



Agenda

Nashua Region Solid Waste Management District Meeting
September 21, 2022

Public Notice of Meeting

The Public is hereby advised that the Board of the Nashua Region Solid Waste Management District will hold a regular meeting on September 21, 2022 at 10:00 AM. The meeting will be held at the Nashua Regional Planning Commission office, 30 Temple Street Suite 310, Nashua, NH.

1. Call to order
2. Approval of June 15, 2022 meeting minutes
3. Staffing announcement
4. HHW Program Status Update
5. Financial Update
6. NH PDIP Rate Update
7. FY24 Dues Discussion (**action item**)
8. Permanent Facility Status Update
9. Other Business



Nashua Regional Solid Waste Management
District Meeting – June 15, 2022



DRAFT Meeting Minutes

Attendees:

Eric Slosek	Town of Amherst
Pat Flynn	Town of Brookline
Joan Cudworth, Treasurer	Town of Hollis
Jay Twardosky	Town of Hudson
Kris Perreault	Town of Merrimack
Mike Fimbel	Town of Mont Vernon
Scott Perkins, Chair	City of Nashua
Rhonda Martin	Town of Pelham

Staff:

Jay Minkarah, Executive Director	NRPC
Sylvia Nassy, Business Manager	NRPC
Emma Rearick, Regional Planner II	NRPC
Kristin Wardner, Admin. Asst.	NRPC

1. Call to order

The meeting was called to order at 10:0am by Scott Perkins.

2. Approval of March 16, 2022 and April 12, 2022 meeting minutes

There were no changes needed to the March 16, 2022 minutes.

Joan Cudworth motioned to approve the meeting minutes of March 16, 2022, as presented, with a second from Eric Slosek. All were in favor.

There were no changes needed to the April 12, 2022 minutes.

Rhonda Martin motioned to approve the meeting minutes of April 12, 2022, as presented, with a second from Pat Flynn. All were in favor.

3. HHW Program Status Update

Emma Rearick stated 3 events have been completed and there has been a good turnout, although with fewer households. The surge experienced during Covid may be over. This year NRPC has been using iPads to conduct the surveys and are able to collect more information than in the past. Overall, the events have gone smoothly.

4. FY23 Budget Proposal & Schedule A: Scope of work, Exhibit 3: Responsibilities of Host Communities

Sylvia Nassy reviewed the NRSWMD financials. There is a decrease in checking account balance since the last meeting in March – she is projecting a year end deficit, which is typical in a 7 event fiscal year. They are expected to receive the state grant in the fall. Rearick explained the grant is

a reimbursement so in August they will submit paperwork for the past year and they have applied for the next year. It was discussed that the Veolia contract does not have a fuel surcharge in it. Rearick reviewed the FY23 budget; she noted that adjustments have been made accordingly to expenses; the user fees budgeted are based on a 10 year average and it will be a 5 event year. Minkarah stated that if you factor in the DES grant to the Profit and Loss Statement, next year's budget should be a wash.

Mike Fimbel arrived at 10:13am.

Rearick stated that Schedule A has been updated with FY23 information.

Cudworth motioned to approve the FY23 Budget & Schedule A as presented, with a second from Fimbel. All were in favor.

Cudworth clarified the FY23 dues in the agenda packet were already approved in 2021.

Perkins stated the City of Nashua has no objections to Exhibit 3.

Martin motioned to approve Exhibit 3: Responsibilities of the HHW Host Municipality as presented, with a second by Flynn. All were in favor.

5. Annual Grant and Contract Authorization

Cudworth motioned that the Nashua Regional Planning Commission be authorized to file applications with federal, state, and local governmental units and other agencies to implement the FY 2023 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes, with a second by Slosek. All were in favor.

6. FY24 Dues Discussion

Rearick explained that she has prepared projections based on several options: no changes to dues, 3% increase, 5% increase, and a 7% increase. Last year a 3% increase was voted on for FY23 dues. It was decided to move the FY24 Dues vote to the September meeting because there are too many unknowns at this point.

Cudworth motioned to discuss FY24 Dues at the September meeting, with a second by Martin. All were in favor.

7. Officer Appointment

Perkins explained they will be appointing Chair and Treasurer of the Nashua Region Solid Waste Management District.

Cudworth motioned to appoint Scott Perkins as Chair of the Nashua Region Solid Waste Management District, with a second from Martin. All were in favor.

Perkins motioned to appoint Joan Cudworth as Treasurer of the Nashua Region Solid Waste Management District, with a second from Fimbel. All were in favor.

8. Permanent Facility Status Update

Perkins explained that Veolia has stated they do not want any part of the Permanent Facility anymore. One of the issues is that since the collection events are held at a different location, they can't store anything there for the events because they would have to then transport it to Crown Street. Also, he and Rearick visited the facility and it is need of repairs: peeling paint, water damage, nonfunctioning fire suppression system, etc. He stated that Veolia talked about transferring it to Nashua to manage, but Nashua does not want to take any more responsibility. Veolia is going to clear out their items so a full assessment of the units can be done to determine what repairs are needed; currently only 1 of the 3 units is usable. Another issue is that Veolia is finding it difficult to send someone for weekly inspections. The local storage permit has been renewed but expires in April.

Fimbel asked about the possibility of having a storage facility at Crown Street and Perkins said that is not an option. There was discussion about whether money should be put into fixing it. Cudworth explained there are limited places municipalities can bring hazardous materials outside of events. It is in everyone's best interest to keep the facility open. Perkins stated the city needs to find out what would be involved if Nashua were to manage it; someone qualified needs to inspect to determine what repairs the facility needs. Veolia is researching what is involved with DES to transfer permit, if it's possible, and the question of whether it can go to Nashua. There is \$100,000 set aside for replacement purposes. Ideally, by the September meeting there will be more information available.

9. Other Business

Fimbel stated he doesn't like the hooks on the new signs. Martin stated they changed them out and will send a picture of what they are using to the group. Martin also mentioned they have used a different sign company with success: New England Barricade.

Motion to adjourn at 11:09am from Cudworth, with a second from Martin. All in favor.

Next Meeting: Wednesday, September 21, 2022, at 10:00AM

Fy22

1:33 PM

09/08/22

Accrual Basis

**Nashua Region Solid Waste Management District
Profit & Loss Budget vs. Actual
July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Revenue - SWD Dues	138,199.98	138,200.00	-0.02	100.0%
Revenue - NH DES	46,543.00	46,543.00	0.00	100.0%
Revenue - HHW Fees	25,885.00	26,000.00	-115.00	99.6%
Interest Income	302.41	950.00	-647.59	31.8%
Total Income	<u>210,930.39</u>	<u>211,693.00</u>	<u>-762.61</u>	<u>99.6%</u>
Gross Profit	210,930.39	211,693.00	-762.61	99.6%
Expense				
Bank Fee	15.00	0.00	15.00	100.0%
Audit	3,900.00	3,900.00	0.00	100.0%
HHW Contractors	165,865.00	165,865.00	0.00	100.0%
HHW Events-Police Detail	592.40	1,400.00	-807.60	42.3%
Printing & Signage	4,274.00	700.00	3,574.00	610.6%
Maintenance	0.00	750.00	-750.00	0.0%
Miscellaneous	2,006.39	2,000.00	6.39	100.3%
NRPC	60,262.49	60,000.00	262.49	100.4%
Other	300.00	600.00	-300.00	50.0%
Supplies	174.99	0.00	174.99	100.0%
Total Expense	<u>237,390.27</u>	<u>235,215.00</u>	<u>2,175.27</u>	<u>100.9%</u>
Net Ordinary Income	<u>-26,459.88</u>	<u>-23,522.00</u>	<u>-2,937.88</u>	<u>112.5%</u>
Net Income	<u>-26,459.88</u>	<u>-23,522.00</u>	<u>-2,937.88</u>	<u>112.5%</u>

Fy22

	Approved Budget	Working Budget	Expended as of 6/30/22	Remaining	% Expended	
Fall 2021 Collections (4 events @ \$23,695)	\$94,780		\$94,780.00	\$0.00	100%	
Spring 2022 Collections (3 events @ \$23,695)	\$71,085		\$71,085.00	\$0.00	100%	
Police Detail Nashua (5 events @ \$280 per 4 hr event)	\$1,400		\$592.40	\$807.60	42%	
NRPC Program Administration	\$60,000		\$60,262.49	-\$262.49	100%	
Printing & Signage						
Transfer Station #s	\$100		\$4,274.00	-\$4,174.00	4274%	
No Latex Signs	\$100			\$100.00	0%	
Educational Postcards at Events	\$500			\$500.00	0%	
Hazardous Waste Coordinator Certification & Training	\$600		\$300.00	\$300.00	50%	
Audit	\$3,900		\$3,900.00	\$0.00	100%	
Maintenance						
Fire Suppression System	\$750			\$750.00	0%	
Misc. Expenses						
Other expenses (misc. supplies, etc)	\$2,000		\$2,006.39	-\$6.39	100%	*includes \$1,740 for portable toilets
Total Expenses	\$235,215	\$0	\$237,200.28	-\$1,985.28	101%	

Retainer Balance as of 6/30/22

(\$1,985.28) Owed to NRPC at year end

Fy23

1:01 PM

09/08/22

Accrual Basis

Nashua Region Solid Waste Management District

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank Account	365,373.86
Total Checking/Savings	365,373.86
Accounts Receivable	
A/R - Solid Waste District	46,543.00
Total Accounts Receivable	46,543.00
Total Current Assets	411,916.86
TOTAL ASSETS	<u><u>411,916.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A/P - Solid Waste District	49,097.78
Total Accounts Payable	49,097.78
Total Current Liabilities	49,097.78
Total Liabilities	49,097.78
Equity	
Capital Reserve Funds	100,000.00
Retained Earnings	160,779.09
Net Income	102,039.99
Total Equity	362,819.08
TOTAL LIABILITIES & EQUITY	<u><u>411,916.86</u></u>

FY23

1:03 PM

09/08/22

Nasnua Region Solid waste management District

A/R Aging Summary

As of August 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
NH Dept. of Environmental Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>46,543.00</u>	<u>0.00</u>	<u>46,543.00</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>46,543.00</u>	<u>0.00</u>	<u>46,543.00</u>

FY23

1:04 PM

09/08/22

Washua Region Solid Waste Management District

A/P Aging Summary

As of August 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
NRPC	0.00	47,112.50	1,985.28	0.00	0.00	49,097.78
TOTAL	<u>0.00</u>	<u>47,112.50</u>	<u>1,985.28</u>	<u>0.00</u>	<u>0.00</u>	<u>49,097.78</u>

FY23

	Approved Budget	Working Budget	Expended as of 8/31/22	Remaining	% Expended
Fall 2022 Collections (3 events @ \$23,695)	\$71,085		\$23,695.00	\$47,390.00	33%
Spring 2022 Collections (2 events @ \$23,695)	\$47,390			\$47,390.00	0%
Police Detail Nashua (5 events @ \$300 per 4 hr event)	\$1,500		\$303.80	\$1,196.20	20%
NRPC Program Administration	\$60,000		\$6,808.26	\$53,191.74	11%
Printing & Signage					
Transfer Station Sign Updates	\$125			\$125.00	0%
No Latex Signs	\$100			\$100.00	0%
Educational Postcards at Events	\$500			\$500.00	0%
Hazardous Waste Coordinator Certification & Training	\$600			\$600.00	0%
Audit	\$4,400			\$4,400.00	0%
Maintenance					
Fire Suppression System	\$750			\$750.00	0%
Misc. Expenses					
Other expenses (misc. supplies, etc)	\$2,000		\$386.72	\$1,613.28	19%
Total Expenses	\$188,450	\$0	\$31,193.78	\$157,256.22	17%

Retainer Balance as of 8/31/22: \$47,112.50

FY24 NRSWMD Dues (July 1, 2023-June 30,2024)

No change from FY23

	2020		FY24 Dues Allocation by			FY24 Dues
	Population	% of population	Base Fee	Pop	Host Offsets	Invoiced
Amherst	11,753	0.052	\$3,399.00	\$5,825.09	\$0.00	\$9,224.09
Brookline	5,639	0.025	\$3,399.00	\$2,794.83	\$0.00	\$6,193.83
Hollis	8,342	0.037	\$3,399.00	\$4,134.51	\$0.00	\$7,533.51
Hudson	25,394	0.112	\$3,399.00	\$12,585.92	\$0.00	\$15,984.92
Litchfield	8,478	0.037	\$3,399.00	\$4,201.91	\$0.00	\$7,600.91
Merrimack	26,632	0.118	\$3,399.00	\$13,199.50	\$0.00	\$16,598.50
Milford	16,131	0.071	\$3,399.00	\$7,994.94	\$1,000.00	\$10,393.94
Mont Vernon	2,584	0.011	\$3,399.00	\$1,280.70	\$0.00	\$4,679.70
Nashua	91,322	0.404	\$3,399.00	\$45,261.52	\$5,000.00	\$43,660.52
Pelham	14,222	0.063	\$3,399.00	\$7,048.79	\$1,000.00	\$9,447.79
Windham	15,817	0.070	\$3,399.00	\$7,839.31	\$0.00	\$11,238.31
Total	226,314	1.000	\$37,389.00	\$112,167.00	\$7,000.00	\$142,556.00
			Total Dues	\$149,556.00		
			Base Fee %	25%		

*Population calculated by 2020 Census

FY22-26 Projections no changes to dues

	FY23	FY24	FY25	FY26	FY27	FY28
Municipal Assessments	\$ 144,556.00	\$ 142,556.00	\$ 144,556.00	\$ 142,556.00	\$ 144,556.00	\$ 142,556.00
Starting Cash Balance	\$ 116,080.00	\$ 142,968.00	\$ 120,984.00	\$ 147,872.00	\$ 125,888.00	\$ 152,776.00
Income	\$ 215,338.00	\$ 213,856.00	\$ 215,338.00	\$ 213,856.00	\$ 215,338.00	\$ 213,856.00
Expenses	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
Income less Expenses	\$ 26,888.00	\$ (21,984.00)	\$ 26,888.00	\$ (21,984.00)	\$ 26,888.00	\$ (21,984.00)
Ending Balance	\$ 142,968.00	\$ 120,984.00	\$ 147,872.00	\$ 125,888.00	\$ 152,776.00	\$ 130,792.00

Net FY23-FY27

\$ 14,712.00

FY24 NRSWMD Dues (July 1, 2023-June 30,2024)

7% increase from FY23

	2020		FY23 Dues			FY23 Dues
	Population	% of population	Base Fee	Allocation by Pop	Host Offsets	Invoiced
Amherst	11,753	0.052	\$3,636.93	\$6,232.84	\$0.00	\$9,869.77
Brookline	5,639	0.025	\$3,636.93	\$2,990.47	\$0.00	\$6,627.40
Hollis	8,342	0.037	\$3,636.93	\$4,423.92	\$0.00	\$8,060.85
Hudson	25,394	0.112	\$3,636.93	\$13,466.93	\$0.00	\$17,103.86
Litchfield	8,478	0.037	\$3,636.93	\$4,496.05	\$0.00	\$8,132.98
Merrimack	26,632	0.118	\$3,636.93	\$14,123.46	\$0.00	\$17,760.39
Milford	16,131	0.071	\$3,636.93	\$8,554.58	\$1,000.00	\$11,191.51
Mont Vernon	2,584	0.011	\$3,636.93	\$1,370.35	\$0.00	\$5,007.28
Nashua	91,322	0.404	\$3,636.93	\$48,429.82	\$5,000.00	\$47,066.75
Pelham	14,222	0.063	\$3,636.93	\$7,542.20	\$1,000.00	\$10,179.13
Windham	15,817	0.070	\$3,636.93	\$8,388.06	\$0.00	\$12,024.99
Total	226,314	1.000	\$40,006.23	\$120,018.69	\$7,000.00	\$153,024.92

Total Dues \$160,024.92

*Population calculated by 2020 Census Base Fee % 25%

	FY22-26 Projections 7% increase to dues					
	FY23	FY24	FY25	FY26	FY27	FY28
Municipal Assessments	\$ 144,556.00	\$ 153,024.92	\$ 155,024.92	\$ 153,024.92	\$ 155,024.92	\$ 153,024.92
Starting Cash Balance	\$ 116,080.00	\$ 142,968.00	\$ 131,453.00	\$ 168,810.00	\$ 157,295.00	\$ 194,652.00
Income	\$ 215,338.00	\$ 224,325.00	\$ 225,807.00	\$ 224,325.00	\$ 225,807.00	\$ 224,325.00
Expenses	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
Income less Expenses	\$ 26,888.00	\$ (11,515.00)	\$ 37,357.00	\$ (11,515.00)	\$ 37,357.00	\$ (11,515.00)
Ending Balance	\$ 142,968.00	\$ 131,453.00	\$ 168,810.00	\$ 157,295.00	\$ 194,652.00	\$ 183,137.00

Net FY2-FY28 **\$ 67,057.00**