



*Town of Chatham*  
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MEMORANDUM

To: Chatham Board of Selectman  
Jill Goldsmith, Town Manager

From: Jeffrey Colby, DPW Director

Date: May 16, 2013

Subject: Solid Waste Advisory Task Force(SWAT) Unanimous Recommendations

The 17 Unanimous SWAT recommendations are listed below. Under each recommendation I have listed the status and/or action planned for each item. I look forward to discussing these recommendations with the Board of Selectman at a future meeting.

**1. Computerize Transfer Station for record keeping and efficiency**

The DPW is working with Craig Rowe in researching various solid waste management software programs that are capable of integrating the scale operations, record keeping, billing, and internet/intranet access. Implementation of a management program is expected by the end of 2013.

**2. Increased enforcement of Waste Ban Regulations for residential and commercial Transfer Station users**

The Chatham Transfer Station has a Waste Ban plan in place and is compliant with the DEP Waste Ban requirements. The policy decision for the Board of Selectman relates to what increased enforcement would entail. Significant increased enforcement would require additional staff and changes in Board of Health regulations regarding the Transfer Station operation.

**3. Increased enforcement of waste ban regulations with commercial haulers**

The Chatham Transfer Station has a Waste Ban plan in place and is compliant with the DEP Waste Ban requirements. The policy decision for the Board of Selectman relates to what increased enforcement would entail. Significant increased enforcement would require additional staff and changes in Board of Health regulations relating to the licensing of commercial haulers.

**4. Increased public education/outreach**

We will work with Chatham Recycles to continue to keep Town recycling websites up dated regularly. This summer the Chatham Transfer Station will be utilizing the Senior Work-off program as a source of volunteers for public education about DEP Waste Ban and recycling.

**5. Work with Chamber of Commerce, rental agencies and rental owners to promote recycling for their renters.**

We can work with the Chamber of Commerce and explore volunteer options to promote recycling opportunities with our seasonal visitors.

**6. Explore options for food waste diversion at Transfer Station**

There is currently a pilot food waste diversion program at the Chatham Transfer Station. The program will be reviewed after the Sumer of 2013. The Chatham Transfer Station currently sells compost bins and recycling containers, and a new supply of bins was recently ordered for the up-coming season.

**7. Develop a more comprehensive, cost effective, solid waste disposal and recycling program for town offices and schools**

Some of the Town buildings are currently recycling a wider variety of materials than others. Due to the number of Town buildings spread throughout Chatham and the schools controlled by a Regional District, this goal is particularly challenging, but we will continue to work with all parties to advance recycling opportunities.

**8. Improve Gift Shop operation**

As we improve the recycling area infrastructure, we will also be able to replace the Gift Shop buildings. The project to extend utilities to the recycling area will benefit the gift shop with the ability to have electrical service at a minimum. When this occurs we will be able to explore the possibility of extending the dates that the gift shop is open.

**9. Continue current recycling separation at Transfer Station**

We are attempting to keep the Recycling Area as flexible as possible to accommodate future change in recycling markets. We will continue to maximize the revenue from the recycling products at the Transfer Station.

**10. Continue to pursue DEP grants and funding opportunities**

The Town received a \$8,765 DEP grant for the Rigid Plastic recycling program this year. We will continue to apply for other grants as the opportunities arise.

**11. Provide public space recycling barrels with trash bins around town**

The Town has public space recycling barrels with trash bins at several key locations. We will look at expanding the number of recycling barrels as resources and staffing allows.

**12. Provide compactors for recycling at Transfer Station**

We are currently working with NSTAR and Verizon to extend electrical service to the recycling area at the Transfer Station. This should be completed within the next year, but is

subject to the utility companies schedule. The next phase of the project will be to purchase compactors and roll-off containers for the compactable recyclable items.

**13. Improve traffic flow and Transfer Station layout and infrastructure**

Improving the layout and infrastructure are items that we expect to implement over the next several years as funding allows. Funding for this element is listed in the 5 year capital plan, and is expected to be approximately \$900,000 spread over several years.

**14. Consider creation of Enterprise Fund in the future to support TS operations**

Implementing an Enterprise Fund is a policy decision for the Board of Selectman as it relates to the financial structure of the Transfer Station cost center. An enterprise fund would take Town meeting approval and FY 2015 is the soonest that this would be available.

**15. Investigate taking Chatham MSW to Yarmouth to reduce transportation costs**

The future of Chatham Solid Waste disposal after December 31, 2014 is still being reviewed at this time. The transportation component is one of the elements that continues to be explored as all the options are considered.

**16. Continue disposal at waste-to-energy facility**

The future of Chatham Solid Waste disposal after December 31, 2014 is still being reviewed at this time. The SEMASS Waste-To-Energy facility is one of the options being explored.

**17. Recommend on-going Solid Waste or Recycling Advisory Committee**

This is a Board of Selectman policy decision regarding the need for this type of Committee in the future.