

CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING
Public Works Committee

August 25, 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 July 21, 2022**

Documents:

[7.21.22 PUBLIC WORKS SUB COMMITTEE DRAFT MINUTES.PDF](#)
7. **PUBLIC WORKS (Haynes (Chair), Felch, Soucy)**
 - 7.A. **Discussion on the proposed solid waste curbside collection cart allocation plan**

Documents:

[STAFF REPORT - SOLID WASTE CURBSIDE COLLECTION CART ALLOCATION PLAN.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.

CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING
Public Works Committee
4:00 P.M.
City Hall - Armand A. Bolduc Council Chamber

7/21/2022 - 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 the following Councilors: Councilor Soucy, Councilor Felch and Chairman Haynes.

Chairman Haynes confirmed that all committee members were in attendance and a quorum was established.

5. STAFF IN ATTENDANCE

Scott Myers, City Manager; Glenn Smith Finance Director

6. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

6.A. Public Works Subcommittee Meeting Minutes of April 28, 2022

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

With no corrections or changes submitted to the Clerk, the minutes were accepted as distributed.

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

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

Director Anderson presented to the committee about the curbside solid waste collection options for the City:

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 bid received from Casella.

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) o 5 holidays o 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:

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

April 2022 Manual Bid

Trash Collection \$790,000

Recycling Collection & processing \$382,300

Comment: Includes estimated cost of processing

Total \$1,172,300

Cost of Manual Collection (Contract starts Oct 1, 2022)

Trash Collection \$709,000

Recycling Collection & processing \$348,000

Comment: Includes estimated cost of processing

Total \$1,057,000

Cost Projection #2: Automated Curbside Collection starts April 1, 2022

April 2022 Automated Bid

Trash collection \$625,000

Recycling collection & processing \$276,000

Total \$901,000

Estimated costs with rental trucks from April 1 to June 30, 2023

Trash collection \$694,500

Recycling collection & processing \$348,900

Comments: Reduce by \$27,000 if do not rent a truck

Total \$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 You Tube 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

Committee Recommendation: that the City converts to contractor performed automated trash collection. Councilor Haynes asked what the bottom line was what is the cost for the carts? Director Anderson said the cost is roughly \$80,000.00-\$90,000.00.

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

None

9. **ADJOURNMENT**

Chairman Haynes adjourned the meeting at 4:48 PM

Respectfully Submitted,

Katie Gargano, City Clerk

**LACONIA CITY COUNCIL – PUBLIC WORKS SUBCOMMITTEE AGENDA
AUGUST 25, 2022**

**STAFF REPORT
AGENDA ITEM 7.A.
DISCUSSION ON THE PROPOSED SOLID WASTE CURBSIDE
COLLECTION CART ALLOCATION PLAN**

Discussion: The City Council at its August 8, 2022, meeting approved the conversion of the City’s curbside solid waste collection service from manual to automated collection.

The new curbside automated curbside collection contract is based on 5,400 stops where each container is a stop. If the number of trash containers exceeds 5,400 the contractor is authorized a fee increase. Conversely, if the number of stops is below 5,400 the City should receive a fee reduction. Although their bid did not specify an amount for extra trash containers, their bid did include a fee of \$135/annually for each additional recycling container. Public Works expects the adjustment to be similar for additional trash containers.

In 2020 City Council provided guidance to staff that the City would provide carts, at City cost, to those properties eligible for City funded curbside collection. Under this concept the carts belong to the City and are “assigned” to each address, not the property owner. The carts stay with the property if there is a change in ownership or tenants.

The City must also update the City’s Ordinances which established the existing container allowances for the current manual collection system. The updated allowance will enable staff to determine the number of containers that must be purchased, and to negotiate any changes to collection fees based on a change in the number of stops.

The following table is the current curbside container allowance for residences and businesses.

	Trash Container Allowance	Recycling Container Allowance	Comments
Maximum size of container	30 Gallons	30 Gallons	Based on limiting the weight an employee picks up to empty a container
Single family & Apartments/condos 3 units and under	2/unit	Unlimited	
Business	7	Unlimited	Maximum Allowance
Apartments & Condos over 3 units	7	Unlimited	Maximum Allowance

The Subcommittee requested staff research what other municipalities have established as cart allowances. Public Works’ research found 16 municipalities that provided curbside collection service. The results are in the chart below. Municipalities that are in **bold** print have some form of pay as you throw.

Municipality	Service Businesses	Container restrictions	Service restrictions for Apartments/Condos	Container restrictions
Belmont	No		3 units or under	
Berlin	Yes	240 lbs/30 lbs per container (8 Containers)	yes	240 lbs/30 lbs per container (8 Containers)
Concord *	No		7 units or under	
Dover*	Only in commercial collection area		4 units or less	
Franklin	Yes	1 container (up to the director)	6 units or less	1 container (up to the director)
Goffstown	No		Duplexes and below	
Hampton	Yes – 5 units or less	Max of 10 carts including recycling	5 units or less	Max of 10 carts including recycling
Hebron	No		Not provided	
Keene	No		3 units or under	
Lebanon	Does not provide curbside collection			
Manchester	Yes	Max of 8 cans per property	yes	Max of 8 cans per property
Nashua	No		6 units or under	
Pembroke	No		4 units or under	
Portsmouth	Downtown business district	300 gallons	Downtown business district	300 gallons
Raymond	No		3 units or less	
Rochester	No		4 units or less	
Salem	Does not provide curbside collection			
Somersworth*	City Manager approval		7 units or less	

For apartments/condo complexes the City's current Ordinance is consistent with the restrictions other municipalities that fund curbside collection though taxes have adopted as their limits. The communities' limits for those apartment/condo complexes that it serves range from 8 to 3 units while the City limits cans to 7 for any complex over 3 units.

The City's limits are not consistent with restrictions municipalities have adopted for curbside collection for businesses. Most of the municipalities do not provide businesses with curbside collection, or restrict it to just those businesses in their Downtown. Also, those that do provide curbside collection for businesses base their limits on the property, not each business.

Public Works recommends the cart allowances in the following table:

	Allowance - Trash Containers		Recycling Containers	
	Current (30 gallon)	Proposed (64 gallon)+	Current (30 gallon)	Proposed (96 Gallon)*
Single family & 3 units and under	2	1	unlimited	1
Businesses outside of downtown area	7	4/parcel	unlimited	4/parcel
Businesses in a downtown area	7	4/parcel	unlimited	4/parcel
Apartments & condos over 3 units	7	4/parcel	unlimited	4/parcel

+ Public Works is working on a system that will allow residents to request a smaller trash container before the request for bids is finalized.

* The Recycling Partnership allows the City to establish a policy that enables certain households to obtain a smaller recycling cart. This policy is based on age and disabilities.

The Recycling Partnership still considers the City eligible for its grant to assist the City in converting its recycling system from manual to automated collection. This grant provides:

- \$15 per cart towards the purchase of recycling carts for residential property only
 - 1 cart per unit
 - Every other week collection requires a 95-gallon container.
 - May grant an exception for businesses
- \$1 per residence to assist in educating the City's residents on the transition.

Elimination of curbside collection for businesses and apartment/condo complexes over three units will reduce curbside collections stops by 500 to 1,000 stops.

Fiscal Impact:

Recommendation: City Council approve Public Works' recommendations on solid waste container allowances.

Report Submitted by: Wesley B. Anderson, Director of Public Works.

Proposed Motion: