

Sub Committee for Curbside Contract Recycling and Solid Waste Committee Meeting Minutes

Date: May 4, 2026

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

1. Accept Minutes of 3/4/2026

- The Committee reviewed the meeting minutes from March 4, 2026.
- A motion was made to approve March 4, 2026, minutes.
- Motion passed unanimously.

2. Update - Casella Contract Extension Status

- M.M. reported speaking with Tyler from Casella regarding the status of the proposed agreement.
- Casella is expected to provide additional information during the week.
- The Committee discussed the need to align implementation timing with the Town's fiscal year calendar.
- Potential scheduling and development timelines were reviewed.
- Members discussed the status of ongoing planning efforts and next steps needed before advancing the project.

3. Discuss MM Interviews with Other Towns

- The Committee discussed interviews and conversations with representatives from other municipalities regarding their solid waste and recycling programs.
- Examples of available Requests for Proposals (RFPs) from other towns were reviewed.
- Members compared current collection practices with automated collection systems used elsewhere.
- Discussion included:
 - Advantages and challenges of automated collection.
 - Container/cart requirements.
 - State-provided sample documents and procurement resources.
 - Use of AI tools to assist with drafting and comparing RFP language.
- The Committee reviewed potential goals and performance measures for inclusion in a future RFP.

4. Review Current RFPs to Select Sections for More detailed review

- The Committee reviewed the current draft RFP and identified sections requiring additional review and refinement.
- Sample sections reviewed included:
 - Definitions and general provisions.
 - Fuel adjustment provisions and escalation clauses.
 - State-provided sample language.
- Discussion focused on ensuring continuity of work and maintaining progress on the procurement timeline.

5. Identify Other RFPs to Compare Shutesbury CC RFP and Develop Plan for Reviewing Them

- M.M. will continue coordinating with neighboring communities and collecting example documents.
- Committee members discussed compiling boilerplate language from multiple municipal RFPs for comparison and adaptation.

6. Other/Set Next Meeting Date

- M.M. to follow up with Casella regarding contract status and timing.
- M.M. to continue gathering RFP examples from neighboring municipalities.
- Committee members to compile boilerplate language from multiple RFPs for comparison.
- Continue refining draft RFP sections, including definitions, service requirements, and fuel adjustment language.
- Develop a working inventory of RFP-related tasks and support materials for future meetings.
- Next Meeting Date TBD

Meeting Adjourned: 11:30am