

**Waste Management Exploratory Committee
Town of Westborough
Meeting Minutes**

Meeting Information	
Date	15Mar2023
Time	5:00-6:30 PM ET (Times are approximate)
Location	Forbes Municipal Building, Room 207/ Remote Participation

Attendance	Role
Peter Allen, PA	Committee Member
Nathan Askew, NA (Remote)	Committee Member, Vice Chairman
Lauren Buerstette, LB	Committee Member, Secretary
Katie Curtin-Mestre, KCM	Committee Member, Chairman
Dr. Alan Ehrlich, AE	Committee Member Board of Health Chair
Shelby Marshall, SM	Committee Member, Select Board Member
Jennifer Sullivan (Remote)	Board of Health Director
Kristi Williams (Remote)	Town Manager

Discussion Topics
<p>Pursuant to Chapter. 107 of the Acts of 2022, this meeting will be conducted in person and via remote means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person, or via virtual means. In person attendance will be at the meeting location listed above, and it is possible that any or all members of the public body may attend remotely, with in-person attendance consisting of members of the public.</p> <p>The meeting may also be accessed remotely via https://zoom.us/j/93252501264?pwd=dUdrRXNYemNSZUNCm0RwVCtuajNidz09; Meeting ID: 932 5250 1264; Passcode: 688951. When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by in person attendance, or by accessing the meeting remotely as noted above.</p> <ul style="list-style-type: none"> • Meeting called to order at 5:08pm, Governors orders read. • Update on Discuss Technical Assistance Project with the DEP from BOH <ul style="list-style-type: none"> ○ Applied for grant, but no response yet. ○ No response from Harvey regarding potential of using any part of facility for recycling items long term.

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- K. Curtin Mestre: Irene Congdon from DEP is available to attend the WEC meeting in April. A. Ehrlich suggested to approve involvement of Irene. J. Sullivan said she could be involved by invitation only, up to 80 hours. K. Curtin-Mestre requested to invite I. Congdon to April 4th WEC meeting.
- K. Williams: update from discussion with I. Congdon-
 - Options for technical Assistance
 - Options with closure of Transfer Station/ Pay as you Throw (PAYT)
 - Options (Not preferred as previously discussed): Do nothing, free for all; establish new TS (the size and scale of Waste Connections)
 - I. Congdon can share best practice resource for RFP. Items to consider cart size, frequency of pickup, recycling, organic waste. K. Curtin- Mestre has additional options to share at the appropriate time.
 - Discussion re RFP vs. Interest Form. Kristi confirmed an RFP will be required.
- Payment/funding & Deliverable of Committee to Select Board –
 - K. Williams feels that this committee should not make the decision on the payment/funding mechanism.
 - Katie's believes pay structure can influence waste reduction. For example, PAYT can and does have strong implications on waste reduction.
 - Irene said to K. Williams that the payment/funding could take 1 year to implement.
 - A. Ehrlich: provide impact of PAYT on tonnage as information to the Select Board, not sure we can make a recommendation of it.
 - P. Allen: the SB is expecting a recommendation from this committee.
 - K. Williams: we could enter into a curbside approach before we evaluate PAYT because of the time it takes to implement it.
 - Critical open item - *The committee needs to know Harvey's/ WC's decision regarding their TS
 - K. Williams: the Committee should contribute to the RFP elements. A. Ehrlich: we should refine the RFP. P. Allen: suggested the committee look to other towns using PAYT for performance / success / challenges to inform us now and before we issue RFP .
 - K. Curtin-Mestre: to make any/all changes at one time is ideal.
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- For future discussion with I. Congdon: evaluation of PAYT implimentation time and complexity . What items require TS vs. those that can be handled in a curbside program?
- Discussion of reclamation center (Transfer Station).
 - K. Curtin-Mestre: It is highly recommended by I. Congdon to have a place (a sort of TS) to recycle, DEP, organics.
 - Dr. Ehrlich: we should proceed as if we will not have access to the Waste Connections TS, except for maybe yard waste. Ask the DPW- what can they accept in a "Reclamation Center"?
 - S. Marshall: ask DPW to research for a longer-term option.

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- K. Williams: wait to hear from Waste Connections/Harvey so we don't waste time and effort in gathering information, in case we can use the TS for some items.
 - L. Buerstatte: can we at least ask the DPW to do research now so we're prepared if Waste Connections cannot offer anything at their TS and so not to waste more time?
 - K. Williams: this isn't a simple ask, it's a complex project.
 - A. Ehrlich asked that the DPW consider what items might be feasible without a lot of work and therefore what items need to be in or out of the RFP (batteries, light bulbs, etc.). K. Williams again stated this isn't simple.
 - K. Williams to initiate discussion with DEP could then inform subsequent discussions with DPW. (ask what items are "easier" items that we can start with.
- LB signed on at 5:25pm, entered room at 5:57pm
 - **Finalize Recommended Go-Forward Options (Curbside including PAYT recommendation)**
 - PAYT discussion
 - A. Ehrlich thinks it's a complicated issue. This committee can make recommendation, but the charge of the committee is to present information and options to the Select Board (SB). Whether it recommends a preferred option or not, there are pluses and minuses to that.
 - S. Marshall: the SB wants to know the options, costs, how they will reduce waste. All that we have explored, the way we present it should tell the story of our recommendation, without actually giving one. She suggested sharing the rubric with the SB, as it frames the committee's thinking.
 - **Resident Feedback Plan for March 25th Town Meeting**
 - S. Marshall concerned about hosting a table at Town meeting because this committee might not be ready with appropriate responses. We can target the Environmental Fair in May, we will be more prepared. Consensus is to skip our efforts for the Town Meeting, and target the May 13th Fair.
 - We could hold a series of info sessions or town hearings after we present our recommendation to SB, where we can share more information.
 - **Prepare for Select Board Meeting, on April 25th, not 28 March Meeting**
 - Motion to approve minutes from 07 March 2023 by L. Buerstatte, seconded by A. Ehrlich, roll call yes. Minutes from the 07 March 2023 Meeting were approved via roll call vote: N. Askew- Yes, L. Buerstatte- yes; S. Marshall- yes; P. Allen- yes; K. Curtin- Mestre- yes; A. Ehrlich- yes.
 - Next meeting, Tuesday April 4th. Irene Congdon from DEP to be invited by J. Sullivan. K. Curtin-Mestre motioned to adjourn meeting, P. Allen seconded. Roll-call all yes. Meeting adjourned at 6:31pm.