S.W.	Review hauler log/feedback and return comments.
S.W.	Provide hauler contact information to M.M.
S.W.	Follow up on outstanding cost/pricing information.
B.B. / S.W.	Coordinate a date and timeline for public outreach activities.

Note: These minutes were prepared from handwritten meeting notes. Where handwriting was unclear, the wording has been kept general rather than adding details that were not legible.