



Agenda

Nashua Regional Solid Waste Management District Meeting
March 17, 2021

Public Notice of Meeting

The Public is hereby advised that the Board of the Nashua Regional Solid Waste Management District will hold a regular meeting on March 17, 2021 at 10:00 AM. The meeting will be held via Zoom.

Topic: NRSWMD Quarterly Meeting

Time: Mar 17, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/86987210797?pwd=ZERpbVpVUDhUcXJvenlCMY9TSERHZz09>

Meeting ID: 869 8721 0797

Passcode: 976424

One tap mobile

+19292056099,,86987210797#,,,,*976424# US (New York)

Dial by your location

+1 929 205 6099 US (New York)

Passcode: 976424

1. Call to order
2. Approval of December 17, 2020 meeting minutes
3. Financial Updates
4. 2021 Collection Season overview
5. NRSWMD Informational Binders
6. Other Business



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

December 17, 2020

Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Mike Fimbel	Town of Mont Vernon
Tad Putney	Town of Brookline
Kris Perreault	Town of Merrimack
Mason Twombly	NRPC
Kate Lafond	NRPC
Cassie Mullen	NRPC
Jay Minkarah	NRPC

I. Call to Order

This meeting is virtual, through ZOOM. The meeting was called to order at 10:07am by Hyland with introductions.

II. Approval of September 17, 2020 Draft Meeting Minutes

Twombly referred to the draft minutes of September 17, 2020 and asked for comments and if accurate, a motion for draft approval.

Hyland motioned to approve the meeting minutes of September 17, 2020 with a second from Martin. All were in favor.

III. Financial Updates

Lafond provided financial updates for the last quarter. The balance sheet was reviewed first. Lafond stated that the money was moved from the PDIP account back into the checking account to yield more interest. The PDIP interest rate continued to decline and the checking account now has the higher interest rate.

Next the budget was reviewed. Lafond informed the group of an increase in revenue, as the district just received all of the member dues. Profit and loss is right in line with where the district should be at this in point in time.

There was a substantially higher cost for the first event this year (August 1st) due to all the extra waste brought, since the three prior events were cancelled due to COVID-19. There were also additional expenses incurred from holding the Nashua events at 25 Crown Street instead of the DPW Garage, including the rental fee for portable toilets and extra police details. Overall Lafond is projecting a \$30,000 deficit at the end of FY21. However, since three events were cancelled in the previous fiscal year, FY20 ended in a \$30,000 positive revenue.

Lafond added that she is just about through the audit process for 2020, and that audit reports will be sent out soon.

IV. Vendor Services Contract Recommendation Discussion and Vote (ACTION REQUIRED)

The RFP Committee recommended that the district vote to select Veolia Environmental Services as our environmental contractor for the 2021-2023 collection season. (RFP Committee: Sarah Hyland, Joan Cudworth, Rhonda Martin, Michael Fimbel)

Veolia proposed a Flat fee: \$23,695 per event (3% escalation clause), which is less than what the district is currently paying.

The RFP process resulted in two very strong proposals received from Tradebe and Veolia. The two companies both have excellent environmental records and good references. The prices offered for a flat fee per event were within \$50 of each other. Tradebe's proposal however provided less staff per event than Veolia's. With the small difference and price, the committee decided to recommend selecting Veolia noting the excellent service we have received from them in the past, and continued flexibility during this pandemic.

Fimbel added that where we don't know what next season's first collections are going to go, it is good to stick with Veolia.

Hyland motioned that the Nashua Region Solid Waste Management District select Veolia Environmental Services as the environmental contractor for the HHW collection seasons 2021-2023. Fimbel Seconded. All in favor.

V. Annual Reports

Twombly sent out the annual reports this week. The district report and town specific reports were sent out to each member community. The reports make note of all the changes due to COVID-19. 1,258 households participated this year. Household participation numbers per event were steady. Overall season numbers were lower because there were two lost events this season.

Historically trending lower, due to 2017 changes in only hosting one satellite event vs two. And 2020 due to COVID-19.

Fimbel inquired if the district still got the full DES grant funds and if extra fees needed to be paid to Veolia.

Lafond responded that FY20 ended in a gain of 30,000k because the last three events were cancelled. There was an additional event in August and the first August event had extra waste. So fortunately, the district was able to collect the entire amount of the DES grant (15,300) still. The district did have to pay additional fees to Veolia for extra waste from the first August event.

Hyland reiterated that the extra police details and portable toilets added additional expenses.

Twombly continued in his review of the annual reports and stated that this past October was the busiest October event in HHW history. November was lower than usual.

Hyland pointed out that the chart for August wasn't included in the district report. Twombly will revise and send out again.

Hyland noted that while participation was lower in November, the amount of waste brought in was very high.

Twombly stated that type of waste brought was not surveyed this year do to how the surveys were shortened and administered verbally to comply with COVID-19 safety measures.

Hyland stated that nearly 50% of attendees were first time users. This is higher than usual.

VI. Other Business

Fimbel brought up signage and that the transfer station signs would need to be updated for the next season.

Twombly stated that we do not know where the 2021 events are going to be held yet.

Hyland stated that the events will most likely continue to be held at 25 Crown Street. A firm decision will probably be made in March.

Hyland recommended that any requests for signage be sent to Mason.

Fimbel inquired if there will be any issue with the hazardous waste storage unit at the Nashua DPW garage in the case that all 2021 events will be held at 25 Crown Street.

Hyland replied that currently Veolia is taking all waste off site after each event and not using the storage unit. On the first event Veolia had five trucks carry waste out.

The district set quarterly meeting dates for the 2021 calendar year. They are as follows:

Q1 - Wednesday March 17, 2021 at 10:00am

Q2 - Wednesday June 16, 2021 at 10:00am

Q3 - Wednesday September 15, 2021 at 10:00am

Q4 - Wednesday December 15, 2021 at 10:00am

Cudworth mentioned that for 2021 the district should really focus on getting more representation from Towns.

Motion to adjourn came from Cudworth with a second from Martin. The meeting ended at 10:50 am.

	Approved Budget	Working Budget	Expended as of 3/1/21	Remaining	% Expended	
Fall 2020 Collections (4 events @ \$24,750)	\$99,000	\$130,081	\$130,081.40	\$0.00	100%	*8/1 Veolia invoice add'l \$31,081.40
Spring 2021 Collections (2 events @ \$24,750)	\$49,500	\$49,500		\$49,500.00	0%	
Police Detail Nashua (5 events @ \$271 per 4 hr event)	\$1,355	\$1,650	\$858.88	\$791.12	52%	*8/1 add'l officer
NRPC Program Administration	\$60,000	\$60,000	\$34,935.03	\$25,064.97	58%	
Printing & Signage						
Transfer Station #s	\$100	\$100		\$100.00	0%	
No Latex Signs	\$100	\$100	\$235.85	-\$135.85	236%	*additional signage for COVID-19 precautionary measures
Educational Postcards at Events	\$500	\$500	\$125.52	\$374.48	25%	*misc expense for signage and FB outreach
Hazardous Waste Coordinator Certification & Training	\$600	\$600	\$300.00	\$300.00	50%	
Audit	\$4,200	\$3,900	\$3,900.00	\$0.00	100%	*new auditors quoted less
Maintenance						
Fire Suppression System	\$750	\$750		\$750.00	0%	
Misc. Expenses						
Other expenses (misc. supplies, etc)	\$500	\$500	\$1,303.44	-\$803.44	261%	*portable toilets needed for new location \$300 each
Total Expenses	\$216,605	\$247,681	\$171,740.12	\$75,941.28	69%	

Retainer Balance as of 3/1 **\$11,221.51**

Nashua Region Solid Waste Management District

Balance Sheet

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
TD Bank Account	299,813.30
Total Checking/Savings	299,813.30
Total Current Assets	299,813.30
TOTAL ASSETS	299,813.30
LIABILITIES & EQUITY	
Equity	
Capital Reserve Funds	100,000.00
Retained Earnings	218,160.20
Net Income	-18,346.90
Total Equity	299,813.30
TOTAL LIABILITIES & EQUITY	299,813.30

Nashua Region Solid Waste Management District

Profit & Loss

03/04/21

July 2020 through February 2021

Accrual Basis

	Jul '20 - Feb 21
Ordinary Income/Expense	
Income	
Revenue - SWD Dues	140,200.00
Revenue - HHW Fees	18,454.50
Interest Income	768.05
Total Income	159,422.55
Gross Profit	159,422.55
Expense	
Audit	2,925.00
HHW Contractors	126,915.70
HHW Events-Police Detail	1,016.25
Printing & Signage	525.00
Maintenance	562.50
Miscellaneous	375.00
NRPC	45,000.00
Other	450.00
Total Expense	177,769.45
Net Ordinary Income	-18,346.90
Net Income	-18,346.90

2021 Household Hazardous Waste Collections

Saturday April 17 8AM-12PM, in Nashua

Thursday June 3, 3:00-7:00PM, Nashua

Saturday Aug. 7, 8AM-12PM, in Nashua

Saturday Aug. 28, 8AM-12PM, in Pelham

Saturday Oct. 2, 8AM-12PM, in Nashua

Saturday Nov. 6, 8AM-12PM, in Nashua

Nashua City Park & Ride
25 Crown Street, Nashua
all dates EXCEPT August 28th



Pelham Municipal Building
6 Village Green, Pelham
August 28th ONLY

Participating Communities: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, Windham



Accepted Household Hazardous Waste includes:

Oil-based Paint
Lead Paint
Oil-based Stains
Polyurethane
Solvents
Thinners
Antifreeze
Gasoline
Break fluid
Fertilizers

Pesticides
Insecticides
Household Cleaners
Mercury
Fluorescent Bulbs
Adhesive
Sealers
Pool Products
Acids
Photo chemicals

NO LATEX PAINT
NO ELECTRONICS
NO MEDICATION
NO FIRE EXTINGUISHERS
NO SMOKE DETECTORS
NO USED OIL
NO CAR BATTERIES

USER FEE = \$15

- Covers up to 10 gallons or 20 pounds of household hazardous waste per vehicle. Additional charge of \$1 per gallon above 10 gallons.
- Cash or check accepted.
- Please make checks payable to NRSWMD.

www.nashuarpc.org/hhw | 603-417-6570

HHW COLLECTION TRAFFIC PATTERN AT 25 CROWN STREET



Site Legend:



Entering
traffic flow



Exiting
traffic flow



10 of 10

NRPC Tent
(Payment
collection)



Waste
collection point



Roll off
Location