

## Administration

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## MEMORANDUM

**TO:** Mayor Lovell and City Council  
**FROM:** Kevin L. Sutherland, City Administrator  
**DATE:** November 25, 2019  
**RE:** **Administrative Update**

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### Compost Drop Off

As a result of the approved Solid Waste and Recycling Request Above Directive (RAD) during the FY 2020 budget process, the City is adding a Compost Drop off location for Saco Residents. We have collaborated with Garbage to Garden and the Saco Parks & Recreation Department who were already using the service for their building food waste. We have expanded the service to allow residents to also drop off their food waste!

The City of Saco has a goal to recycle 30% of its waste by 2021 through composting, reuse, recycling, and purposeful purchasing. The RAD was established to help educate the public on proper recycling procedures as well as revise the current Solid Waste ordinance. Diverting food waste from the municipal solid waste stream is one of the most effective ways to achieve this goal because on average, up to a third of household waste consists of food scraps. Rather than going through our disposal process, which the City pays for by the ton, this food waste can be converted to compost.

Our hope is that with positive feedback from residents and data collected from the pilot location, Saco will be able to add multiple locations and possibly offer curbside collection in the future. All waste picked up will be logged and calculated. Garbage to Garden will offer free compost back to the City based on amounts collected. This compost will be used throughout the city in community gardens and parks.

Carts located at the drop-off location will be emptied weekly by Garbage to Garden. Should there be any odor complaints, the City will be prepared to either move the cart location or request additional pick up times. The City will be “raffling” off 15, 5-gallon buckets purchased through the Solid Waste program as a promotion of the pilot project but are also offering residents the option to purchase the bins for \$5.00 each, which is what the City pays for them. Compostable bags will be available at the drop off site for residents to utilize for the drop off materials.

The City of South Portland has a similar program with 5 different drop off locations, mostly in residential neighborhoods, as well as City parking lots, and have not received any odor complaints. The City is not anticipating this to be an issue, however are prepared to handle any issue that may arise.

We are very excited to offer this service to our residents. So far, the responses to our program advertising have been very positive. We look forward to seeing how this program will help the City in achieving our 30% goal.

### **Employee Handbook and Non-Union Personnel Policy**

In August, staff presented revised and inclusive updates to the non-union personnel policy as well the introduction to a comprehensive city-wide employee handbook. As part of the Council approval, the documents were to be reviewed by our attorney. This has been concluded and the documents are now posted to the City website. The Handbook can be found [HERE](#) and the Personnel Policy can be found [HERE](#).