

CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING
Public Works Committee

July 21, 2022
4:00 pm

City Hall - Armand A. Bolduc Council Chamber

1. **CALL TO ORDER**
2. **SALUTE TO THE FLAG**
3. **RECORDING SECRETARY**
4. **ROLL CALL**
5. **STAFF IN ATTENDANCE**
6. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**
 - 6.A. **Public Works Subcommittee Meeting Minutes of April 28, 2022**

Documents:

[STAFF REPORT - PUBLIC WORKS SUBCOMMITTEE MEETING MINUTES OF APRIL 28, 2022.PDF](#)
[4.28.2022.PDF](#)

7. **PUBLIC WORKS (Haynes (Chair), Felch, Soucy)**

- 7.A. **Presentation on curbside solid waste collection for the period beginning October 1, 2022**

Documents:

[STAFF REPORT - PRESENTATION ON CURBSIDE SOLID WASTE COLLECTION.PDF](#)

8. **Any other business that may come before the Committee**
9. **ADJOURNMENT**

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the City Clerk's Office in City Hall by calling (603) 527-1265 at least 72 hours in advance so that the City can make any necessary arrangements.

**LACONIA CITY COUNCIL – PUBLIC WORKS SUBCOMMITTEE AGENDA
JULY 21, 2022**

**STAFF REPORT
AGENDA ITEM 6.A.
PUBLIC WORKS SUBCOMMITTEE MEETING MINUTES
OF APRIL 28, 2022**

Discussion: Minutes of the Public Works Subcommittee meeting of April 28, 2022 were distributed to the Subcommittee on May 6, 2022.

Fiscal Impact: Not applicable

Staff Recommendation: Not applicable

This report submitted by: Nancy Brown

Proposed motion:

“With no corrections or changes submitted to the Clerk, the minutes will be accepted as distributed.”

**CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING
PUBLIC WORKS COMMITTEE
4:00 P.M.**

4/28/2022 - Minutes

1. CALL TO ORDER

Chairman Haynes called the meeting to order at 4:02 pm

2. SALUTE TO THE FLAG

Chairman Haynes led the salute to the flag

3. RECORDING SECRETARY

Katie Gargano, City Clerk

4. ROLL CALL

City Clerk Gargano called the roll of Councilor Soucy, Councilor Haynes, Councilor Felch

Chairman Haynes declared all committee members are present and a quorum is established.

5. STAFF IN ATTENDANCE

Public Works Director Wes Anderson

6. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

6.A. Public Works Subcommittee Meeting Minutes of January 20, 2022

Councilor Soucy made a motion to approve the meeting minutes of January 20, 2022. Seconded by Councilor Felch, the *motion passed with all in favor.*

7. PUBLIC WORKS (Haynes (Chair), Felch, Soucy)

7.A. Curbside Collection Update

Director Anderson began the conversation with the Committee members, and he had a power point presentation he went over to stay on topic.

He stated that they went out to bid for 3rd time since last year and again only Casella submitted a proposal. The proposal offers both options of manual trash pickup or automated.

There are monthly collection fees that are paid to Casella by the City, Casella is responsible for the maintenance and replacement of all the equipment.

Automation is the most cost-effective option for the City, there is a significant increase in manual pickup and it would cost even more for the City to take this on ourselves. The City has no facilities large enough to store or work on large items like a trash truck. The smell is very bad, and they could not store the trucks near any residential or business properties. The City would have to hire a whole new crew to handle the trash removal and it would be very difficult to fill these positions in an already

very tight market.

The contract proposal with Casella is for 5 years and is based off 5400 stops, if the City grows or the number of stops change, they will need more money for additional stops.

The Committee requested to see which areas in the City Casella determined could not be done automated.

There was discussion about the number of cans that are allowed per unit, multifamily dwellings and businesses compared to what we have today.

There may be recommendations for revisions to be made to the existing ordinance that will be sent from the Public Works Committee to go through the Government Operations and Ordinances Subcommittee.

There was also discussion about how to handle excess trash if a resident cannot fit all their trash in the allowed bin. We currently have excess trash coupons that are sold in the City Clerk's Office, but if there is no one getting out of the truck with automated pick up they wouldn't be able to leave the excess bags on the curb or in a regular trash barrel.

The Committee members asked Director Anderson to research what other Cities in NH are doing for their trash pickup and how they handle multifamily dwellings and business/commercial trash. Director Anderson had done research with Belmont and Franklin, but the Committee wants to see results from the Cities in NH. The Committee will hold another meeting prior to going to the Council with a recommendation.

The plan is to present the recommendation from the Public Works Committee to the Council on June 6, 2022 at the Special Council Meeting scheduled for the DPW Budget presentation to begin the planning stages and discussion on how we're going to handle trash collection.

7.B. Proposed Transfer Station fee increases

Director Anderson went over the proposed increased for various items brought to the Transfer Station. The Committee revised some of the proposed fees for disposal items, dump stickers and day passes at the Transfer Station.

Director Anderson will make the changes the Committee requested, and it will go to the Council in the future at a regular scheduled Council Meeting so that the increases are effective by July 1, 2022.

8. Any other business that may come before the Committee

None

9. ADJOURNMENT

Chairman Haynes adjourned the meeting at adjourned at 5:30 PM

Respectfully Submitted,

Katie Gargano, City Clerk

**LACONIA CITY COUNCIL – PUBLIC WORKS SUBCOMMITTEE AGENDA
JULY 21, 2022**

**STAFF REPORT
AGENDA ITEM 7.A.
PRESENTATION ON CURBSIDE SOLID WASTE COLLECTION
FOR THE PERIOD BEGINNING OCTOBER 1, 2022**

Discussion:

The City’s curbside collection contract with Casella expires on September 30, 2022.

Public Works issued three requests for bids for curbside solid waste collection services since early 2021. The first two requests were for automated only. The third request for bids was for both automated and manual collection.

The last proposal (bids received April 2022) was advertised on the City’s website and in the Laconia Daily Sun. Additionally, copies were e-mailed to:

- Dumpster Depot
- Imperial Hauling
- Pinard
- Casella
- Waste Management

Only one firm, Casella, submitted a bid.

The following table is a comparison of annual collection costs for the three most recent bids:

Contractor	February 2021 (Automated only)	December 2021 (Automated only)	April 2022 Automated	April 2022 Manual	Difference Manual vs Automated (April Bid)
Casella					
Trash Collection	\$546,000	\$612,996	\$625,000	\$790,000	\$165,000
Recycling Collection	\$213,996	\$225,072	\$230,000	\$336,000	\$106,000
Recycling Processing	\$137/ton	\$148/ton	\$148/ton	\$148/ton	None
Waste Management					
Trash Collection	\$832,608	Did not bid	Did not bid	Did not bid	
Recycling Collection	\$346,860	Did not bid	Did not bid	Did not bid	

Public Works has completed its analysis of the cost of bringing curbside collection service in-house for both a manual and an automated option.

The following assumptions were made to develop the estimate for in-house collection services:

- Same level of service for curbside solid waste collection
- **No impact due to summer extra services, vacations, personal & sick days and lost time due to injuries**
- **Personnel can be hired, and they can be hired at the existing pay scale.**
- Operational costs for the third year of operations after ordinary wear and tear begins to impact the cost of operating the collection trucks
- All new hires are on the family health insurance plan
- Union contract does not change – “2.5” time on holidays & overtime on Fridays (June through Sept)
 - 5 holidays
 - 90 hours per person for Friday overtime
- No impacts due to inflation

The following table is an estimate of the annual cost of providing in-house collection services:

Type	Manual	Automated	Comments
Equipment purchases	\$317,000	\$352,000	Four trucks 5-year lease to purchase
Annual operational costs	\$256,000	\$251,000	Fuel, repair parts, etc
Staffing Costs	\$555,000	\$343,000	
Total Annual Costs	\$1,128,000	\$946,000	

Also, Public Works facilities do not have the following items to support solid waste collection:

- Sufficient parking for the number of additional trucks and personal vehicles
- A wash bay to clean the trucks every workday
- Sufficient maintenance bays to support the additional workload associated with solid waste trucks.

The cost of In-house curbside collection exceeds the cost of contracting for curbside collection service.

	Automated	Manual
Casella	\$855,000	\$1,126,000
In House	\$946,000	\$1,128,000

The start date for automated collection depends on:

- the arrival of trucks
- the arrival and delivery of the carts

The order to delivery time for automated trash trucks is 12 to 15 months. Firms can and do reserve spots for replacement vehicles. Casella’s Belmont “office” has received one automated collection truck. It is possible that Casella using its replacement orders may have all of the automated trash trucks it needs to service Laconia before July 2023.

Cart delivery from the time the order is placed is approximately 45 days. Most of this time is used to finalize the delivery plan that includes scrubbing the City’s address list and planning the delivery. A proposal on the allocation of carts will be considered at a City Council meeting in September.

The following charts are estimates of collection costs for FY 2023 based on different start dates for automated curbside collection.

Cost Projection #1; Cost of manual collection for all of FY 2023.

Trucks are not available until July 1, 2023

Service	April 2022 Manual Bid	Cost of Manual Collection (Contract starts Oct 1, 2022)	Comments
Trash Collection	\$790,000	\$709,000	
Recycling Collection & processing	\$382,300	\$348,000	Includes estimated cost of processing
Total	\$1,172,300	\$1,057,000	

Cost Projection #2:

Automated Curbside Collection starts April 1, 2022

	April 2022 Automated Bid	Estimated costs with rental trucks from April 1 to June 30, 2023	Comments
Trash collection	\$625,000	\$694,500	
Recycling collection & processing	\$276,000	\$348,900	Reduce by \$27,000 if do not rent a truck
Total	\$901,000	\$1,043,400	

**** An increase in cost was included in the City Manager's proposed changes to the FY 2023 budget that was submitted to Council on June 27th.**

Public Works at the City Council meeting on August 8, 2022 will ask for a decision on retaining manual collection or converting to automated collection. Public Works recommends that the City Council at their August 8, 2022 meeting approve the conversion to automated curbside solid waste collection with a proposed start date of April 1, 2023, as:

- The conversion reduces the growth in costs of providing curbside solid waste collection service
- Renting trucks to start on April 1st is less than continuing manual collection until the trucks arrive which is likely to occur 12 months after the Council's decision.

If the City Council decides to convert to automated collection, the next step in the conversion process is to finalize the changes to the City's cart allocation plan and change the appropriate City Ordinances to implement that plan. Public Works intends to present its proposal to the City Council in September.

Once the cart allocation plan has been approved, Public Works and Casella will refine the number of stops. Since Casella's automated collection bid is based on 5,400 stops where the number of stops is defined as a container not a house or a business, a change in the number of stops will change the costs of the contract.

If the City Council decides to convert to automated curbside collection, Public Works will begin a public information campaign which will be updated once the cart allocation plan has been approved. This campaign will include:

- Public information meetings
- Ads and articles in the Laconia Daily Sun
- Updates in the Laconia Links newsletter
- "How to" presentations on YouTube and Channel 24

The campaign will include information on:

- Options for senior citizens to obtain smaller containers.
- Disposal procedures for existing containers that are not compatible with automated collection
- Use of the existing Laconia recycles containers
- Solid waste container limits for residences and businesses
- Procedures for excess trash containers