

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

Date: August 4, 2026

Start of Meeting: 10am at Town Hall

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

Guest: Susan Waite MA DEP

1. Welcome

Invited Guest: Susan Waite from MA DEP Technical Assistance program

2. Accept Minutes of 7/23/2026

- The Committee reviewed the meeting minutes from July 23, 2026.
- A motion was made to approve July 23, 2026, Minutes.
- Motion passed unanimously.

3. Update on status of RFP development

- List of Hauler Interview Questions
 - M.M. continued to work on list of questions and shared her recent revisions with the Group.
 - Plan is to email questions to potential haulers with Town specific concerns prior to full RFP development
- List of RFP Assumptions
 - M.M. continued to work on the list and shared her revisions with the Group
 - M.M. to request time at the September Select Board meeting to seek their approval for the RFP process to continue
- Questions for Leverett re: LTS
 - Possible expansion of services at the LTS for Shutesbury Residents such as PAYT Bag purchase, cardboard, and container recycling.
 - To discuss with LTS at a future date.
- When to start public outreach campaign
 - Sub Committee to discuss at next RSWC Meeting
 - Ideas: Posters, Carts on display at Library, education at next year's trash bag distribution by RSWC members

4. Report from Susan Waite, MA DEP on issues discussed at 7/7 meeting

- S.W. reported back on multiple topics and gave examples of how other towns manage their programs and issues
- Suggested to put cart specifications in the RFP, such as model type, ANSI standard, and weight limit.
- White Glove Concierge Service, some haulers provide at an additional cost
- Fuel Adjustment, inquire which calculation Hauler uses

5. Develop schedule

- Hauler Regulations Bylaw to be added to the May 2027 Town Meeting
- Application for Cart Grant to be submitted in June 2027
- Draft RFP to be submitted to Legal Counsel in June of 2027
- Final RFP to be submitted to the Select Board in August of 2027
- RFP to be released to Haulers in October of 2027

6. Discuss Draft Hauler Regulations

- M.G. has downloaded the template from the DEP Website
- Discussion carried to next meeting

7. Other/Next Meeting

Next meeting will be scheduled for September

Meeting adjourned at 12:00pm