

**CITY OF CENTRAL FALLS**  
**NEW REFUSE AND RECYCLING PROGRAM**  
**“INCREASED RECYCLING & SOLID WASTE REDUCTION”**

**PROGRAM EVENT & TIME SCHEDULE**

**-1- LETTER OF INTENT TO RIRRC (Committing To Program)**

**=> TASK COMPLETED ON 12/09/05**

*1.1 Mayor of the City of Central Falls to send a letter to the Rhode Island Resource Recovery Corporation informing them of the City's intentions of implementing a "Increased Recycling and Solid Waste Reduction Program" (in some states it is commonly called a Pay-As-You-Throw program)*

*1.2 In the text of the letter the Mayor will request support in the following categories:*

- Program Implementation*
- Resident Information Distribution*
- Financial Assistance*

*1.3 The letter of intent will contain a first pass approximation of the time table for program implementation, along with a general cost estimate to execute the proposed agenda*

**-2- PROGRAM INTRODUCTION TO CITY OFFICIALS:**

**=> TASK COMPLETED ON 01/20/06**

*2.1 City of Central Falls Officials along with the Rhode Island Resource and Recovery Cooperation Staff meet with Joe Lambert (Municipal Recycling Liaison) for the Bureau of Waste Prevention in Boston Massachusetts to give everyone in attendance an understanding of what the "Increased Recycling & Solid Waste Reduction Program" is all about. MEETING WAS HELD ON 01/20/06 IN THE CITY HALL COUNCIL CHAMBERS.*

**-3- MEETING TO PLAN PUBLIC AWARENESS:**

**=> TASK COMPLETED ON 01/25/06**

*3.1 Meeting scheduled by Council President Jay Leger to prepare for public announcement of the city's new refuse collection proposal*

*3.2 Meeting scheduled for:*

*DATE: 01/25/06 (Wednesday)*

*TIME: 12:30 PM TO 01:30 PM*

*PLACE : COUNCIL CHAMBERS (C.F. City Hall)*

### 3.3 Meeting AGENDA:

- *Generate the text for the Announcement*
- *Concoct Presentation Format*
- *Present in Dual Language (English & Spanish)*
- *Film Presentations to view on Local Channel TV*
- *Down Load the Presentations to C.F. Web Site*
- *Change City Ordinance on Refuse to Comply to new program*

3.4 *Decide at meeting if Program Announcement should be released to:*

- *News Paper*
- *Local Radio Stations*
- *C.F. Reverse 911 Notification*
- *Mailed News Letter*

## **-4- CITY OFFICIALS PLAN PROGRAMS INITIAL STRATEGY:**

**=> TASK COMPLETED ON 02/09/06**

4.1 *Central Falls City Officials hold internal meeting to decide all the action items necessary for the startup of the program*

4.2 *Meeting scheduled for:*

*DATE: 02/09/06 (Wednesday)*

*TIME: 2:00 PM TO 3:00 PM*

*PLACE : Mayors Conference Room (2<sup>nd</sup> Floor City Hall)*

4.3 *DECIDE => How much Refuse Capacity will we pickup free per resident?*

*SUGGESTED: 1ea 36 gallon trash can and 1ea 33 gallon trash bag*

4.4 *DECIDE => On paid device used to discard extra trash: Bags, Stickers, Ties, etc.*

*SUGGESTED: 33 gallon plastic trash bags*

4.5 *DECIDE => What Color the Bags should be?*

*SUGGESTED: Same as the DPW trucks, Orange with Dark Green city Logo (Jenks Park Tower) printed on them*

4.6 *DECIDE => What price should the resident be charged for the extra trash bags?*

*SUGGESTED: \$1.50ea*

4.7 *DECIDE => Interface with the finance department to setup a dedicated account that will receive and hold receipts from the sale of the plastic trash bags. This account should be used strictly for the sale and purchase of trash bags*

4.8 *DECIDE => Where should the bags be sold?*

*SUGGESTED:*

- ⇒ *JA Landry Hardware (Broad Street)*
- ⇒ *Barvo Grocery Store (Dexter Street)*
- ⇒ *Central Drug (Broad Street)*
- ⇒ *Grossmans Lumber (Dexter Street)*
- ⇒ *Super Stop & Shop (Mendon Rd Cumb.)*

## **-5- CONDUCT PUBLIC ANNOUNCEMENT OF PROGRAM**

**=> TASK COMPLETED ON 02/13/06**

5.1 City Council will Announce the New Proposed, "Increased Recycling and Solid Waste Reduction Program" to the residents of Central Falls

5.2 The announcement will take place at the City Council Monthly Meeting scheduled for:

DATE: 02/13/06 (Monday)  
TIME: 6:45 PM TO 10:00 PM  
PLACE : COUNCIL CHAMBERS (C.F. City Hall)

5.3 Following the announcement by the City Council President a Presentation will be given on the Newly Proposed Refuse Program by the Central Falls Public Works Director having the following content:

### AGENDA

- City's Refuse Progress FY 04/05
- Financial Rewards for Recycling
- State Mandates at RIRRC (Landfill)
- Central Falls "Proactive" Attack
- Overview of "New Refuse Program"
- Questions & Answers

5.4 The presentation will be televised live on the local TV channel for the Central Falls Residents viewing.

5.5 It will also be Video Taped at the council meeting and down loaded to the City of Central Falls Web Site for public viewing.

## **-6- MEETING WITH CITY OF BROCKTON DPW OFFICIALS:**

**=> TASK COMPLETED ON 02/15/06**

6.1 Meet with Brockton Refuse Program Officials to understand their implementation of the "Increased Recycling and Solid Waste Reduction Program" they introduced in 2001 as the City of Brockton is very similar to the City of Central Falls with regard to demography.

6.2 The meeting is scheduled for:

DATE: 02/15/06 (Wednesday)  
TIME: 9:00 AM TO 12:00 PM  
PLACE : BROCKTON City Hall (45 School St 3<sup>rd</sup> Floor)

6.3 Following the meeting in City Hall Elaine who is one of the Refuse Program Officials will give the contingency from Central Falls a tour of their new Recycling Facility

6.4 Elaine will also show us sections of their trash collection routes to give us an understanding of how the resident units are identified.

## **-7- INTERFACE WITH PLASTIC TRASH BAG COMPANY :**

**=> TASK COMPLETED ON 06/05/06**

7.1 Consult with Manufactures of Custom Trash Bags to understand the following:

- Range of Capacity of Bags (Need 33 gal.)
- Available Color Selection (Preferably **Omaha Orange**)
- Art work needed for City Logo (Request **Green Jenks Park Tower**)
- Administrative Cost Per Bag
- Strategy for Bag Distribution to Retail Stores
- Accounting Mechanism in place for City's Accounts Receivable to Document and Deposit Bag Sale Receipts.

**MEETING WITH PHOENIX BAG COMPANY ON:**

DATE: 03/22/06 (Wednesday)

TIME: 9:00 AM TO 12:00 PM

PLACE : Mayors Conference Room (2<sup>nd</sup> Floor City Hall)

7.2 Calculate total Start up cost for Plastic Bags.

7.3 Discuss time schedule to obtain Prototype Trash Bags

7.4 Hold Team Meeting to finalize on the design of the Trash Bags

## **-8- FINALIZE ON PURCHASED TRASH BAG DISTRIBUTION**

**=> TASK COMPLETED ON 06/05/06**

8.1 Contact all the identified distribution centers for the bags and document their acceptance of being a distributor.

8.2 Negotiate any fees they may want for sales and handling of the Trash Bags

8.3 If acceptance is agreed upon, have the merchant interface with the bag wholesaler and set up the following:

- ✓ Delivery Schedule
- ✓ Advertising Scenarios
- ✓ Display Schemes
- ✓ Accounting Plan

8.4 Draw up a contract with the Trash Bag Wholesaler

## **-9- CONDUCT A PROGRAM FINANCIAL ANALYSIS:**

**=> TASK COMPLETED ON 06/16/06**

9.1 Generate a program cost assessment encompassing the following line items:

- Calculate initial program startup costs
- Generate a plot of tipping fee costs vs. Diversion Ratio
- Evaluate tipping fee savings per the city's DR goal (DR = 25%)
- Compute the annual revenue from extra trash bag sales
- Assess the cost avoidance achieving 20% DR eliminating \$9.34 charge
- Determine the city's overall yearly savings from implementing the

**-10- CENTRAL FALLS RECYCLING STATEMENT FOR THE RIRRC NEWSLETTER:**

**=> TASK COMPLETED ON 03/15/06**

- 10.1 Write up a statement to include the City of Central Falls philosophy on recycling programs and making the State of Rhode Island “Greener”.*
- 10.2 The document to include highlights of the city’s new recycling program to achieve a 30% diversion ratio goal.*
- 10.3 This synopsis will be attached to the Spring newsletter that the Rhode Island Resource Recovery Corporation is distributing to all house holds that discard refuse in the City of Central Falls*

**-11- FIRST PASSAGE OF CITY ORDINANCE ON NEW REFUSE PROGRAM BY CITY COUNCIL**

**=> TASK COMPLETED ON 03/13/06 (OBTAINED COUNCIL APPROVAL)**

- 11.1 The city ordinance was changed to include the new trash capacity (one 36 gallon trash can and one 33 gallon plastic bag) that each house hold can put out on the curb side.*
- 11.2 The city council will meet on Monday evening 03/13/06 to vote on (1<sup>ST</sup> Passage) for the acceptance of the proposed change to sec. 32-34 (size and construction of rubbish containers) pertaining to the solid waste management section of the city ordinance*

**-12- SECOND PASSAGE OF CITY ORDINANCE ON NEW REFUSE PROGRAM BY CITY COUNCIL**

**=> TASK COMPLETED ON 03/20/06**

- 12.1 The city ordinance was changed to include the new trash capacity (one 36 gallon trash can and one 33 gallon plastic bag) that each house hold can put out on the curb side.*
- 12.2 The city council will meet on Monday evening 03/20/06 to vote on (2<sup>nd</sup> and final Passage) for the acceptance of the proposed change to sec. 32-34 (size and construction of rubbish containers) pertaining to the solid waste management section of the city ordinance*

**-13- LETTERS AND LITERATURE SENT TO RESIDENTS ON PROGRAM IMPLEMENTATION:**

**=> TASK COMPLETED ON 06/15/06**

13.1 Meeting scheduled to generate the letter and literature:

DATE: 03/21/06 (Tuesday)  
TIME: 2:00 PM TO 3:00 PM  
PLACE : Mayors Conference Room (2<sup>nd</sup> Floor City Hall)

13.2 Concoct a letter to announce the New Refuse Program, explain in detail all of the attributes of the new plan:

- Letter to be written in two languages English and Spanish
- Explain the need for the new refuse program
- Inform residents of max capacity of solid waste on curb side
- No limit on amount of recyclables put out
- Extra solid waste can be put out in City purchased bags
- No extra cost to the home owner if they recycle properly
- Site the financial benefits to both the resident and the city

13.3 Finalize at the meeting which type of information will be sent out to the residents:

- ⇒ RIRRC pamphlets on articles to recycle (What is placed in: The Blue Bins / The Green Bins / The Solid Waste Refuse Container
- ⇒ Brochures on the Code Enforcement Rules and Regulations
- ⇒ Red Tag Ticket Procedures
- ⇒ Locations to purchase extra solid waste plastic bags
- ⇒ Purchase price of each bag
- ⇒ Hot Line Telephone Numbers to answer questions on new program

13.4 Discuss Distribution of the information (Pamphlet, Brochures, Letters, Telecommunication, etc.)

- US Mail Service
- Hand Carry by Citizen and Student Volunteers
- Broadcast on Local Channel TV
- Advertise on Radio Stations
- Police Reverse 911 Notification
- Articles in Newspaper (Times / Journal)

## **-14- PROGRAM KICK-OFF BANNERS:**

**⇒ TASK COMPLETED ON 06/02/06**

14.1 Interface with BANNER manufactures on creating large banners to span the city's two main arteries BROAD STREET. AND DEXTER STREET

14.2 Two suppliers that will be contacted are:

Atlantic Flag & Banner  
694 North Broadway  
East Providence, RI 02916

Dion Signs Inc.

*1075 High Street  
Central Falls, RI 02863*

*14.3 A meeting is scheduled with Dion Signs Inc. on:*

*DATE: 03/20/06 (Monday)  
TIME: 2:00 PM TO 3:00 PM  
PLACE : Dion Sign Inc. 1075 High St.*

*14.4 The intent of the meeting is to design the Banners (Colors will be the same as the DPW trucks: Omaha Orange background with Dark Green Letters)*

**-15- GOAL FOR NEW REFUSE PROGRAM IMPLEMENTATION**

**DATE**

**=> TASK COMPLETED ON 07/01/06**

***15.1 The Program goal is to be fully implemented by 07/01/06***

*Submitted by:*

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