



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

DEVAL L. PATRICK
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Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

LAURIE BURT
Commissioner

October 25, 2010

Keith A. Bergman
Town Administrator
Town of Littleton
37 Shattuck Street
Littleton, MA 01460

Dear Mr. Bergman,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Littleton a Sustainable Materials Recovery Program Municipal Grant. The Town of Littleton will receive up to \$10,000 for Pay-As-You-Throw Start-up Funds.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The first SMRP solicitation, issued April 12, 2010, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 123 municipalities, regional groups and non-profits, totaling \$4.29 million in requested funds.

This grant is conditional upon meeting the milestones described in the Grant Checklist which has been mailed to the municipal recycling contact copied below. Should you have any questions in the meantime, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to reducing waste and thereby contributing to the reduction of greenhouse gas emissions in the Commonwealth and beyond. Together our efforts will move us down the pathway to a zero waste future.

Very truly yours,

A handwritten signature in black ink, appearing to read "Laurie Burt".

Laurie Burt
Commissioner

cc: Jim Clyde, Operations Manager



Checklist for Unit-Based Pricing Grant Award

Please check the appropriate boxes below, sign and return to MassDEP with documentation as requested. Once MassDEP receives the completed Checklist and required documentation, a Grant Agreement will be sent to you. A fully executed Grant Agreement will signify the Grantee's acceptance of the Grant.

Note: Unit-Based Pricing programs include Pay-As-You-Throw Programs, Waste Reduction Programs, and Save-Money-and-Reduce-Trash (SMART) Programs

Name of Municipality: _____

Grants awarded by MassDEP to municipalities and regional authorities are administered through Master Service Agreement #EQEP02A ("MSA").

- Grantee is already on the Master Service Agreement, OR
- Attached is the completed paperwork required to execute a MSA contract. To obtain contract paperwork contact Winifred Prendergast at 617-292-5596 or Winifred.Prendergast@state.ma.us
- Attached is a letter from the Chief Executive Officer of the municipality, on municipal letterhead that:
 - 1) affirms the community's commitment to operate the Unit-based Pricing Program ("Program") for a minimum of two years; 2) documents the number of households to be served by the Program; and 3) verifies that the Program has been approved and budgeted for by the appropriate legislative body (Board of Health, Board of Selectmen, Town Meeting, City Council).
- Attached is a copy of the Program Implementation Plan that has been reviewed and approved by MassDEP and includes the following components:
 - Start date of the Program and a timeline that identifies key tasks and milestones leading up to the start date. *Note: Grantee must implement the Program within 12 months of the date of the award letter unless expressly extended, in writing, by MassDEP.*
 - Explanation of the Program financial structure. *Note: The financial structure must: (1) substantially cover fixed solid waste collection costs through the tax base or another funding source such as a flat fee, and (2) cover variable costs using the revenue from the retail price of the bag.*
 - Explanation of bag distribution plan, public education plan and enforcement plan.
 - Explanation of Program design. *Note: The final grant award amount will be determined by the Program design.* Include the following:
 - type of trash and recycling collection provided (curbside or drop-off),
 - bag sizes and the price per bag to be charged to residents
 - explanation of any "free" trash volume allowed per week (i.e. one bag or barrel per week of a certain size, number of free bags to be distributed)

- recycling collection frequency
- size/type of recycling containers provided to all households served
- number of households served

Attached is a copy of the ordinance, bylaw or Board of Health hauler permit condition(s) requiring trash haulers to provide integrated solid waste and recycling services to residential customers for one bundled price. (i.e., all customers receive recycling collection with trash collection.) This requirement will be waived if the Program allows residents to dispose of one bag or barrel free each week, as residents are less likely to opt out of this type of program.

Check here if the municipality qualifies for this waiver.

GRANTEE'S SIGNATURE

I have reviewed and am familiar with the information contained in this checklist, including all documents accompanying this checklist. The information contained in this checklist and accompanying documents is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

By: _____ (Date)
(Signature and Title)

(Print Name)

Contact Tina Klein with any questions: 617-292-5704 or Tina.Klein@state.ma.us

Return the completed checklist and all attachments to:

Tina Klein, MassDEP, Consumer Programs, 7th Floor, One Winter Street, Boston, MA 02108