

Minuteman Household Hazardous Product Committee
Meeting Minutes
Tuesday, January 29, 2019

Present: Elaine Carroll (Chair) Lincoln; Charlotte Milan, Arlington; Rod Robison, Concord; Katharine Dagle, Bedford; Sarah Kelley, Waltham; Erin Olson, Watertown; Mary Beth Calnan, Belmont

1. Call to Order: The meeting of the Minuteman Household Hazardous Products Committee was called to order at 2:35 PM in the Donaldson Room at the Lincoln Town Offices. Sarah said that Waltham would not be able to do the April event but was able to switch with Arlington. Waltham will now do the Sunday, Sept. 15 event instead. Katharine told the group that Francis Dagle would no longer be attending Hazardous Waste meetings on behalf of Lexington.

2. Form Sub-committee to check pricing and availability for State Contract Vendors: Katharine explained to the members she was able to confirm with Krista Gloden that Clean Harbors is still available for the April, May and June event dates. However, a contract needs to be signed in order to continue to reserve these dates. The members reviewed the list of contractors and their pricing. The problem with Clean Harbors is the \$2,200 charge per event for a set-up fee. Stericycle (\$850), Clean Ventures (\$1,400) and Tradebe (\$1,700) all charge set-up fees as well. The members said that it was important to not have to cancel any events. The members decided to lock in Clean Harbors for April, May and June but to see if they would lower their set-up fee. If they will not then we will go with the \$2,200.

While we were in the meeting, Charlotte e-mailed Krista to let her know that we wanted Clean Harbors to do the first 3 events. The members also decided that they would like the next contract to run from July to June since all our departments work on that same fiscal period. Mary Beth said she would contact the 3 vendors to see if they can meet with the Committee on February 19 in Lexington. What we would be looking for is a vendor that does per car loads, can do 8 events with 7 Saturdays events and 1 Sunday event, can set up by 7:40 a.m., can supply 16 workers plus tech staff, and do one satellite event. Elaine will call Elizabeth Mancini, Purchasing Director in Lexington to let her know what the Committee decided and to see if she can extend the contract with Clean Harbors for the 3 months while we look for another vendor. We also need to know a contact person for Lexington.

The next meeting will be February 19 in Lexington with the time to be decided depending on how many vendors respond.

Motion to adjourn at 3:15 PM

Submitted by Elaine Carroll, Town of Lincoln