

**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