



Amended Agenda

Nashua Region Solid Waste Management District Meeting

Date change: March 29, 2023

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 March 29, 2023 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 December 21, 2022 meeting minutes
3. Financial Update
 - a. Financial Reports
 - b. Draft Audit Results
4. Universal Waste Survey Results
5. Permanent Facility Status
6. 2023 Vendor RFP Process
 - a. Timeline
 - b. RFP Selection Committee
7. Other Business



Nashua Region Solid Waste Management District (NRSWMD)



DRAFT Meeting Minutes December 21, 2022

Attendees:

Eric Slosek	Town of Amherst
Joan Cudworth, Treasurer	Town of Hollis
Jay Twardosky	Town of Hudson
Leo Lessard	Town of Milford
Scott Perkins, Chair	City of Nashua
Rhonda Whittier	Town of Pelham

Staff:

Jay Minkarah, Executive Director	NRPC
Kate Lafond, Finance Director	NRPC
Emma Rearick, Regional Planner II	NRPC
Kristin Wardner, Admin. Asst.	NRPC

1. Call to order

The meeting was called to order at 10:05am by Scott Perkins.

2. Approval of September 21, 2022, meeting minutes

There were no changes needed to the September 21, 2022, minutes.

Eric Slosek motioned, with a second from Jay Twardosky, to approve the meeting minutes of September 21, 2022, as presented. All were in favor. Joan abstained.

3. Financial Update

Kate Lafond stated the balance sheet reflects moving the \$100,000 Capital Reserve Fund (CRF) out of general checking to NHPDIP. The interest earned in one month was \$294.68 and the rate is continuing to trend up. Net income to date is \$64,309.01 and that will decrease as we move through the year and hold events. Projecting about \$26K net proceed at end of year. Lafond explained that with the \$100,000 CRF, she previously did a year end adjustment for accrued interest to bring the CRF back to 100k. Now that the CRF is at \$120,000, she is asking the District's preference on the timing of making the accrued interest adjustment. The amount of interest earned would not affect the decision, it would just change how the balances are reflected on balance sheet. It was agreed that Lafond would make the adjustment at year-end as in the past. Overall, expenditures are in line with where things should be.

4. Overview of district annual report

Emma explained she compiled the NRSWMD annual report and is working on individual town reports that she will send out when complete. She then reviewed some of the highlights from 2022: 46% of participants coming for first time; 18% come at least once a year; the most popular event was in October; there was a total of 1416 households, down from last year – waste still up with a total of 135,756 pounds; and most people are hearing about events from transfer stations and town or NRPC websites. She is looking into ways to increase outreach during the offseason. The most popular items collected were paint/stain, lawn/garden, and household cleaners. Joan Cudworth asked what makes up

universal waste (the Veolia total is split between hazardous and universal waste). Emma believes that she could get that information from the manifests but not which town it is coming from and stated that it may be good to look more into that to get a sense if items are being received that should be going elsewhere. She is planning to reach out to communities to find out exactly what everyone accepts. Emma stated she is going to reword the survey question about how many households is represented to make it clear that there is no added cost. She said it would be interesting to compare what Veolia is reporting vs. what residents are self-reporting.

Scott thanked NRPC staff, Emma, Veolia and said the Nashua events went really well.

5. NHDES HHW Department Change

Emma explained that the NH HHW grant program is moving to the Hazardous Waste Compliance department. She said they are reviewing things and over the next 3-5 years will make improvements and changes on how they manage things on their end. Julie Ashton and Tim Prospert will officially take over as of July 1. Scott learned from Veolia that DES will be inspecting HHW collection sites in the future, so we should plan for at least one in 2023. He doesn't anticipate any issues.

6. Permanent Facility Status Update

Scott stated he had a discussion with Veolia and advised them to have the permit for the permanent storage facility removed right now. If it was just paused, it would still be subject to inspections which could be detrimental to Veolia and the city. He has told the city that the facility is still needed even though it isn't used often, still needed. In response to Joan, Scott confirmed that no one can use it right now. Joan stressed the importance of having the facility is huge for those in this region. Scott said that Goffstown not accepting according to their website. Joan said the district needs to find out where they can dispose of HHW. Scott said Nashua is looking to relocate all the PW facilities.

Rhonda asked if there are guidelines about size or location. It was unknown and Jay Minkarah said it would be worth looking at the guidelines. Joan said it would be helpful for the next meeting to get pictures of the facility and how much money has been put into it over the last 10 years. Scott stated that anyone who wants to visit the facility just needs to contact him first.

Rhonda stated she would like Veolia to come inspect in Pelham because the 2023 collection will be in a new location. Emma stated there will be an in-person pre-event meeting.

7. 2023 Meeting Dates

Emma confirmed with the group that the 3rd Wednesday at 10am still works for everyone. The 2023 meeting dates will be: 3/15, 6/21, 9/20, and 12/20.

8. E-Waste Event

Emma explained that Makelt Labs (25 Crown Street building tenant) reached out to inquire if would NRPC work with them to do an electronics collection. It would be a one-day e-waste collection separate from HHW. The plan would be to use tools from HHW collections to have a successful event. There is no date or additional details yet and she stressed it is not a district event. There was discussion about

electronics. Scott said he recommended the company Nashua uses for electronics: North Coast Services. Joan stated Hollis uses URT Solutions.

9. Other Business

Rhonda asked who takes care of Daniel Webster Highway and stated there was a large pothole by Volvo. Scott says Nashua maintains it. There was discussion of state roads, and who maintains what.

Jay stated Hudson is working on a new fueling facility; it is in the preliminary design phase right now. They are also doing preliminary designs for a full transfer station, plus taking in commercial trash to offset costs. Eric Slosek stated that Amherst is also replacing theirs.

There was a discussion about compost. Eric said Amherst is trying a program right now with an outside vendor. Joan stated Hollis currently takes food scraps for composting.

Motion to adjourn by Joan at 11:12am, with a second from Rhonda. All were in favor.

1:28 PM

03/08/23

Accrual Basis

Nashua Region Solid Waste Management District

Balance Sheet

As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
TD Bank Account	178,369.85
Total Checking/Savings	178,369.85
Total Current Assets	178,369.85
Other Assets	
NH PDIP	101,398.40
Total Other Assets	101,398.40
TOTAL ASSETS	279,768.25
LIABILITIES & EQUITY	
Equity	
Capital Reserve Funds	100,000.00
Retained Earnings	160,779.09
Net Income	18,989.16
Total Equity	279,768.25
TOTAL LIABILITIES & EQUITY	279,768.25

	Approved Budget	Expended as of 02/28/23	Remaining	% Expended
Fall 2022 Collections (3 events @ \$23,695)	\$71,085	\$71,085.00	\$0.00	100%
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	\$912.49	\$587.51	61%
NRPC Program Administration	\$60,000	\$32,422.98	\$27,577.02	54%
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	\$0.00	100%
Audit	\$4,400	\$2,925.00	\$1,475.00	66%
Maintenance				
Fire Suppression System	\$750		\$750.00	0%
Misc. Expenses				
Other exp (misc. supplies, portable toilet, etc)	\$2,000	\$1,264.50	\$735.50	63%
Total Expenses	\$188,450	\$109,209.97	\$79,240.03	58%

Retainer Balance as of 02/28/23: \$35,769.73

**NASHUA REGIONAL SOLID WASTE
MANAGEMENT DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

DRAFT - 03/03/2023
NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

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**PLODZIK & SANDERSON***Professional Association/Certified Public Accountants*193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX 603-224-1380***INDEPENDENT AUDITOR'S REPORT***

To the Board of Directors
Nashua Regional Solid Waste Management District
Nashua, New Hampshire

Report on the Audit of the Financial Statements***Opinions***

We have audited the accompanying financial statements of the governmental activities and major fund of the Nashua Regional Solid Waste Management District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Nashua Regional Solid Waste Management District, as of June 30, 2022, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Nashua Regional Solid Waste Management District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The Nashua Regional Solid Waste Management District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Nashua Regional Solid Waste Management District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Nashua Regional Solid Waste Management District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Nashua Regional Solid Waste Management's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Change in Accounting Principle

As discussed in Note 2-B to the financial statements, in fiscal year 2022 the Town adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Required Supplementary Information – Management has omitted a Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

, 2023
Concord, New Hampshire

EXHIBIT A

NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT

Statement of Net Position

June 30, 2022

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 216,221
Intergovernmental receivable	46,543
Total assets	<u>262,764</u>
LIABILITIES	
Accounts payable	<u>1,985</u>
NET POSITION	
Unrestricted	<u>\$ 260,779</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

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EXHIBIT B

NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT

Statement of Activities

For the Fiscal Year Ended June 30, 2022

		Program Revenues		Net (Expense)
		Charges	Operating	Revenue and
		for	Grants and	Change In
	Expenses	Services	Contributions	Net Position
General government	<u>\$ 237,390</u>	<u>\$ 25,885</u>	<u>\$ 46,543</u>	<u>\$ (164,962)</u>
General revenues:				
Member dues				138,200
Interest income				302
Total general revenues				<u>138,502</u>
Change in net position				(26,460)
Net position, beginning				<u>287,239</u>
Net position, ending				<u>\$ 260,779</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

EXHIBIT C-1
NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT
Governmental Fund
Balance Sheet
June 30, 2022

	General Fund
ASSETS	
Cash and cash equivalents	\$ 216,221
Intergovernmental receivable	46,543
Total assets	<u>\$ 262,764</u>
LIABILITIES	
Accounts payable	<u>\$ 1,985</u>
FUND BALANCES	
Unassigned	260,779
Total liabilities and fund balances	<u>\$ 262,764</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

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EXHIBIT C-2

NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT

Governmental Fund

Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Fiscal Year Ended June 30, 2022

	General Fund
REVENUES	
Member dues	\$ 138,200
Charges for services	25,885
Intergovernmental - State grants	46,543
Miscellaneous	302
Total revenues	210,930
EXPENDITURES	
General government	237,390
Net change in fund balances	(26,460)
Fund balances, beginning	287,239
Fund balances, ending	\$ 260,779

The Notes to the Basic Financial Statements are an integral part of this statement.

EXHIBIT D

NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT

Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual (Non-GAAP Budgetary Basis)

General Fund

For the Fiscal Year Ended June 30, 2022

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Member dues	\$ 138,200	\$ 138,200	\$ -
Intergovernmental - State grants	46,543	46,543	-
Charges for services	26,000	25,885	(115)
Miscellaneous	950	302	(648)
Total revenues	<u>211,693</u>	<u>210,930</u>	<u>(763)</u>
EXPENDITURES			
General government:			
Audit	3,900	3,900	-
Contractor fees	165,865	165,865	-
Maintenance	750	-	750
Management fees	60,000	60,262	(262)
Miscellaneous	4,700	7,363	(2,663)
Total expenditures	<u>235,215</u>	<u>237,390</u>	<u>(2,175)</u>
Net change in fund balances	<u>\$ (23,522)</u>	<u>(26,460)</u>	<u>\$ (2,938)</u>
Unassigned fund balance, beginning		<u>287,239</u>	
Unassigned fund balance, ending		<u>\$ 260,779</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

NOTES TO THE BASIC FINANCIAL STATEMENTS

**AS OF AND FOR THE FISCAL YEAR ENDED
 JUNE 30, 2022**

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NOTES TO THE BASIC FINANCIAL STATEMENTS

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Nashua Regional Solid Waste Management District, New Hampshire (the District), have been prepared in conformity with U.S. Generally Accepted Accounting Principles (GAAP) for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources.

The more significant of the District's accounting policies are described below.

1-A Reporting Entity

The Nashua Regional Solid Waste Management District is a special-purpose entity organized under a cooperative agreement pursuant to New Hampshire RSA 149-M:19. Its purpose is to provide coordinated planning with participating municipalities relative to solid waste disposition and to provide education and information relative to the collection of household hazardous wastes.

In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth by the GASB. The District has no component units to include in its reporting entity.

1-B Basis of Accounting and Measurement Focus

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Government-wide Financial Statements – The District's government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the District accompanied by a total column.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. The types of transactions reported as program revenues for the District are reported in two categories: 1) charges for services and 2) operating grants and contributions.

Governmental Fund Financial Statements – Include a balance sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds. The District has one major fund.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, with the exception of reimbursement-based grants, which use a period of one year. Member fees, charges for services, State grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District reports one major governmental fund:

General Fund – is the District's only fund. The general fund accounts for all financial resources. The primary revenue sources include member dues, fees, State grants and interest income. The primary expenditures are for general government.

NOTES TO THE BASIC FINANCIAL STATEMENTS

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

1-C Cash and Cash Equivalents

The District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist primarily of demand deposits.

1-D Receivables

Intergovernmental receivables recorded in the financial statements represent amounts due to the District at June 30. They are aggregated into a single intergovernmental receivable line. They consist of fees from the Nashua Region household hazardous waste collection project.

1-E Accounts Payable

Accounts payable represent the gross amount of expenditures or expenses incurred as a result of normal operations, but for which no actual payment has yet been issued to vendors/providers as of June 30, 2022.

1-F Net Position/Fund Balances

Government-wide Statements – Equity is classified as net position and displayed in one component:

Unrestricted net position – Consists of net position not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

Fund Balance Classifications – GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, provides more clearly defined fund balance categories to make sure the nature and extent of the constraints placed on a government's fund balances are more transparent. The following classifications describe the relative strength of the spending constraints:

Nonspendable – Amounts that cannot be spent because they are either (a) not in spendable form (such as prepaid items, inventory, or tax deeded property subject to resale); or (b) are legally or contractually required to be maintained intact.

Restricted – Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (District Meeting). These amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned – Amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Directors through the budgetary process.

Unassigned – Amounts that are available for any purpose. Positive amounts are reported only in the general fund.

When multiple net position/fund balance classifications are available for use, it is the government's policy to utilize the most restricted balances first, then the next most restricted balance as needed. When components of unrestricted fund balance are used, committed fund balance is depleted first followed by assigned fund balance. Unassigned fund balance is applied last.

1-G Use of Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenues and expenses/expenditures during the period reported. These estimates include assessing the collectability of accounts receivable, among others. Estimates and assumptions are reviewed periodically, and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from estimates.

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NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

2-A Budgetary Information

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the District's operations. At its annual meeting, the District adopts a budget for the current year for the general fund.

2-B Accounting Change

Governmental Accounting Standards Board Statement No. 87, *Leases*, was implemented during fiscal year 2022. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. However, there was no restatement to the beginning net position or fund balance.

DETAILED NOTES ON ALL FUNDS

NOTE 3 – CASH AND CASH EQUIVALENTS

The District's deposits are entirely covered by federal depository insurance (FDIC). The FDIC currently insures the first \$250,000 of the District's deposits at each financial institution, per case custodian. As of year-end, the carrying amount of the District's deposits and the bank balances totaled \$216,221.

NOTE 4 – INTERGOVERNMENTAL RECEIVABLES

Intergovernmental receivables of \$46,543 at June 30, 2022, consisted of amounts arising from the Nashua Region household hazardous waste collection project. Receivable amounts are recorded on the District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

NOTE 5 – GOVERNMENTAL ACTIVITIES

Governmental activities net position of \$260,779 reported on the government-wide Statement of Net Position at June 30, 2022 is entirely reported as unrestricted net position.

NOTE 6 – GOVERNMENTAL FUND BALANCES

Governmental fund balances of \$260,779 reported on the fund financial statements at June 30, 2022 are entirely reported as unassigned fund balance.

NOTE 7 – COVID-19

As a result of the spread of COVID-19, Coronavirus, economic uncertainties continue. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

NOTE 8 – CONTINGENT LIABILITIES

The District participates in various federal grant programs, the principal of which are subject to program compliance audits pursuant to the Single Audit Act as amended. Accordingly, the government's compliance with applicable grant requirements will be established at a future date. The amount of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the government anticipates such amounts, if any, will be immaterial.

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NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

NOTE 9 - TRANSACTIONS WITH NASHUA REGIONAL PLANNING COMMISSION

Effective October 2, 2017, the member municipalities agreed to collectively engage the Nashua Regional Planning Commission to serve as the District's administrative and financial agent under a cooperative agreement. Nashua Regional Planning Commission provides administrative services to the District in the form of accounting, planning, coordinating, and educating member municipalities about its waste removal activities. During the fiscal year ending June 30, 2022, the District paid \$60,262 for services rendered.

NOTE 10 – SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date but arose after the date. Management has evaluated subsequent events through ____, 2023, the date the June 30, 2022 financial statements were available to be issued, and no events occurred that require recognition or disclosure.

, 2023

To the Members of the Board of Directors
And Mr. Jay Minkarah, Executive Director
Nashua Regional Solid Waste Management District
30 Temple Street, Suite 310
Nashua, NH 03060

Dear Members of the Board

We have audited the financial statements of the governmental activities and major governmental of the Nashua Regional Solid Waste Management District for the year ended June 30, 2022, and have issued our report thereon dated _____. Professional standards require that we communicate to you the following information related to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 14, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Nashua Regional Solid Waste Management District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in our engagement letter dated July 14, 2022.

Compliance With All Ethics Requirements Regarding Independence

The engagement team, others in our Firm, as appropriate and our Firm, have complied with all relevant ethical requirements regarding independence.

We follow the AICPA Ethics Standard Rule 201 and in conjunction with the Firm's Quality Control Document, we annually review with all engagement staff potential conflicts and obtain an independence certification. In addition, we inquire on each engagement about potential conflicts with staff. We have not identified any relationships or other matters that in the auditor's judgment may be reasonably thought to bear on independence.

Significant Risks Identified

We have identified the following significant risks through our risk assessment procedures. These risks are identified universally in New Hampshire governmental entity audits performed by our firm. As a result of these risks the engagement team developed an audit approach that specifically addresses these significant risks:

- Management override of controls;
- Improper revenue recognition; and
- Impact of the COVID-19 pandemic.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Nashua Regional Solid Waste Management District is included in Note 1 to the financial statements. As described in Note 2-B to the financial statements, the Nashua Regional Solid Waste Management District changed accounting principles to change the way the Town reports leases, by adopting Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, in the fiscal year 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Significant Unusual Transactions

There are no significant or unusual transactions identified during our audit.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated _____, 2023.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Nashua Regional Solid Waste Management District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Key Audit Matters

We have determined that there are no key audit matters to communicate.

Other Audit Matters, Findings, or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Nashua Regional Solid Waste District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

Implementation of New GASB Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

GASB Statement No. 91, *Conduit Debt Obligations*, issued in May 2019, will be effective for the District with its fiscal year ending June 30, 2023. This Statement will provide a single method of reporting conduit debt obligations and eliminate differences in practice.

GASB Statement No. 92, *Omnibus 2020*, issued in January 2020, will be effective for the District with its fiscal year ended June 30, 2023. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued in March 2020, will be effective for the District with its fiscal year ended June 30, 2023. The objectives of this Statement are to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs).

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, issued in May 2020, will be effective for the District with its fiscal year ended June 30, 2023. The objectives of this Statement are to provide guidance on accounting and financial reporting for subscription-based information technology arrangements for government end users.

GASB Statement No. 99, *Omnibus 2021*, issued in April 2022, will be effective for the District with its fiscal year ended June 30, 2023. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees.

GASB Statement No. 100, *Accounting Changes and Error Corrections—an Amendment of GASB Statement No. 62*, issued in June 2022, will be effective for the District with its fiscal year ended June 30, 2024. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

GASB Statement No. 101, *Compensated Absences*, issued in June 2022, will be effective for the District with its fiscal year ended June 30, 2024. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences.

Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the individual fund schedule, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the members of the Board of Commissioners and management of the Nashua Regional Solid Waste Management District and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,

PLODZIK & SANDERSON
Professional Association
Concord, New Hampshire

DRAFT Universal Waste: Antifreeze, Batteries, Mercury Devices, Fluorescent Bulbs & Monitors

1. Do not put these items in the trash. They contain mercury, lead, cadmium, and other substances hazardous to human health and the environment.
2. Check with your transfer station! It usually costs less to handle these waste items through your transfer station. Help keep HHW disposal costs down.
3. TVs, monitors, and electronics are NOT accepted at HHW collections. All other items can be brought to a collection if your transfer station does not accept them.
4. Many local retailers will also accept batteries, bulbs, and electronics for recycling.

	Amherst	Brookline	Hollis	Hudson	Litchfield	Merrimack	Milford	Mont Vernon	Nashua	Pelham	Windham
Antifreeze	✓				✓	✓		✓	✓	✓	
Used Oil	✓	✓	✓		✓	✓	✓	✓		✓	✓
Car Batteries	✓	✓	✓		✓	✓	\$	✓	✓	✓	✓
Single Use Batteries	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Rechargeable Batteries	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Mercury Devices			✓		✓	✓	✓	?	✓	✓	✓
TVs/Computer Monitors	\$	\$	✓	Contact Pinard	\$	\$	\$?	\$	\$	
Fluorescent Bulbs	✓		✓		✓	✓	✓	✓	✓	✓	✓
Electronic Waste	✓	\$	\$		\$	\$	\$	✓	\$	\$	✓

For residents only

✓ Accepted

\$ Accepted for a fee

Current as of 2023

Call your transfer station
to confirm details.



Questions? Visit www.nashuarpc.org/hhw or call 603-417-6570

Historic Maintenance Costs for Nashua Permanent Facility

Repairs:

2004 - \$900.00 for painting
2010 - \$2,750.00 for painting
2014 - \$760.00 for door repair
2014 - \$675.00 for painting
2016 - \$21,482.40 to install 3 fire doors

\$1,000 (approximately) over the years for padlocks and keys.

Total Repairs: \$27,567.40

Fire Suppression:

2001 – \$164.95
2002 – \$382.50
2003 – \$437.50
2004 – \$200.00
2005 – \$199.50
2006 – \$463.50
2007 – \$212.00
2008 – \$457.00
2009 – \$0
2010 – \$258.00
2011 – \$866.00
2012 – \$260.00
2013 – \$262.50
2014 – \$884.00
2015 – \$335.50
2016 – \$335.50
2017 – \$202.50
2018 – \$415.00
2019 – \$602.50
2020 – \$218.00
2021 – \$0
2022 – \$0

Total Fire Suppression: \$7,206.45



REQUEST FOR PROPOSAL

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS

DRAFT Issued—_____

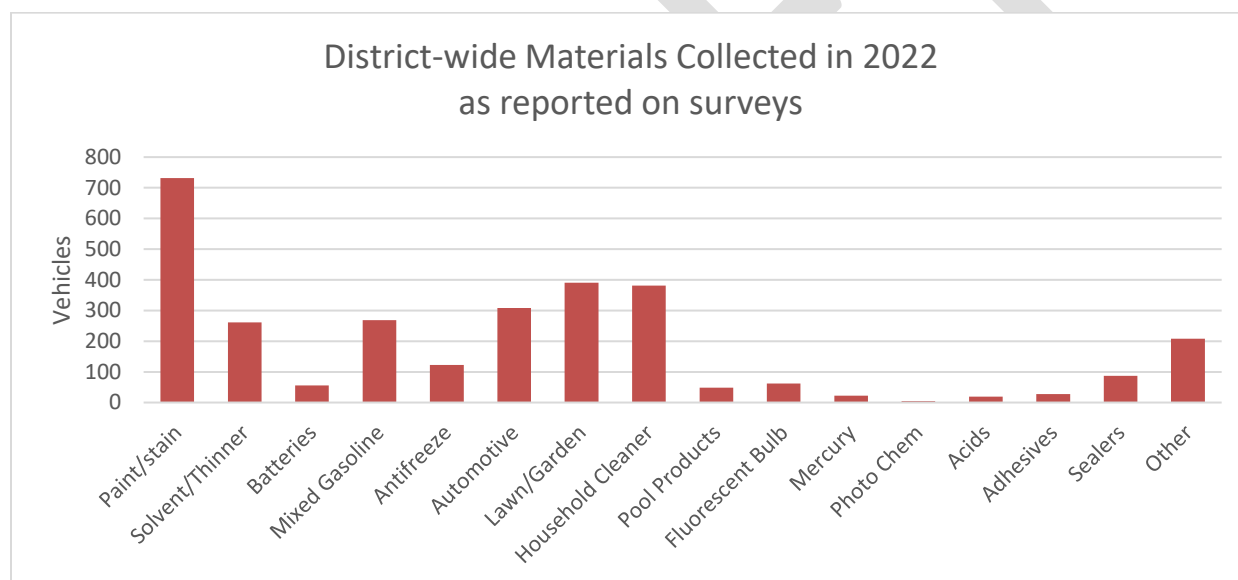
Section 1. Purpose

The Nashua Region Solid Waste Management District (NRSWMD) is accepting proposals to supply identification, handling, packaging, and disposal services for household hazardous wastes at 6 collection events per year during 2024, 2025, and 2026. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

Section 2. Background

The NRSWMD in conjunction with the Nashua Regional Planning Commission (NRPC) has been sponsoring household hazardous waste collection events for its member communities since the mid-1980s. The household hazardous waste (HHW) collection program allows residents from the following communities to bring HHW to regularly scheduled events: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire.

The program has compiled data on participation and manifested materials, which may be helpful to applicants.



Number of Households Participating

Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
2022	253	145	198	263	N/A	280	277	1,416
2021	327	N/A	289	288	165	227	363	1,659
2020	N/A	(Aug) 174	N/A	423	N/A	372	289	1,258
2019	303	N/A	278	281	246	328	298	1,734
2018	273	170	217	292	N/A	344	307	1,603
2017	326	153	204	278	217	275	355	1,808
2016	339	170	150	308	201	233	335	1,736
2015	265	173	243	309	N/A	336	370	1,696
2014	312	133	211	310	N/A	339	318	1,623
2013	245	219	205	313	N/A	332	218	1,532
2012	217	122	148	270	N/A	252	271	1,280

Amount of Waste

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/23/2022	27,452	4,642	32,094
5/7/2022 (Milford)	10,151	700	10,851
6/2/2022	14,286	1,721	16,007
8/6/2022	34,255	2,669	36,924
(Pelham)	N/A	N/A	N/A
10/8/2022	18,705	2,006	20,711
11/5/2022	17,008	2,140	19,148
Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/17/2021	30,619	2,965	33,584
(Milford)	N/A	N/A	N/A
6/3/2021	13,640	1,350	14,990
8/7/2021	14,333	1,747	16,080
8/28/2021 (Pelham)	14,906	742	15,648
10/2/2021	22,260	2,908	25,168
11/6/2021	27,589	1,185	28,774

The total region-wide population in NRSWMD communities is 226,314 (2020 US Census).

Six collection events will be scheduled from April – November, the collection season. Residents are permitted to bring identifiable household hazardous wastes to the collection events.

Our program objectives include:

- Provide convenient options for residents to safely and properly dispose of HHW.
- Utilize Contractor services in the most cost-effective manner possible.
- Maximize first-time participants and minimize repeat participants through education efforts.
- Accept a wide array of HHW while encouraging alternative disposal methods for universal wastes.
- Discourage actions that lead to unsafe disposal of HHW.

Section 3. Scope of Work

3.1 Screening and Collection of Waste

NRSWMD Responsibilities

The scope of this project is to provide 6 Household Hazardous Waste Collection events per calendar year to residents of our member communities (Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire). The NRSWMD will provide all advertising, publicity, educational outreach, and general event setup such as traffic cones and signs (not related to disposal activities). NRPC, on behalf of the NRSWMD, will be the primary contact for municipal and residential questions related to the program or its administration. The NRSWMD will be responsible for coordinating the provision of an adequately sized dumpster or roll-off for the disposal of non-hazardous rubbish and containers collected during the waste day. The NRSWMD will also be responsible for the tipping fees or costs associated with disposal of these materials in an area landfill or local transfer station.

Contractor Responsibilities

The Contractor must be willing to provide services for collection events that operate primarily on Saturday mornings throughout the months of April through November. They must also be willing to provide services for one June event each year is held on Thursday afternoon/evening. Preferred collection dates and times for the 2024, 2025, and 2026 collection seasons are shown below.

2024 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 20, 2024	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	May 4, 2024	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage
Thursday	June 6, 2024	3:00 p.m. – 7:00 p.m.	Nashua City Park & Ride
Saturday	August 3, 2024	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	N/A	N/A	Pelham Transfer Station
Saturday	October 5, 2024	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	November 2, 2024	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride

** Represents the time the event is open to the public. Applicants are responsible for determining how much additional time is required for event set-up and take-down. It is our policy to open events promptly at the advertised times and to allow the last car in line at the closing time to move through the collection process.*

2025 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 19, 2025	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	N/A	N/A	Milford Public Works Garage
Thursday	June 5, 2025	3:00 p.m. – 7:00 p.m.	Nashua City Park & Ride
Saturday	August 2, 2025	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	August 23, 2025	8:00 a.m. – 12:00 p.m.	Pelham Transfer Station
Saturday	October 4, 2025	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	November 8, 2025	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride

2026 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 18, 2026	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	May 2, 2026	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage
Thursday	June 4, 2026	3:00 p.m. – 7:00 p.m.	Nashua City Park & Ride
Saturday	August 1, 2026	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	N/A	N/A	Pelham Transfer Station
Saturday	October 3, 2026	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride
Saturday	November 7, 2026	8:00 a.m. – 12:00 p.m.	Nashua City Park & Ride

Contractor personnel will line floors and roll off and will set up sorting tables, safety equipment, and all other items related to HHW disposal. Contractor will be responsible for screening waste to ensure only acceptable items are collected. Excluded waste includes latex paint, used oil, auto batteries, explosives, radioactive materials, biologically active or infectious waste, medications, sharps, electronics, and asbestos. If excluded materials are delivered, effort must be made by the contractor to assist residents in the proper disposal of such materials. Contractor must attempt to identify and analyze unknown material on site where necessary to allow for its disposal. In general, it is the NRSWMD's desire to not simply turn away a participant and risk improper disposal of waste. Participants that must be refused will be offered assistance in seeking proper disposal options.

The NRSWMD also offers a Small Quantity Generator (SQG) Program to regional businesses. SQGs work directly with the Contractor in advance of a HHW collection event to arrange the separate manifesting of SQG wastes. It is the Contractor's responsibility to determine if the SQG can safely participate in the HHW program. When appropriate, SQGs bring the identified wastes to the collection event where they pay the Contractor directly for the disposal of these materials.

The on-site project manager from the successful Contractor will also be expected to attend a pre-event meeting with a NRPC representative, host community Division of Public Works staff, or other representatives to ensure that events run smoothly and that all parties have an opportunity to coordinate activities and responsibilities prior to the collection day. These meetings should last no longer than one hour and will occur within one week of a scheduled collection event.

3.2 Waste Identification and Packaging

Contactors personnel will perform waste identification of material for documentation and segregation according to Hazard Class and must bulk or package in containers approved by State and Federal regulations. Each container must be manifested, labeled, and coded in accordance with all pertinent State and Federal regulations. The contractor shall be responsible for writing and fulfilling requirements of a Site Safety, Spill Response, and Emergency Evacuation Plan.

3.3 Temporary Storage and Inspections

The NRSWMD maintains a permanent storage facility in Nashua designed specifically for the short-term temporary storage of household hazardous wastes. This facility will be made available to the Contractor to temporarily store materials collected at the District's HHW events in Nashua as needed. Please note that collection events in Milford or any location other than Nashua do not have access to this facility. The Contractor will be responsible for performing weekly inspections of the building and materials during the collection season, regardless of whether materials are contained within or not, and reporting these inspections to the relevant state and federal permitting authorities. The facility is owned by the City of Nashua and is located on City property at 9 Stadium Drive, Nashua, NH. It is currently used exclusively for the HHW program however authorized personnel may use the building temporarily in an emergency event. As such, it only contains waste during the HHW collection season (April through November). The 3-bay facility was manufactured by Carlisle Building Systems, Inc. and includes a dry chemical fire suppression system. Additional building specifications are available.

3.4 Transportation and Disposal

As needed, hazardous wastes are to be transported off site in vehicles permitted for such transportation, according to State and Federal regulations by drivers properly trained and licensed to transport hazardous wastes. NRSWMD recognizes the following disposal methods in order of preference: waste recycling, fuel recovery, chemical treatment, destructive incineration, and landfill.

3.5 Reporting and Documentation

The Contractor shall provide the NRSWMD with a copy of a manifest listing of all wastes packed for disposal prior to leaving the collection site after each event. The Contractor shall finalize and/or complete all manifest and shipping papers upon receipt of waste at Contractor's treatment, storage, and disposal facility, and shall provide a completed copy of the manifests to the NRSWMD within 30 days of the collection event. The Contractor will also need to comply with all NH Department of Environmental Services reporting requirements. The Contractor must also provide an itemized invoice of all charges to the NRSWMD for materials used at each collection event, waste disposal services, transportation, and labor. Contractor shall obtain a required permit for the building from Nashua Fire Rescue. Finally, the Contractor must provide an annual report summarizing the wastes collected at each event, including a material profile, number of containers collected, weight of container, and container size.

Section 4. Additional Considerations

The NRSWMD welcomes opportunities to increase participation rates and improve customer service at its HHW collections. Contractors are welcome to provide alternative proposals for HHW services, provided they also respond to the current service format. This may include modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection hours for items such as oil-based paint.

Section 5. Generator

For record keeping and paperwork purposes, the Contractor shall be deemed to be the "Generator" of all wastes accepted by the contractor during the collection events from residents of the NRSWMD's service areas.

Section 6. Contract Terms

The term of the Contract shall be for a three (3) year period beginning on January 1, 2024 and terminating December 31, 2026, provided that:

1. Funds are authorized annually by the NRSWMD
2. Neither the NRSWMD nor the Contractor desires to alter the terms of the contract during the three year period, and
3. The contract is not otherwise terminated through provisions of another clause of the contract.

The NRSWMD has the option, upon mutual agreement with the Contractor, to extend the terms of the contract for up to two (2) one-year extensions.

NRSWMD will negotiate contract terms upon selection. All contracts are subject to review by NRSWMD's legal counsel. A project will be awarded upon signing of an agreement or contract that outlines terms, scope, budget, indemnification, insurance, and other necessary items.

Section 7. Insurance Requirements

The NRSWMD requires selected contractors and any subcontractors to obtain and maintain at their own expense all insurance required by state and federal law. If requested, the selected organization agrees to provide NRSWMD with evidence of required policies, certificates, and/or endorsements upon award of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for the NRSWMD:

- Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of this project
- Comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts no less than \$2,000,000 for bodily injury or death in any one incident and \$500,000 for property damage in any one incident.

The NRSWMD shall be named as an additional insured on comprehensive liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the NRSWMD on a current basis.

The selected contractor is required to insure the HHW permanent storage facility located at 9 Stadium Drive, Nashua, NH on behalf of the Nashua Region Solid Waste Management District, the Nashua Regional Planning Commission, and the City of Nashua.

Section 8. Proposal Requirements

All proposals must include the items listed below and must be organized as follows:

1. **Proposal Summary**—this should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience, and summarized cost information.
2. **Vendor Information and Signature Form (Attachment 1)**—this form is provided as Attachment 1 of the RFP. The form should be completed and signed by the person with authority to approve contracts with the NRSWMD.
3. **Qualifications of Firm**—qualified applicants must have technical expertise in the operation of HHW facilities and the collection and disposal of hazardous waste. Applicants must possess a thorough knowledge and understanding of applicable State and Federal rules and regulations that may affect any and all aspects of the program. Applicants must provide information to demonstrate the firm's experience, including experience with other local government agencies. The selected Contractor must be licensed in the State of New Hampshire to handle, package, store, transport, and dispose of household hazardous wastes. The Contractor shall specify and have present at the site a Project Manager / Safety Officer responsible for directing the Contractor's operation. This person shall coordinate the project's activities with the NRPC and District Representatives. The Contractor shall also have present at each site an employee trained in chemical identification of all hazardous and acutely hazardous wastes as defined in Env-Wm 400. The Contractor shall have present sufficient employees or agents based upon anticipated need to handle, containerize, label, load, store, and transport wastes safely for treatment or disposal at a permitted hazardous waste facility. Each of the above-specified persons shall be sufficiently experienced and trained to properly carry out the operation.
4. **References**—applicants must provide a list of projects within the last five (5) years that demonstrate the applicant's skills and capabilities with the type of services being requested. Please include the project name, location, client contact name and telephone number, and a brief description of the project.
5. **Project Management**—applicants must provide a proposed organizational chart for services to be provided to the NRSWMD. Include resumes of key professional staff anticipated to work on the project. Detailed information on the staff's experience on similar projects should be included. Provide information regarding the number of staff anticipated to work at each collection event and discuss the current workload for the key professional staff to address the applicant's ability to supply adequate staffing for the contract.
6. **Project Approach**—this section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the NRSWMD.
7. **Storage, Disposal, and Recycling Facilities**—applicants must provide names, locations, and pertinent state and federal license/permit information for the contractor, hauler, storage facility, and disposal facility that might handle waste collected from the NRSWMD. Please include relevant safety records and listings of all warning notifications, violations, and/or citations, with details explaining each received from pertinent Federal and/or State agencies for the past two years, as well as any past or pending litigation.
8. **Pricing Proposal (Attachment 2)**—applicants must submit their pricing proposal using the enclosed HHW Pricing Proposal Sheet (Attachment 2). Applicants may attach explanations

and/or elaborate on submitted pricing as deemed necessary by attaching additional pages to the provided form.

9. HHW Storage Facility Insurance (Attachment 3)- applicants must submit answers to the questions regarding HHW facility insurance in attachment 3.

10. Alternative Proposals (optional)—if desired, applicants may provide alternative proposals for modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection for items such as oil-based paint. This section should include pricing for all modified or additional services.

Section 9. Submittal Instructions

This is an open and competitive process.

Proposals must be received by 4:00 p.m. on **Monday June 5, 2023** in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Emma Rearick at emmar@nashuarpc.org or mailed to:

Emma Rearick
Nashua Regional Planning Commission
30 Temple Street, Suite 310
Nashua, NH 03060

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Section 10. RFP Schedule

	Date	Time
Deadline for Contractor Questions	May 12, 2023	4:00 PM
Answers/clarifications posted	May 19, 2023	4:00 PM
Proposal submittal date	June 5, 2023	4:00 PM
Interviews (upon request)	Week of June 12, 2023	TBD
Contract Execution	No later than June 26, 2023	4:00 PM
Notification to all other candidates	No later than June 29, 2023	4:00 PM

Section 11. Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

- Specialized or appropriate expertise in this particular type of project.
- Adequate staff and equipment for the project.
- Current workload.
- Previous experience with this type of project.
- Pricing
- Other factors that may be appropriate for the project.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

Attachment 1. Vendor Information and Signature Form

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business is a (check one):

☐

Corporation

☐

Limited Liability Company

☐

Partnership

☐

Individual

☐

Joint Venture

☐

Other

If your organization is a **CORPORATION**, please answer the following:

a. Date of Incorporation: _____

b. State: _____

c. President's Name: _____

d. Vice-President's Name: _____

e. Secretary's Name: _____

f. Treasurer's Name: _____

If your organization is a **PARTNERSHIP**, please answer the following:

a. Date of Organization: _____

b. Type of Partnership: _____

c. Names of general
Partners: _____

If your organization is **INDIVIDUALLY OWNED**, please answer the following:

a. Date of Organization: _____

b. Name of Owner: _____

If your organization is **any other form** of organization, please explain on an attached addendum to this form.

1. How many years has your organization been in business under its present business name?

2. What other names has your organization operated under (specify years)?

3. List the categories of work that your organization normally performs with its own workforce and equipment.

4. **Claims and Suits:** If the answer to any of the following questions below is yes, please attach details.

a. Has your organization ever failed to complete any work awarded to it?

☐ Yes

☐ No

b. Are there any judgments, claims, arbitration, proceedings, or suits pending or outstanding against your organization or its officers?

☐ Yes

☐ No

c. Has your organization filed any lawsuits or requested arbitration with regard to similar contracts within the last five years?

☐ Yes

☐ No

5. Please answer the following questions in relation to qualifications. For any "No" answer, please provide supplemental information explaining the reason for this answer and any remedies or special circumstances that should be considered.

	YES	NO
Does the Bidder maintain a permanent place of business?	<input type="checkbox"/>	<input type="checkbox"/>

Does the bidder have adequate personnel and equipment to perform the work expeditiously?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have suitable financial status to meet obligations incidental to work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have appropriate field technical experience in the class of work involved?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder registered with the Secretary of State in New Hampshire to do business in New Hampshire?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder performed satisfactorily on contracts of a similar nature?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed prior contracts on time?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have a minimum of five (5) years of experience as a business?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed the Hazardous Waste Coordinator (HWC) certification program required by the NH Department of Environmental Services?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed a minimum of three (3) similar projects?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have previous experience with multi-site household hazardous waste collections?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder able to provide a list of disposal methods and sites utilized by the bidder for each type of hazardous waste typically received at residential collections?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder been able to satisfactorily and expeditiously address any citations issued during site inspections by the NH Department of Environmental Services or other regulatory agencies?	<input type="checkbox"/>	<input type="checkbox"/>

6. The following statements represent proposal conditions which must be satisfied and agreed to by the Bidder:

	YES	NO
The Bidder understands the District reserves the right to reject any or all Proposals and to waive any formalities in the proposal process for any reason the District determines to be in the best interest of the communities within its jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder agrees that the Proposal shall be valid and may not be withdrawn for a period of ninety (90) days, including Saturdays, Sundays, and holidays, after the scheduled opening day of the Proposal.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder understands that additional information related to compliance with the District operating plan, equal employment opportunities, insurance coverage, required permits, and indemnification will be required at the time of contract execution.	<input type="checkbox"/>	<input type="checkbox"/>
In the case this Proposal be accepted by the District and then undersigned shall fail to execute the Contract within fourteen (14) days from the date of Notice of Award, then the District may, at its option, determine that the undersigned has abandoned the Contract and, thereupon, this Proposal shall be null and void.	<input type="checkbox"/>	<input type="checkbox"/>

Dated this _____ day of _____ 2023.

Name of Organization: _____

Signed: _____

By: _____

Title: _____

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Attachment 2. Pricing Proposal

All applicants must provide **BOTH** a fixed rate per event price (A) and pricing per unit of material (B).

A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2024, 2025, and 2026 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, waste disposal, and storage facility inspections. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = _____

B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	
Consolidated Paint (non-latex)	55 Gallon	
Liquid Pesticides	55 Gallon	
Solid Pesticides	55 Gallon	
Inorganic Acid	30 Gallon	
Organic Acid	30 Gallon	
Corrosive Base	30 Gallon	
Aerosols	55 Gallon	
Poison Inhalation Hazards Lab Pack	Each	
Lab Pack	5 Gallon	
Lab Pack	14 Gallon	
Lab Pack	30 Gallon	
Poison Inhalation Hazards Reactive Lab Pack	Each	
Reactive Lab Pack	5 Gallon	
Reactive Lab Pack	14 Gallon	
4 Foot Lamps	1	
8 Foot Lamps	1	
U-Tube Lamps	1	
Compact Lamps	1	
Alkaline Batteries	Per pound	
Ni-Cad Batteries	Per Pound	
Lead Acid Batteries	Per Pound	
Lithium Batteries	Per Pound	
Mercury Devices	5 Gallon	
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	
Transportation		
Supplies		
Additional Fees (please explain)		

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