



Nashua Region Solid Waste Management District (NRSWMD)



APPROVED Meeting Minutes March 29, 2023

Attendees:		Staff:	
Eric Slosek	Town of Amherst	Jay Minkarah, Executive Director	NRPC
Steven Glover	Town of Hollis	Kate Lafond, Finance Director	NRPC
Jay Twardosky	Town of Hudson	Emma Rearick, Regional Planner II	NRPC
Kris Perreault	Town of Merrimack	Kristin Wardner, Admin. Asst.	NRPC
Leo Lessard	Town of Milford		
Mike Fimbel	Town of Mont Vernon		
Scott Perkins, Chair	City of Nashua		

1. Call to order

The meeting was called to order at 10:00am by Scott Perkins.

2. Approval of December 21, 2022, meeting minutes

Amendments: Page 2, item 6, line 3: Change "it" to "if"; remove "still needed" at end of sentence.

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

3. Styrofoam Recycling Presentation by Meghan Theriault, Town of Gilford

Meghan Theriault, Gilford Public Works Director, gave a presentation on the Foam Recycling program they have started in Gilford. She explained how it came to be and said the goals of the program are to reduce foam waste in landfills, save money on trash disposal costs, generate revenue through recycling, and to reduce plastic pollution. She said that Gilford is the first Hub site in NH - a hub site is a location for foam drop off and a foam densification unit (the machine that processes the foam) and spoke sites are locations for loose foam collection via organized events, mobile units or collection containers. She explained that the foam collected is processed into ingots that can then be sold. Meghan expects Gilford will have \$6000 in savings in 2023 because of the program. There was further discussion on the details of the program:

- Learn more at <https://www.gilfordnh.org/recycleright>
- The densifier unit costs approximately \$82,000. It takes about 10-15 minutes to load a bag of foam and it can process 200 lbs/hour.
- Gilford has not needed to use extra staff or time; there has been no impact to staffing.
- Operating cost is mainly the electricity needed to run the densifier.

View the presentation here: https://cms5.revize.com/revize/nrpc/Agendas%20and%20minutes/_FOAM_-_Rotary_Presentation.pdf

4. Financial Update

Kate Lafond stated the audit was finalized; it was clean with no findings. She then reviewed the financial reports and stated they are through February:

- \$178,000 in checking account
- NHPDIP – Balance is just over \$101,000. There has been about \$1400 interest gained since moving money there. The rate has decreased a little – 4.78% as of Monday. If she sees a big drop in the rate, she will move the money immediately.
- Net income is approximately \$19,000. Projecting year end profit is \$21,000-26,000 with 5 events this year. Approximately 58% expended through February.
- She just processed the final retainer payment from the District to NRPC. Depending on printing and signage, there will likely be a payment back to the District from NRPC at the fiscal year end for the balance of the retainer.
- She is currently putting preliminary items together for next year's budget.

5. Universal Waste Survey Results

Scott stated the packet contains results from the universal waste survey Emma did. Emma Rearick stated she didn't hear back from 3 towns (Brookline, Litchfield and Mont Vernon) but will follow up to ensure all the information is correct. Mike Fimbel stated that Mont Vernon does take TVs and monitors for a fee.

6. Permanent Facility Status

Scott reviewed photos of the permanent facility in detail. He was unable to find original RFP for the facility to see what the specs were. Scott had a meeting with city officials recently and will be meeting again to discuss the future of it – can Nashua take over and what are the required steps. On April 1st the NH DES license for Veolia ceases. Scott then reviewed the expenses to date for the facility.

7. 2023 Vendor RFP Process – Timeline and RFP Selection Committee

The Veolia contract is up at the end of 2023. There was discussion about creating an RFP selection committee. It should be about 3 or 4 people to review proposals, make a recommendation, and bring that recommended to the group. The RFP typically goes out on May 1st and the recommendation would have to be brought back to the group at the September meeting for approval. It was clarified that the selection committee would review the RFP before it goes out.

Eric, Mike, and Jay volunteered. Will reach out to Joan and Rhonda to see if they are interested in being on the RFP selection committee. Emma will reach out on steps moving forward.

8. Other Business

Kate explained that NRPC had to transfer to an online version of Quickbooks. The district uses the desktop version which will no longer be supported after May 31. Will need to consider upgrading the desktop version or switch to the online version, which is about \$400/year. Also, she explained the district pays NRPC a retainer quarterly. She said cash flow is now not an issue and could pay invoices

through the district. She will present information on both items in June. If a change is agreed to, Schedule A would need to be changed to reflect that.

Scott reminded everyone that the first HHW event is April 22nd on Earth Day.

Motion to adjourn by Jay at 11:39am, with a second from Eric. All were in favor.

The next meeting date is June 21, 2023.

Respectfully submitted by Kristin Wardner, Administrative Assistant