

TOWN OF PITTSFIELD ACTION PLAN

**DRAFT #4
06/2017**

Recycling/Solid Waste Initiatives – Back to Basics!

**Presentation: 09/21/2016, 01/18/2017 & 02/15/2017 Recycling
Committee Meetings**

In 2001, the Town Council identified the need to implement changes in the Town's solid waste/recycling programs due to skyrocketing costs for the disposal of solid waste. A very successful Recycling and Re-Use Program was initiated in 2002 and operated through 2016 resulting in lower costs and extensive recycling and re-use. After working on recycling and re-use projects, the Recycling Committee concentrated on sustainability and green projects. With the changing cost structure for the disposal of solid waste effective January 1, 2018, the Recycling Committee has been tasked with performing a comprehensive review of the Recycling, Reuse and Reduce programs/projects.

This Action Plan is based upon the following priorities:

- 1. To reduce the Town's costs for the disposal of solid waste;**
- 2. To emphasize recycling and source reduction to reduce tipping fee tonnages.**
- 3. To emphasize recycling and source reduction to help protect the environment/resources;**
- 4. To increase the efficiency of the solid waste and recycling operations; and**
- 5. To build upon the Town's history of solid waste disposal and recycling.**

Committee Priorities:

Goal #1, Objective #1: More user-friendly signing

Goal #1, Objective #2: Contact MCI and Voc. School/s for the informational board

Goal #1, Objective #4: Secure the user-friendly glass drop off container by the multi-bin

**Goal #1, Objective #7: Complete business surveys and provide information to businesses
Make sure to expand out to Stericycle, Kleinschmidt, U.S. Postal Service and Sonoco
in addition to local stores and restaurants.**

**Goal #2, Objective #3: Removing more glass – plan to begin this as well as the capital
expenses needed**

**Goal #2, Objective #7: Exploring Food Waste and Yard Waste Recycling – plan to begin with
a tour of the regional facility in Exeter to conduct research**

**Goal #2, Objective #18 ADDED: Objective for short videos that can be aired on the Big Screen
at the Pittsfield Community Theatre and elsewhere with our very own Donnie Chute
providing an overview on important topics in RRR.**

**Goal #3, Objective #2: Contact SVH for input into the program as well as a business survey.
Donnie advised in addition that Textiles (Goal #2, Objective #6) and Batteries (Goal #2,
Objective #8) were great materials to emphasize as long as markets are available.**

Goal #1: The Recycling Program will become more user-friendly:

Signing and Directions:

Objective #1: User-friendly signage will be displayed at the Transfer Station to direct people to the appropriate area for disposal. Recommended colors are white signs with red print.

Designated Staff/Group: Recycling/Transfer Station Staff

Time Line: 06/30/2017

Objective #2: The Recycling Trailer at the Municipal Building Lot will be enhanced with more user-friendly lettering and a waterproof informational board will be designed which contained important details.

A. Contact Maine Central Institute (MCI) and the regional Vocational Schools to determine if students would be able to design and/or construct the informational board.

Designated Staff/Group: Recycling Committee; Recycling/Transfer Station Coordinator

Time Line: 08/30/2017

Objective #3: The Town will revise the Recycling Use brochures and posters to be more user-friendly.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Office staff

Time Line: 03/31/2017

Operational Use:

Objective #4: A separate user-friendly container will be available at the Municipal Building Recycling Trailer Location for the drop off of glass products. Such container must be secured. in the interim, the Town will have users double bag their glass and place it in the Tin section of the Recycling Trailer.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 06/30/2017

Objective #5: Determine if there is a location available for multi-sort containers to make it easier for people in West Pittsfield to be able to recycle.

Designated Staff/Group: Recycling Committee

Time Line: 09/30/2017

Objective #6: Determine if a curbside residential recycling program with single streaming could be both popular to increase recycling and economically feasible.

Designated Staff/Group: Recycling Committee; Town Manager; Recycling/Transfer Station Coordinator

Time Line: 09/30/2017

Objective #7: Approach businesses to determine if there are cost effective ways to make it easier for them to recycle their materials.

A. Conduct a Survey of the larger businesses, businesses with cafeterias, stores and restaurants to determine relevant information.

B. Conduct a Survey of the Schools to determine relevant information.

C. Provide materials to smaller businesses to assist them.

Designated Staff/Group: Recycling Committee; Town Manager

Time Line: 08/31/2017

Objective #8: Conduct meetings with commercial haulers to determine if there are ways to assist them to provide more recycling opportunities for their customers such as offering dumpsters at reduced rates to businesses to make it easier for them to recycle.

Designated Staff/Group: Recycling Committee; Town Manager; Recycling/Transfer Station Coordinator

Time Line: 08/31/2017

Goal #2: The community will strive for a recycling rate of 60% and a 10% reduction in garbage tonnage for the Year 2017 to work toward Zero Waste.

All Materials will be reviewed:

Objective #1: Recycling will become easier by adding more categories of materials. The current Recycling list will be reviewed. Determine how to store the materials such as adding space with a lean-to or other storage trailers/units.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Recycling Committee

Time Line: 12/31/2017

Objective #2: An overall review of available markets for categories of materials will take place with research to determine if more categories of materials are feasible to be added.

A. Review removing those items from the waste stream that will improve the environment.

B. Review removing those items from the waste stream that will make it easier to operate the Transfer Station/Recycling Facilities.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 07/31/2017

Heavy weights will be specifically targeted:

Objective #3: Remove more types of glass to include window glass which can be finely crushed for use in road construction projects, ditching and inert fill. Investigate the costs and feasibility of a glass crusher. Determine different items that can also be recycled such as dishes, ceramics, etc.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Timeline: 08/31/2017

Objective #4: Remove metal from MSW

- A. Invest in dumping containers for the forklift and placing disposal dumpsters to make it easier to pull out and segregate metals.**
- B. Dismantle items that partially contain metal to segregate them for recycling**

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 10/31/2017

Objective #5: Explore the plastics market to determine if more types of plastic can be recycled.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: Ongoing; complete by 07/31/2017

Objective #6: Review clothing and textile recycling as Planet-Aid has pulled its containers and stopped serving this area. This will include locating an outlet for baled textiles.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: Ongoing; complete by 07/31/2017

Objective #7: Explore Food Waste and Yard Waste Recycling

- A. Locate vendors and outlets for food waste end products.**
- B. Schedule a tour of the regional facility in Exeter to conduct research.**
- C. Promote the removal of food waste from larger facilities such as schools, the hospital, restaurants, and businesses.**
- D. Promote more residential composting efforts by enhancing the Composter Program, thereby making it easier for people to create compost from food waste.**
- E. Consider incentives and technical support for backyard composting.**
- F. Review the feasibility of obtaining training for appropriate town staff and members of the Recycling Committee to be certified as Master Composters in order to advise townspeople on how to compost. The Pittsfield Garden Club will be contacted to see if the organization would like to co-sponsor a workshop to provide education for citizens. Evaluate joining with other groups to promote composting.**

G. Consider a seasonal curbside collection of yard wastes.

H. Work with entities to determine if an economically feasible composting facility or facility that utilizes food waste is available for resident and business use.

G. Talk with other Towns and groups to learn of their progress and timetable for their programs to re-use or utilize food waste.

Designated Staff/Group: Recycling Committee; Recycling/Transfer Station Coordinator

Time Line: On-going; complete by 09/30/2017

Objective #8: Enhance the promotion of the Battery Recycling Program

A. Review the materials available advertising the recycling of batteries.

B. Review the setup at the Recycling/Transfer Station for the program.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 08/31/2017

Objective #9: Continue to implement the yearly Household Hazardous Waste Disposal Day

A. Evaluate the cost of this yearly program to determine if it would be feasible to implement it on a bi-yearly basis.

B. Promote a widespread public education program to encourage alternatives and proper disposal.

Designated Staff/Group: Recycling Committee; Town Manager; Recycling/Transfer Station Coordinator

Time Line: 10/31/2017

Objective #10: Revitalize the Universal Waste Program through publicity and written materials.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Office staff

Time Line: 07/31/2017

Objective #11: Initiate a PaintCare Program site at the Transfer Station.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 06/30/2017

Objective #12: Produce wood chips on site at the recycling facility by using the wood chipper and find outlet/s for the wood chips to be composted off-site.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 05/31/2018

Marketing Campaign is undertaken

Objective #13: An extensive public education and outreach program on how to reduce waste at the source and expand opportunities for reuse will be undertaken. This is proposed with the concept in mind that if we decrease the amount of material we have in the beginning, there will be less to dispose of in the end through tipping fees. Statistics for the last 10 years of source reduction will be consolidated for an easy to use Fact Sheet.

Designated Staff/Group: Recycling Committee; Town Manager; Recycling/Transfer Station Coordinator

Time Line: 08/31/2017

Objective #14: The Town will provide information to the public and businesses on buying recycled and using recycled materials in order to close the loop of Reduce, Recycle and Reuse.

Designated Staff/Group: Recycling Committee, Town Manager

Time Line: On-going; initiate again by 06/30/2017

Objective #15: The Town will provide information on how to reduce or eliminate junk mail for those citizens and businesses which are interested in this option.

Designated Staff/Group: Recycling Committee; Town Manager

Time Line: On-going

Objective #16: The Town will compile background on the Re-Use Facility statistics to show the benefits of the program and determine if it can be expanded.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: On-going; initiate again by 07/15/2017

Objective #17: The Town will issue a semi-annual report on recycling to the public through a newsletter/brochure/etc. It is important to report progress on the program to the town's stakeholders - our citizens, businesses and local organizations. Recycling suggestions will be included such as double-sided copies; making note pads out of scrap paper; etc. Educate...Educate...Educate...

Designated Staff/Group: Town Manager; Recycling/Transfer Station Coordinator; Recycling Committee

Time Line: 07/15/2017

Objective #18: The Town will create short videos that can be aired on various communication sites to provide an overview of important topics as well as promote viewings of educational films.

- A. Determine important topics to cover for enhanced communication.**
- B. Locate a means to have videos created.**
- C. Determine sites where the videos can be aired such as the Big Screen at the Pittsfield Community Theatre, downloaded from Town websites, and/or other mediums.**
- D. Promote the viewings of educational films such as "A Plastic Ocean."**

Designated Staff/Group: Town Manager; Recycling/Transfer Station Coordinator; Recycling Committee

Time Line: 03/31/2018

Goal #3: Recycling will become an everyday activity for the community of Pittsfield, Maine:

Objective #1: The Town will provide an opportunity for the School System to have input into the Town's recycling program so that the students and teachers will be involved.

Designated Staff/Group: Recycling Committee; Recycling/Transfer Station Coordinator; Town Manager

Time Line: 10/31/2017

Objective #2: Sebasticook Valley Health will be contacted for input into the Town's recycling program.

Designated Staff/Group: Recycling/Transfer Station Coordinator

Time Line: 07/31/2017

Objective #3: The Town will contact local civic and fraternal organizations as well as churches for their involvement in recycling and partner on projects with interested organizations.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Recycling Committee; Town Manager

Time Line: Ongoing; initiate again by 07/31/2017

Objective #4: A yearly contest will be held in the Elementary schools and Maine Central Institute on Recycling, Reuse and Reduce as determined with the schools to fit into the curriculum and/or after school activities.

Designated Staff/Group: Recycling Committee; Town Council; Town Manager

Time Line: 10/31/2017

Objective #5: An educational handout will be designed in conjunction with interested teachers for use in the Educational System. The Town will assist the teachers in obtaining resources such as handouts and tool-kits for schools.

Designated Staff/Group: Recycling Committee; Town Manager

Time Line: 03/31/2018

Objective #6: The Town will sponsor several activities during the year focused around the following events:

- a. Promoting *Earth Day* in April;
- b. Promoting *Arbor Day* in May; and
- c. Promoting *Maine Recycle Week* in November

Designated Staff/Group: Recycling Committee; Town Council; Local Community Groups; Town Manager

Time Line: On-going

Objective #7: The Town will issue a semi-annual report on recycling to the public through a newsletter/brochure/etc. It is important to report progress on the program to the town's stakeholders - our citizens, businesses and local organizations. Recycling suggestions will be included as it is important to Educate...Educate...Educate...

Designated Staff/Group: Town Manager; Recycling/Transfer Station Coordinator;
Recycling Committee

Time Line: 07/15/2017

Objective #8: The Town will work with Pennywise to promote the use of a used clothing shop at the Church.

Designated Staff/Group: Recycling Committee; Recycling/Transfer Station Staff

Time Line: On-going

Objective #9: The Town will enhance the recycling of Christmas trees for chips. All chips will be made available free of charge on a first come, first serve basis.

Designated Staff/Group: Recycling/Transfer Station Staff

Time Line: 10/15/2017

Goal #4: Recycling Pick-up and Solid Waste Hauling to the Transfer Station will emphasize the correct sorting of recyclables and garbage:

Objective #1: Trash which has recycled materials mixed in it will not be delivered to the Transfer Station. The Town will hold a meeting with local haulers to discuss the requirements of the Town's recycling and solid waste programs.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Council
Town Manager

Time Line: 08/31/2017

Objective #2: Haulers bringing trash for Pittsfield residents and businesses to the Transfer Station will dump only Pittsfield material, i.e., there will be no trash mixing. The meeting listed above will be utilized to address this issue also.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Council
Town Manager

Time Line: 08/31/2017

Objective #3: For those cases in which trash obviously contains recyclables and/or trash mixing from other towns is shown to have occurred, the Town's regulations will be enforced.

Designated Staff/Group: Town Council; Town Manager; Police Chief;
Recycling/Transfer Station Coordinator

Time Line: On-going

Goal #5: The Efficiency and Effectiveness of Administering the Recycling and Solid Waste Programs will be enhanced:

Objective #1: Schedule a forum at the beginning of a Council Meeting to review the Action Plan and its implementation.

Designated Staff/Group: Town Council; Recycling Committee; Town Manager;
Recycling/Transfer Station Coordinator

Time Line: 08/31/2017

Objective #2: When available, the Town will apply for grants for recycling, reuse and reduce to provide for more efficiency in the program.

Designated Staff/Group: Town Manager; Recycling/Transfer Station Coordinator

Time Line: On-going

Objective #3: Compile a ten (10) year Capital Plan for equipment review and replacement including cost estimates.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Manager;
Town Council

Time Line: 12/31/2017

Objective #4: Consider the replacement of the current solid waste transporter after conducting a cost/benefit review of trucking ourselves vs. trucking through the private sector. The current transporter is starting to be more expensive to repair each year. If approved, this will include a bid for the manufacture of a new solid waste transporter.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Manager;
Town Council

Time Line: 10/31/2017

Objective #5: Continue to explore markets for the best prices for the Town's recyclables.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Manager

Time Line: On-going

Objective #6: Provide for a monthly reporting of expenditures vs. revenues to the Town Council, Recycling Committee, and interested citizens.

Designated Staff/Group: Recycling/Transfer Station Coordinator; Town Manager

Time Line: On-going

Objective #7: Understanding that it is important to track progress, the Town will review the implementation of the Action Plan over the next year on a quarterly basis at the second Town Council Meeting during the month.

Designated Staff/Group: Town Council; Recycling/Transfer Station Coordinator; Town Manager

Time Line: 03/31/2018

Objective #8: If the Town determines that considerable progress has not been made to bring costs down and reduce the tonnage of Municipal Solid Waste to desirable standards as determined by the Town Council due to the higher tipping fees effective 01/01/2018, a Pay as You Throw System will be considered for implementation.

Designated Staff/Group: Town Council

Time Line: 06/30/2018