

**Massachusetts Department of Environmental Protection
FY10 In-Kind Technical Assistance Project
For the Town of Littleton**

Scope of Work

Municipal Assistance Coordinator from the Massachusetts Department of Environmental Protection (MassDEP), **Irene Congdon**, has been assigned to work with the **Town of Littleton** on the project titled **Evaluate Solid Waste Options** as outlined in this Scope of Work. **Irene Congdon** shall spend a maximum of **80 hours** on this project. Work performed by **Irene Congdon** on this project will be completed by June 30, 2010.

Project Summary: The Town of Littleton currently operates a trash and recycling transfer station for residents. Approximately half of the town's households utilize this facility; they pay an annual fee of \$300 for unlimited trash disposal, seniors pay \$70 per year. The Board of Selectmen (BoS) is considering what changes should be made to the town's current trash and recycling program to reduce costs and increase recycling participation.

The newly formed Solid Waste Committee (established September 2009) will look at two options for possible program changes: implement Pay-As-You Throw (PAYT) at the transfer station, or develop a municipally-contracted curbside collection program for trash and recycling with limited transfer station hours. A decision needs to be made by January 2010 on which direction the town wants to go in order to have the necessary support for the warrant articles to be addressed at Town Meeting in May.

The Town of Littleton has designated Jim Clyde, Littleton's Highway Department Director, as the Project Coordinator (PC) to function as the key point of contact with Irene Congdon (IC) throughout the project.

Scope of Work and Deliverables

Task One: Project Meetings To Select Program Option 35 hours, Completed by November 2009

Town Board members will meet and establish the Steering Committee, who will set the solid waste goals for the Town of Littleton. The Committee will review the two solid waste/recycling options, estimated financials, and pros and cons for each of them. The recommendation and findings will be assembled by the Steering Committee and presented by the PC to the Board of Selectmen. The findings will also be reported in the local newspaper and shown on the local cable channel.

Subtasks include:

- A. PC will keep IC updated on Steering Committee meeting dates.
- B. IC will attend Steering Committee meetings and support development of program options.
- C. PC will provide up-to-date data from the current program.
- D. IC will develop cost-benefit models for Littleton, using data from other towns in Massachusetts, particularly in Central Massachusetts.
- E. PC and Steering Committee will identify issues, questions or public concerns, if any, regarding the options.
- F. IC and PC will work with the Steering Committee on meeting the Town's goals via the Committee's recommendation and the presentation to the Board of Selectmen.

Deliverables will include:

- A financial model that compares the pros and cons for each solid waste/ recycling option.
- Draft Policy goal for the town, such as establishing a solid waste program that is equitable and fair and promotes increased recycling.

Task Two: Public Information Phase 30 hours, Completed by May 2010

The public needs to be informed about the options and give input into the direction of the program. The town will provide outreach through a variety of media (in addition to public meetings and Town Meeting) to meet this objective.

Subtasks include:

- A. IC and PC will meet with the Town Administrator and the Steering Committee to design a plan to get public input on waste program options, i.e., through a public survey.
- B. IC will develop a summary sheet of the program options
- C. IC will develop presentations for the BoS and public about program options and Steering Committee recommendations
- D. PC and IC will develop a list of potential venues for public meetings to share presentation and solicit public input
- E. IC will be available to participate in or attend public meetings.
- F. IC and PC will meet with interested boards and citizens and have an open dialogue about the potential benefits of the proposed program.

Deliverables will include:

- Outreach plan/list of informational opportunities to present program options
- Informational handout for public meetings
- Power Point presentation for public meetings

Task Three: If the Board of Selectmen (BoS) Approve PAYT at the Transfer Station

15 hours, Completed by June 2010

The BoS have the authority to vote on changing the fee structure at the transfer station to a flat fee with unit based pricing on disposal.

Subtasks include:

- A. IC will work with PC to assist with PAYT implementation plan.
- B. IC and PC will meet to discuss the results of the public meetings and prepare a presentation for the BoS.
- C. IC and PC will provide additional information as requested by the BoS and will assist them with the implementation process.
- D. PC will pick bag vendor
- E. IC will work with PC to develop education materials for program implementation.

Deliverables will include:

- Educational materials designed to promote PAYT program
- PAYT implementation plan

Task Four: If the Board of Selectmen (BOS) Approve a Curbside Program

15 hours, Completed by June 2010

The BOS will issue a Request for Proposals (RFP), secure flat fee billing and have an enterprise fund approved.

Subtasks include:

- A. IC will work with PC to assist with implementation plan.
- B. IC and PC will work with Steering Committee to draft RFP for curbside collection.
- C. Town Counsel will review RFP
- D. IC will work with PC and Town Administrator on Hauler meeting
- E. IC will summarize financial proposals received into a financial model so the town can compare the proposals side by side
- G. IC will work with PC to develop education materials for program implementation.

Deliverables will include:

- Educational materials designed to promote new program
- Draft RFP for a curbside program
- Curbside implementation plan

Final Report

Complete by August 15, 2010

After the conclusion of this project, **Irene Congdon** will complete a final report summarizing the project, conclusions, and recommendations or next steps (as appropriate) in a format prescribed by MassDEP. A copy of the report will be provided to the Town. The report and all deliverables generated through this project will be filed with MassDEP and may be provided to other municipalities interested in implementing a similar initiative.

IN WITNESS WHEREOF, the **Town of Littleton** hereby accepts the above terms and conditions:

The Town of Littleton approves this Scope of Work:

Name (please print)

Signature

Title

Date

The Department of Environmental Protection approves this Scope of Work:

Name (please print)

Signature

Title

Date