



Solid Waste Management Options Committee (SWMOC)
TOWN OF SUDBURY
(Voted to establish June 20, 2006 by the Sudbury Board of Selectmen)

Mission Statement

It is the intention of the Selectmen in creating this Committee to provide a mechanism for the Board to be advised on options for Town residents in making solid waste disposal decisions. This new Committee will gather, study and evaluate information that will help the Board determine if an enhanced menu of solid waste disposal options can be created that accomplishes ALL of the following objectives:

1. Significantly enhances the rate of recycling in Sudbury
2. Offers options that reduce or maintain costs for nearly all Sudbury residents, but do not directly increase costs for any resident.
3. Allows residents to have choice about which solid waste option they prefer, and does not force anyone to discontinue whatever option they are currently using.
4. Keeps the transfer station open as an attractive and self supporting option for all the current uses
5. Is not an unreasonable management or administrative burden on Town staff
6. Is not financially structured so that initiation or continuation of the program beyond the first year depends on an override of Proposition 2 ½ limits;
7. Makes the costs of each of the menu options clear to residents to aid in their decision making.

The SWMOC will make a preliminary and final report to the Board of Selectmen containing conclusions and recommendations for enhanced solid waste disposal options that are within this mission and addresses these objectives. The Board of Selectmen will consider enacting recommendations that can successfully address all of these objectives. To that end, and in furtherance of the goals of the Board of Selectmen, the Selectmen hereby establish the Solid Waste Management Options Committee.

Responsibilities and Tasks

In preparing the report for the Selectmen, the Solid Waste Management Options Committee shall be responsible for all of the tasks listed below, and any other related tasks that might later be added by the Board of Selectmen or the Town Manager.

1. Document fully the current options available to residents, including the transfer station and all the private haulers currently used. Each option should be fully described as to cost, special features, ease for residents, management implications on town staff, quantity based limits (if any) and other important characteristic and attributes.
2. Examine different options for curbside pickup besides the current options. Document these fully as to the same information and criteria used to document the current options.
3. Develop a mechanism for soliciting and addressing the concerns and preferences of key Town officials, including but not limited to the Board of Selectmen, Finance Committee, Town Manager, DPW Director and Board of Health/Health Director
4. Develop a mechanism for gathering public input on concerns and preferences, including but not limited to holding a public hearing.
5. Develop a mechanism for gathering, evaluating and summarizing information from at least five other towns considered similar to Sudbury. The Board of Selectmen will be asked to confirm that the reference towns are acceptable to them for this purpose. Information gathered will include

how solid waste disposal is currently handled and financed in these town, and comments from the management and/or executive board of each town.

6. Obtain, evaluate and use as appropriate DEP guidelines and information for how changes in solid waste disposal should be considered by and implemented in a town.
7. Incorporate and address the information and findings of the 2004 consultant's report from Merritt Communications, Inc.
8. Determine if a bylaw or other legal approaches could be used to enhance recycling in Town
9. Develop a preliminary report for the Board's consideration and further direction. If the recommendations include adding options to the current methods of solid waste disposal, include implementation steps, cost estimates, staffing implications and other critical information to show the proposal is well thought out and meets all of the objectives set forth in this mission statement.
10. Conduct any other further research and information gathering that the Board of Selectmen or Town Manager may deem necessary based on the preliminary report.
11. Develop a final report with an executive summary and recommendations.
12. After the presentation and acceptance of the final report by the Selectmen, this committee shall dissolve without further action of the Board of Selectmen.

Membership and Officers

The Solid Waste Management Options Committee shall have nine voting members, all to be appointed by the Board of Selectmen. All appointments shall be for a term not to exceed two years from date of appointment. The Director of Public Works or his representative shall serve as liaison and resource to the Committee. The Committee will meet regularly, and elect a chair and a clerk. The Town Manager will call and conduct the first two meetings.

Staffing Assistance

The following staff of the Town of Sudbury will be available on an occasional basis as time permits and the Town Manager approves: Public Works Director, Finance Director/Treasurer-Collector, Town Counsel (Note: any request to use Town Counsel's time must have prior approval from the Town Manager). No Town financial resources are currently available to support the work of the committee.

Compliance with State and Local Laws and Town Policies

The **SWMOC** is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

- **The Code of Conduct for Selectmen Appointed Committee.** A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
- **The Town's Email Communication for Committee Members Policy.** Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.
- **Use of the Town's Web site.** The SWMOC will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.