



Nashua Region Solid Waste Management District (NRSWMD)



DRAFT Meeting Minutes June 12, 2024

Attendees:	Towns:	Staff:	
Joan Cudworth (virtual)	Hollis	Jay Minkarah, Executive Director	NRPC
Michael Fimbel	Mont Vernon	Emma Rearick, Environmental Planner III	NRPC
Joe Jordan	Amherst	Kathy Kirby, Administrative Assistant	NRPC
Rhonda Whittier, Treasurer	Pelham	Nicole Kingsbury, Finance & Benefits Administrator	NRPC
Jay Twardosky	Hudson	Kate Lafond, Assistant Director	NRPC
Scott Perkins, Chair	Nashua		
Tammy Scott	Milford		
Glen Wilkinson (Zoom)	Tradebe		

1. Call to order

The meeting was called to order at 10:00 a.m. by Perkins.

2. Approval of March 20, 2024 minutes (action item)

There were no comments/edits. **Motion to accept the March 20, 2024 minutes.**

Michael Fimbel moved, with a second from Rhonda Whittier:

THAT the Nashua Region Solid Waste Management District approves the March 20, 2024 meeting minutes.

The motion carried. Twardosky, Scott, and Jordan abstained.

3. Household Hazardous Waste Program Status Update

Rearick provided an update on the 2024 Household Hazardous Waste Collection events held to date. There have been three events held since the March meeting. 781 households have attended the three events in total; two in Nashua and one in Milford. Tradebe was surprised by the high volume of participants at our first event. Things are going well with them now. Other New Hampshire towns have been fined by the State of NH for accepting and storing hazardous waste, which they were purposely collecting from their residents, and then brought to the collection events. Rearick reminded everyone not to do that. Fimbel asked if this is resident waste that is being funneled through the towns and Rearick stated that is correct.

Highlights have been distributed after each event. We are having two to four out-of-region households attend each event; it's a slight increase in out-of-region attendees.

Tradebe is trying to deal with the small-quantity, business hazardous waste generators who contact Rearick. So that the businesses do not appear on the NRSWMD books as households, she refers them directly to Tradebe. Businesses do have other options to contract with hazardous waste disposal companies besides coming to these events.

Perkins announced that 25 Crown Street will be the new Nashua collection location starting in 2025. We will be advertising and updating displays accordingly. The three remaining 2024 Nashua collection events will stay at 9 Stadium Drive.

4. Financial Update

Lafond gave the update. This meeting packet included the financial audit reports from the prior year. It was a clean audit. There were some past concerns and recommendations to improve procedures related to untimely deposits and bank reconciliations due to staffing turnover at NRPC. Those have been resolved.

The balance sheet reflects the current bank balances. 5.33% APR interest (as of Monday) is being generated on the PDIP capital reserve account.

The Capital Reserve Fund line under Liabilities & Equity shows there is still only \$100,000. At year-end, we will make the entry to increase that to whatever the actual balance is in NH PDIP.

Background: a couple of years ago, NRSWMD voted to increase the Capital Reserve to \$110,000, or maybe \$120,000 (will be confirmed). In any event, we will be reducing the Retained Earnings and increasing the Capital Reserve fund to whatever the NH PDIP balance is as of June 30, 2024. Overall the bank accounts are pretty good.

Profit & Loss report shows revenue through May 2024. Dues are right where they are supposed to be. Interest is double what was budgeted. The NHDES grant payment received is not reflected in the Income, but we have received it. Once it is reflected, the bottom line deficit will decrease. Expenses are in line with what was budgeted. Under Expenses "Other Services," there is \$-6,732.98. That is an amount that was owed back to NRSWMD from FY23. That now shows a credit to your expenses because it was recognized late due to a staffing shortage at NRPC.

The Profit & Loss report shows a current Net Income deficit of \$-65,116.00. Once we receive the DES payment, the anticipated deficit is approximately \$-15,000, which was anticipated in the budget to be a \$-30,000 deficit. Increased income from events and payments made to your account from FY23 credited this year, have contributed to a smaller deficit than anticipated/budgeted for FY24.

The updated year-end financials will be distributed to the members when completed.

Cudworth expressed appreciation for the financial update.

5. FY25 Budget Proposal & Schedule A: Scope of work, Exhibit 3: Responsibilities of Host Communities

Rearick presented the FY25 NRSWMD budget. It is a five-event fiscal year budget even though we offer six events every calendar year. Highlights are as follows:

Income:

- FY dues are set at \$149,043
- \$21,000 in user fees
- Approximately \$43,000 from the NHDES grant contract
- Interest income is projected at \$8,200

Expenses – 3 events in the fall and 2 in the spring:

- Increased the police detail budget to maintain better traffic control
- Printing and signage are unchanged from FY24.
- The audit expense has increased slightly
- Port-a-Potties will be a line item for the move to the 25 Crown Street location.
- We will bring in more money than we expend, typical of the past 5-event years. But the \$17,354 Income Less Expenses forecasted is less than what we have realized in the past 5-event years.
- Municipal Assessments (dues) that everyone voted on last year are listed at the bottom (total \$141,367).

No questions/comments

Perkins stated the goal is to have six events every year for accounting ease, budgeting consistency, and to easily see a profit/loss year after year, requiring a raise in dues, etc. Lafond stated since we have five events and seven events alternating annually, we are seeing that there is an annual loss. But it is not clear exactly what that loss is year-to-year.

Discussion ensued about the challenges of scheduling and managing HHW collection events:

- Add another event to the schedule
- traffic challenges are high at a weekday HHW collection event in Nashua
- Whittier suggested perhaps taking one event from Nashua and hosting it in Pelham every year instead.
- Having six events consistently every fiscal year would improve planning and coordination. Having satellite (non-Nashua events) every August.
- Cudworth reminded everyone that all of our communities are growing and that we (member communities) should anticipate budgeting more in the future and potentially holding additional events
- The traffic in Nashua has been very heavy and the Nashua DPW has received comments (Perkins). People like to show up early to the collection events.
- Minkarah recommended having an annual event in Milford and Pelham in addition to the Nashua events. The non-Nashua events tend to be less busy. Encouraging people to use those events is important.
- Overall, there are higher quantities of HHW being generated so that will continue to add to the attendance numbers.

Motion to accept the 2025 Budget Proposal, Schedule A: Scope of Work, and Exhibit 3: Responsibilities of the HHW Host Municipality.

Michael Fimbel moved, with a second from Rhonda Whittier:

THAT the Nashua Region Solid Waste Management District accept the FY2025 Budget Proposal, Schedule A: Scope of Work, and Exhibit 3: Responsibilities of the HHW Host Municipality as presented.

All in favor. The motion carried.

6. Annual Grant & Contract Authorization (action item)

The proposed motion was read by Scott Perkins.

THAT the Nashua Regional Planning Commission be authorized to file applications with federal, state, and local government units and other agencies to implement the FY2025 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes.

**Motion to accept made by Jay Twardosky; second by Rhonda Whittier. All in favor.
The motion carried.**

7. FY26 Dues Discussion (action item)

NRPC provided the NRSWMD with four different FY26 dues increase scenarios – no change, 3%, 5%, and 7% over FY25. Perkins reminded everyone that NRSWMD is looking at a net loss over the next 4 fiscal years. NRSWMD is not generating enough profit in the 5-event years to cover the deficit of the 7-event years. Perkins pointed out that for FY25 with no increase in dues incurs a net loss for FY25-FY28 of (\$30,692), 3% increase in dues drops the loss to (\$16,827), 5% increase = (\$7,584), and 7% increase in dues projects a gain of \$1,659. Rearick confirmed there are no increases in user fees included in each scenario. There are six calendar events a year. Perkins stated it's important to not drain down the NRSWMD bank reserves. His takeaway from the scenarios is an increase in dues and user fees should be increased. We should also consider raising the user fee to \$20 to not rely on dues alone. Discussion ensued about participant fee increases.

- Whittier went to a workshop and heard some towns are charging \$30.
- Cudworth stated that yes, we need to increase the user fee but we need to look at the items coming in increasing the user fee for odd items coming in.
- Rearick reminded people that we have pound and gallon limits and charge many households more than \$15.
- Cudworth noted that batteries are becoming an issue. More solar, lithium-ion, phone, and other electronic batteries are being disposed of. They can cause fires in landfills and trash trucks. Proper battery disposal and management of improperly disposed batteries are becoming a bigger part of DPW collection budgets. Wilkinson agreed with Cudworth stating that reactive metals are one of the most difficult items to deal with at this time.
- Twardosky recommended a 3% municipal fee increase at the most and an increase in the user fee.
- Whittier recommended increasing the municipal fee to 5%. Fimbel thinks this would be best. However, more information on the finances is needed.
- Perkins liked the idea of charging more for certain items but that makes it hard to run the events efficiently. There are still people that are bringing latex paints and those have to be sorted out. Many cars at the last two Nashua events were over the \$15 fee limit. The number of people working at the events has been somewhat of an issue due to cars having waste that was large and unsorted. Pelham has not had any complaints about the wait time. Milford also. Perkins stated Nashua could use one more person at the Nashua events. The high-volume cars show up early and take a long time to process. He went online to see what other communities were charging. He found some are pre-registering for the events and maybe we should have that if certain special items cause more time and special handling. \$20 is a 25% increase. If certain items will receive a special fee, that slows things

down and some people don't even know what they have with them as it was a relative's house cleanout.

Perkins made a motion.

THAT the Nashua Region Solid Waste Management District table the dues and user fee discussion until the September 2024 meeting.

Motion to accept made by Rhonda Whittier; second by Jay Minkarah. All in favor. The motion carried. Whittier motioned/Minkarah seconded. All in favor.

8. Officer Appointment (action item)

Perkins asked for the nomination of a chairperson. **Jay Twardosky nominated Perkins. Joan Cudworth seconded. All in favor. Perkins was re-elected unanimously.**

Rhonda Whittier was nominated for Treasurer by Scott Perkins. Jay Twardosky seconded. All in favor. Whittier was re-elected unanimously.

9. Other Business

Rearick gave an update on the Paint Care bill. It did well in the NH House but not the NH Senate. It is a program run in about 12 other states. There is an extra charge when you buy paint. That will cover the collection and storage of paint by any paint seller. NH is a holdout as other New England states have passed a similar bill. We anticipate that the Paint Care bill will come up in the legislature in the next year. It will help with managing paint collection and disposal.

- Scott (Milford) discussed how the Milford town DPW driver was told by Tradebe at the first collection event in Nashua that Tradebe would not take some of the items that Veolia used to take from them. Examples: thermometers, batteries, and fluorescent bulbs. Tradebe stated the bulbs have to be in tubes. These items are on the list and were in taped boxes and labels. The truck went back to Milford with the items. At the Milford collection event, Scott stated Tradebe took the items.
- Perkins stated that it most likely is the fact that the towns are collecting and storing the HHW from their residents earlier in the year until the first event. Perkins stated that the residents should be going themselves to the events, not the towns collecting and taking to the events on their behalf. Perkins stated that it was Tradebe's first event and did not know that it was Milford's standard operating procedure. Tradebe ultimately took Milford's pallet, however.
- Rearick and Twardosky stated that if a town chooses to take and store HHW during the time that no collection events are being held, the town should have a separate contract for that. Perkins stated that Nashua has a separate contract for what the city DPW collects outside of the household collection events.
- Perkins stated that they should talk to Kyle about their understanding of what, when, and who will participate in the collection events and the District's expectations.
- Cudworth stated that these are the things we have to remember to discuss with any waste contractors when we are at contract time. These are the discussions we need to have with hazardous waste processing companies. Towns are trying to do the right thing, saving HHW from ending up in places they don't belong. Twardosky stated that he remembered discussing towns bringing their trucks with residents HHW and it was deemed acceptable.

- Perkins stated that Tradebe’s operations at the first event were not as smooth as the second Nashua event.
- Discussion ensued about the ongoing issue with residents coming with latex paint, how residents find out about the event (i.e. large light-up road sign), etc.

Motion to adjourn by Joe Jordan at 11:25 a.m., with a second by Tammy Scott.
The next meeting date is Wednesday, September 18, 2024.

Respectfully submitted by Kathy Kirby, Administrative Assistant