

Town of Hurley

Zero Waste Contract Workshop

MEETING AGENDA for FEBRUARY 13th, 2024

Introduction to Zero Waste. Why Hurley? Why Now?

1. The Climate Smart Greenhouse Gas Inventory Bronze Certification made the Board aware that 90% of the Town's Greenhouse Gas comes from the old landfill.
2. The Hurley Board invested time and resources to create a Request For Proposal to divert 90 % of the waste currently going to Seneca Meadows Landfill.
3. Hurley selected the Greenway response to the RFP, after a comprehensive vetting process including site visits conducted by the board members to review Greenway's innovative products and composting capabilities.
4. The Hurley Board invested in a contract that:
 - Protects the interests of the Town and protects Greenway's Zero Waste innovations
 - Uses the existing Land and Labor
 - Uses the existing payment system and price structure with no change
 - Zero Waste Development concept "Built through grants and maintained by users fees."

The unique features of the contract:

1. The contract is a two-part contract that limits the Risk and Liability
2. PART 1 of the contract is the start-up pilot project with a 90-day timetable
3. PART 2 of the contract is the Commencement Phase. This will only occur after the results of the pilot project are reviewed and the next steps are approved by the Board.

The Start Up Budget Details:

1. One time cost.
2. Deliverables are outlined in detail

Questions and Answers:

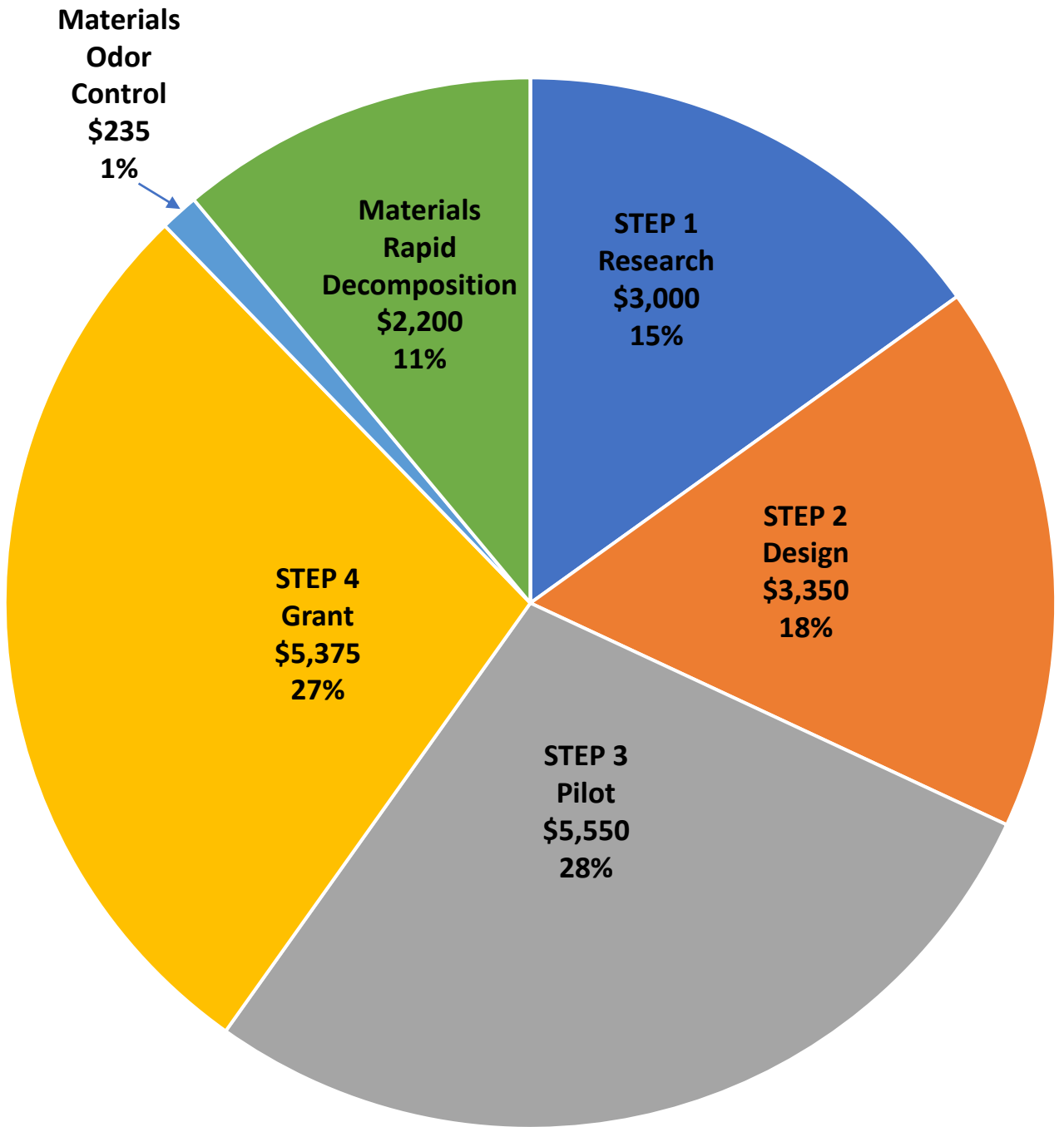
Town of Hurley / Zero Waste Budget

START UP FEES AND EXPENSES

| STEP | DESCRIPTION | BUDGET |
|------|---|--------------------|
| 1 | Create baseline information. ONE TIME EXPENSE | \$ 3,000 |
| 2 | Design Zero Waste System ONE TIME EXPENSE | \$ 3,350 |
| 3 | Start Collection as Pilot Project ONE TIME EXPENSE | \$ 5,550 |
| 4 | Food Scrap Diversion Grant Application ONE TIME EXPENSE | \$ 5,375 |
| MISC | Odor Control Blend Rapid Decomposition Medium | \$ 235 \$ 2,200 |
| | TOTAL: | \$19,710 |

Town of Hurley / Zero Waste Budget

START UP BUDGET



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START UP FEES AND EXPENSES

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|---------------|------------------------------------|-----------------|
| STEP 1 | Create Baseline Information | \$ 3,000 |
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DELIVERABLES STEP 1:

1. Contractor will provide analysis and a written report of current operations at the Town Transfer Station, including volume baseline analysis, financials, conclusions, and recommendations. Contractor will make a presentation to Town Board during a workshop meeting.

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| Research, Interviews, & Presentation | Greenway | 60 Hours | \$ 3,000 |
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Town of Hurley / Zero Waste Budget

START UP FEES AND EXPENSES

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| STEP 2 | Design Zero Waste System | \$ 3,350 |
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DELIVERABLES STEP 2:

1. Prepare an Operating Procedure Manual for the collection and treatment and transfer of SSO.
2. Secure NYSDEC permit modification as determined by DEC for management and transfer of SSO Material.
3. Maintain compliance with existing UCRRA services.
4. Train Town Transfer Station staff to use Rapid Decomposition Medium to prevent odor and leachate of collected material.
5. Tri-fold hand out for Transfer Station facility users with the procedure, workshop dates and start date.
6. Develop Website and social media content regarding Zero Waste composting program.
7. Develop a press release giving the start date and audit date
8. Arrange for Contractor's roll off container to be placed at Transfer Station for collection of SSO
9. Arrange for transport of SSO from Transfer Station to the Composting Facility

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|----------------------------------|-----------------------|---------|----------|
| Operating Procedural Manual | Greenway | 6 hours | \$ 300 |
| | Engineer | 6 hours | \$ 1,050 |
| DEC & UCRRA Sign off | Greenway | 3 hours | \$ 150 |
| Train Staff | Greenway | 3 hours | \$ 150 |
| Develop Trifold | Greenway Printing | 6 hours | \$ 300 |
| | | | \$ 200 |
| Develop Website Content | Webmaster Greenway | 8 hours | \$ 600 |
| | | 8 hours | \$ 400 |
| Press Release | Greenway | 4 hours | \$ 200 |
| Arrange for Drop Off & Transport | Greenway | | \$ 0 |

Town of Hurley / Zero Waste Budget

START UP FEES AND EXPENSES

STEP 3

Start Collection as Pilot Project

\$ 5,550

DELIVERABLES STEP 3:

1. Contractor will develop and conduct on-site workshops at publicly accessible Town locations and record for ZW Social Media.
2. Evaluation of the workshops effectiveness through feedback survey and report results in writing to the Town.
3. Conduct a waste audit to establish participation rate and report results in writing to the Town.
4. Provide feedback progress numbers through a program called “Zero 5” which will feature five-minute videos to give numbers and progress toward goals and answer questions. This report will be available on the website, radio, newspaper, and smartboards in classrooms.
5. Contractor will post a series of “I tried it, and it works” case studies on website and ZW Social Media

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| 40 workshops held at publicly accessible locations for the public to learn about the ZW Program | Greenway Webmaster | 40 hours 10 hours | \$ 2,000 \$ 750 |
| Effectiveness Evaluation Survey | Greenway | 5 hours | \$ 250 |
| Waste Audit & Report | Greenway | 14 hours | \$ 700 |
| Develop “Zero-5” Progress Report | Webmaster Greenway | 8 hours 15 hours | \$ 600 \$ 750 |
| Posting Case Studies on Website and Social Medial | Webmaster Greenway | 4 hours 4 hours | \$ 300 \$ 200 |

Town of Hurley / Zero Waste Budget

START UP FEES AND EXPENSES

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| STEP 4 | Food Scrap Diversion Grant Application | \$ 5,375 |
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DELIVERABLES STEP 3:

1. Contractor will write a NYSDEC Food Scrap Diversion grant proposal for the Town
2. Contractor will make presentations to the Town Board and the Onteora School Board regarding the grant program.
3. Contractor will provide technical information necessary to prepare and facilitate resolutions and letters of support for the grant application.
4. Contractor will make timely submission of NYSDEC Food Scrap Diversion grant application.

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| Write DEC Food Scraps grant proposal (scope and budget) | Greenway | 8 hours | \$ 400 |
| | Grant Writer | 8 hours | \$ 800 |
| Present grant proposal and draft resolution Town and School District | Greenway | 4 hours | \$ 200 |
| Get resolutions, letters of support | Greenway | 12 hours | \$ 600 |
| Write grant application: <ul style="list-style-type: none"> • Engineer Site Plan Application Review • Legal Application Review | Grant Writer | 12 hours | \$ 1,200 |
| | Engineer | 5 hours | \$ 875 |
| | Attorney | 2 hours | \$ 400 |
| | Greenway | 10 hours | \$ 500 |