

# **MEMORANDUM**

**Date:** September 3, 2021

**To:** Selectboard

**From:** Solid Waste Management Transfer Facility Committee –  
June Heston, Josh Arneson, Rod West

**RE:** Scoring Criteria and Selection Process for Operator of Solid  
Waste Management Transfer Facility

The Solid Waste Management Transfer Facility Committee was charged by the Selectboard with the task of evaluating the two proposals to operate a Solid Waste Management Transfer Facility in Richmond. The Committee, with feedback from the Selectboard, developed scoring criteria and narrative questions to aid in this process. A document detailing both is attached to this memo.

The purpose of this memo is to expand on the scoring and short narrative provided in the scoring document. The Committee felt that the Selectboard should consider some additional information which did not fit into the scoring document

## **Re-Use Zone**

The Committee acknowledged in our conversations that the closing of the Re-Use Zone was the primary impetus for asking for proposals to operate the Solid Waste Management Transfer Facility. Casella indicated in their proposal that they would operate a Re-Use Zone. However, the Committee understands that this may only last for the first term of the agreement with Casella and after the initial agreement expires, the Re-Use Zone would be open for negotiation. The Committee also notes that Casella does not currently operate a Re-Use Zone at any other transfer facility which it operates.

## **Changing Operators**

CSWD has indicated that if they are not awarded the contract, then they will remove all infrastructure from the site with the exception of the pavement. This would result in about a three-week downtime while items are removed. Casella indicated they could have the stie re-built and open in about a week. Bad weather and/or snow could delay this process further. There is also a cost to removing and replacing all of the equipment and a loss of efficiency in this process. While this cost will not be borne by the Town it may be worth considering this cost versus the benefits of switching operators.

## **Potential for Rental Income**

The Committee speculated that if the contract is awarded to Casella there may be an opportunity to charge rent that is more than the current \$1 per year after the initial contract.

### **Current CSWD Employees**

In a follow up conversation with Mike Casella, he indicated that if Casella's was awarded the contract, they would attempt to hire any CSWD employees currently working at the Richmond Transfer Station should they be laid off by CSWD.

### **New Vehicle Access**

CSWD noted in their proposal that they are open to exploring a new vehicle access to avoid backups onto Rt. 117. This is very much in the preliminary phase and many details would need to be worked out, but there is a willingness on the part of CSWD to explore this option and execute it should a feasible plan be developed.

### **Trailer Traffic**

Currently CSWD is prohibiting vehicles with trailers from using the transfer station. Casella has not put forth any such limitation.

**Solid Waste Management / Transfer Facility  
Proposal Review Criteria**

**Scoring Criteria**

	Max Score	CSWD	Casella
<b>Items from Proposals</b>			
Scope of Services	5	4.75	5
Pricing	5	4.75	5
Re-use zone	5	0	4
Community Engagement	5	5	4
<b>Total Score</b>	20	14.5	18

**Narrative Section**

Items based on Operator's similar facilities	CSWD	Casella
<b>Reputation and Customers Reviews</b>	Overall very good reputation, with the exception of closing the re-use zone	References which were contacted had neutral or positive reviews
<b>Scope of Services</b>	Offer a full range of trash, recycling, and compost services to meet most regular needs of residents	Will accept slightly more materials at the drop off center than CSWD
<b>Pricing</b>	Has transparent process for setting prices with involvement from member municipalities	Has remained competitive in municipalities where they operate drop off centers
<b>Re-use zone</b>	Not running any re-use zones currently	Not running any re-use zones currently and has transferred operation of a re-use zone in Cambridge to theTown within last two years. Has committed to starting operations with re-use zone in Richmond.
<b>Community Engagement</b>	Very open to community feedback. Richmond has a seat on the Board and Richmond Selectboard has a vote on the budget. Strong history of advocacy for recycling.	Have heard from communities in which they operate that they are responsive to local needs