

PROJECT DETAIL SHEET (BH001)

Automated Trash Collection Bins



Department:	Health
Category:	Miscellaneous
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/Legally Required
FY2024-FY2028 Project Cost:	\$310,000
Estimated Useful Life:	15 Years

Description and Justification:

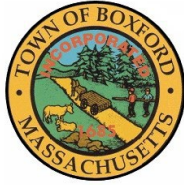
The Town is negotiating a new, 5-year contract with Waste Management that will shift collection from manual to automated. The automated system helps control costs by reducing the labor necessary for collection. The new automated system requires each participating household to acquire specific bins for trash and recycling that can be lifted and dumped with the automated trash truck. The Town will purchase, through Free Cash, a set of bins (1 for trash, 1 for recycling) to be used by each individual household. The bins will be delivered to each household. The Town will also arrange for a drop off area for residents to recycle their existing bins. Automated trash collection will begin July 1, 2023. Resident will be able to purchase additional bins for a fee. This Free Cash request covers the cost to order 1 trash bin and 1 recycling bin for every participating household.

Estimated Costs by Fiscal Year	
FY2024	\$310,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
Total Five-Year Cost	\$310,000

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

Operating Budget Impact:	
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TOWN OF BOXFORD
Office of the Town Administrator
7A Spofford Road
Boxford, MA 01921

DATE: April 4, 2023

TO: Finance Committee and Select Board

FROM: Brendan Sweeney, Assistant Town Administrator

RE: Summary of Process and Contract Extension Negotiations with Waste Management

In the Summer of 2022, the Waste Stream Task Force (WSTF) was convened on behalf of the Board of Health (BOH) to review the Town's expiring five-year contract with Waste Management and make recommendations to the BOH regarding how best to proceed. The WSTF was made up by representatives of the BOH, Finance Committee, Recycling Committee, and Town Administrator's office.

After extensive discussion, internally, with Waste Management's representatives, and with outside experts from the Massachusetts Department of Environmental Protection (MassDEP) **the WSTF recommended that the Town extend the curbside collection contract with Waste Management, but shift from the current manual collection method to an automated collection method**. The BOH ultimately agreed with the WSTF and voted to do so. Some other **key aspects of the BOH votes on the matter were:**

- Issuing one standard 64-gallon trash container and one standard 64-gallon recycling container to all participating households in Boxford free of charge;
- Allowing households to purchase multiple 64-gallon trash containers, in addition to the first free container, at a cost of \$52/container with a \$120 annual usage fee for each subsequent container purchased;
- Allowing for up to two "overflow" trash bags (bags in excess of the amount stored in the 64-gallon container) in any given week to be placed on the curb for collection, so long as the bags are affixed with a Town-issued sticker. The price of the sticker was set by the BOH at \$6;

The estimated financial impact of the proposal is modeled in the table on the next page. It is worth noting that the estimated additional per ton costs for refuse collection and recycling are based off of FY22 actuals. For recycling in particular, the price of commodities has risen in FY23 to the point that recycling costs may end up being significantly greater than those modeled, a trend which I am monitoring carefully and will update both the FINCOM and Select Board on accordingly.

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Estimated Recycling Costs	TOTAL	% Increase vs. Prior Year
FY23 (Current Contract)	\$543,185.43	\$176,849.01	\$8,871.27	\$728,905.71	N/A
FY24 (New Contract)	\$576,000.00	\$182,615.82	\$10,986.34	\$769,602.17	6%
FY25	\$601,920.00	\$190,843.15	\$11,425.80	\$804,188.94	4%
FY26	\$629,006.00	\$199,435.70	\$11,883.16	\$840,324.86	4%
FY27	\$666,740.00	\$211,411.45	\$12,358.42	\$890,509.87	6%
FY28	\$713,418.00	\$226,212.95	\$12,852.40	\$952,483.34	7%

Moving from a manual to an automated collection method means that the Town must make an up-front capital investment to purchase the standardized containers required for Waste Management’s trucks. Cascade is the vendor that Waste Management partners with for these containers. **The cost to the Town to procure the number of containers necessary will be between \$300 K - \$320 K**, depending on the number of containers that the Town ultimately needs to purchase to accommodate the number of participating households. As mentioned above, households have the option to purchase multiple containers, but must pay an up-front cost for the container, as well as an annual service fee.

Cascade will deliver the barrels to residents beginning on **June 12th**; the containers will be staged at Town Hall in each morning during a period of 6 days and will be delivered to households the same day that they are initially dropped off at Town Hall. Waste Management has offered to work with the Town to arrange for a third party to collect existing plastic and metal trash and recycling barrels that residents no longer need. To do so, the third party would set up a trailer on Town property for a set period of time and residents would have the ability to drop off their barrels. These barrels would then be recycled by the third party. It will cost the Town **\$1,350** to utilize this service.

There is grant funding available that the Town should be able to access to offset the capital cost of purchasing the containers. Based on my understanding of the request for proposals for the Recycling Partnership’s Residential Curbside Recycling Cart Grant Program, **the Town will be eligible for anywhere between \$39 K - \$42 K in grant funding** (depending on the final number of recycling containers purchased), which will be paid to the Town on a reimbursement basis, if we ultimately receive the award. The Town Administrator’s office is planning on submitting a grant application once a contract is signed and the cart order is finalized.

Regarding **customer service improvements** in this coming contract, Waste Management will provide Boxford residents with two options to report a missed pickup. The first option is an improvement on what is already offered; Town residents can call Waste Management's 1-800 number to be connected with their call center. This approach removes Town officials from having to take these calls directly. A new, second option will be virtual communication through the Town's website. In this process, residents begin by answering a few questions, which will be reviewable by both Waste Management and the Town. The Waste Management representatives will take this information and generate a ticket to send to their dispatch team. This information will then be sent to the drivers in the field to recover any missed pickups. None of this information will be made public at any point in the process.

The Town Administrator's office is currently working with the Board of Health and Waste Management to finalize a contract for the Select Board to sign. The tentative plan is that the new contract will take effect on July 1, 2023, at the start of the new fiscal year.



CASCADE

cart solutions

a cascade engineering company

QUOTE

Cooperative Agreements

<input type="checkbox"/>	H-GAC Contract #RC01-18
<input checked="" type="checkbox"/>	MassDEP Contract #FAC113
<input type="checkbox"/>	Sourcwell Contract #041217-CEI <i>formerly NJPA</i>

4950 37th Street SE, Grand Rapids, MI 49512

Date: March 29, 2023

QUOTE PREPARED FOR:	SHIP TO:
Town of Boxford Brendan Sweeney 7A Spofford Rd Boxford, MA 01921 bsweeney@town.boxford.ma.us	Town of Boxford Staging Area TBD Boxford, MA 01921

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
64 Gallon RECYCLING CART - Black Cart Body / Green Lid Serial Number, Hot Stamp, LOGO, Lid Hot Stamp, RFID	2,600	\$47.23	\$122,798.00
64 Gallon MSW Cart - Black Cart Body/ Black Lid Serial Number, Hot Stamp, LOGO, Lid Hot Stamp, RFID	2,600	\$47.23	\$122,798.00
Assembly & Distribution : 25 Square Miles UNLOAD CARTS, Scan/Record RFID, Hang Literature	5,200	\$5.95	\$30,940.00
Recommended to have staging area to be paved for A&D !! Discounted pricing based on Mass DEP FAC113 Contract			
Subtotal			\$276,536.00
Freight	7	\$2,980.00	\$20,860.00
Sales Tax (if applicable)			\$0.00
Total			\$297,396.00

ADDITIONAL INFORMATION
Freight Info: Shipping into Boxford, MA
Wheel Size: Standard 10"
Leadtime: Projected Start Date June 12, 2023
Payment Terms: N45
Warranty: 10 year non-prorated
Quote Valid Until: 6/30/2023 MASS DEP FAC 113 Contract
Taxes: All applicable taxes to be paid by buyer unless tax exemption certificate is provided

PRESENTED BY:	ACCEPTED* BY:
Lou Russell, Sales Manager - Northeast	Matthew Coogan
Cascade Engineering, Inc.	4/24/2023
4950 37th Street SE	Sign and Print Name
Grand Rapids, MI 49512	Date
Phone: cell - 413-320-6959	Town Administrator/Chief Procurement Officer
Fax: 616-975-4902	978-861-1014
Email: lou.russell@cascadeng.com	Title
	Phone

*** The Town of Boxford cannot guarantee and/or begin payment for this purchase until an appropriation is made by Town Meeting, the Town's legislative body. The next Town Meeting is currently scheduled for May 9, 2023. In the event that Town Meeting does not appropriate sufficient funding for this purchase, this agreement will be null and void at no cost to the Town of Boxford. This provision shall supersede the Cascade Engineering, Inc. Terms & Conditions of Sale.**

Please return signed acceptance to Lou Russell at the email or fax number above.

[Cascade Engineering Terms & Conditions of Sale](#)