



Agenda

Nashua Regional Solid Waste Management District Meeting

June 11, 2019

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 June 11, 2019 at 10:00 AM. The meeting will be held at the Nashua Regional Planning Commission office, 30 Temple Street Suite 310, Nashua, New Hampshire.

1. Call to order
2. Approval of March 20, 2019 meeting minutes
3. Review of 4/20/19 & 6/6/19 events
4. Financial Updates FY19
5. FY20 Budget proposal
6. FY21 Dues & Future Budget Projections
7. FY20 District Elections
 - Chair
 - Treasurer
8. Annual Grant and Contract Authorization
9. Exhibit 3 Responsibilities of Host Communities FY20
10. Other Business



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

March 20, 2019

Attendees:

Troy Brown	Town of Litchfield	Jim Solinas	Town of Brookline
Todd Croteau	Town of Hollis	Kate Lafond	NRPC
Joan Cudworth	Town of Hollis	Jay Minkarah	NRPC
Steve Doumas	Town of Merrimack	Cassie Mullen	NRPC
Sally Hyland	City of Nashua	Sabrina Pedersen	NRPC
Rhonda Martin	Town of Pelham	Mason Twombly	NRPC

I. Call to Order

This meeting was called to order at 10:05 am by Hyland with introductions.

II. Approval of November 28, 2018 Draft Meeting Minutes

Hyland referred to the draft minutes of November 28, 2018 and asked for comments and if accurate, a motion to approve.

Hyland motioned to approve the minutes of November 28, 2018 with a second from Doumas. The motion was passed with Solinas abstaining.

III. Review 2019 Calendar of Collection Events

Twombly provided an overview of the collection dates as well as a correction to the flyer. The incorrect date was fixed to November 2nd, 2019. The next HHW collection day is August 24th, 2019 in Pelham. Twombly plans to schedule a one-on-one meeting to prepare Pelham for the collection event.

IV. Quarterly Financial Report

Lafond reviewed the Balance Sheet as of March 15, 2019. Total liabilities and equity came to a total of \$269,894.09. Lafond then reviewed the Profit & Loss Sheet of July 1, 2018 through

March 15, 2019. There was a slight increase in HHW dues and slight decrease in HHW fees compared to the previous year. There is an increase in interest income. It was noted that income varies from year to year based on the number of events. Solinas asked about the safest way to explain the rate increase from \$10 to \$15 to participants. Minkarah proposed that NRPC could do the calculations to bring an educational component as to why the rate increases. Solinas mentioned that an educational sign would be helpful. Lafond concluded with the district's expenses from July 1, 2018 through March 15, 2019. NRSWMD is within their spending target; nearly 50% of the funding has been used with just two more events scheduled for the rest of this fiscal year.

V. Banking Proposal

Lafond stated that it would be in NRSWMD's best interest to move from their TD Bank Money Market account to another option. Bar Harbor Bank has offered 19-month CD's at 2.25% apr and 13-month CD's at 1.75% for NRPC, and Bar Harbor Bank would be able to offer NRSWMD the same rate. Another option for the district would be to invest in the New Hampshire Public Deposit Investment Pool (NHDIP), which currently offers 2.41% on investments. Hyland, Doumas, and Croteau expressed interest in the NHDIP in a quarterly investment. Lafond clarified that there is no transfer fee with the NHDIP.

Brown motioned to move the \$100,000 from the TD Bank Money Market to the New Hampshire Public Deposit Investment Pool. Cudworth seconded. All were in favor.

VI. EPA Healthy Communities Grant update

Twombly shared that a survey was developed to address populations who face barriers to participating in HHW events. Hyland insisted that each community representative should identify minority populations to communicate about the events. The last report was submitted in December 2018. The next report will be submitted in April 2019.

VII. 2019 District Elections

The District's election for Chair and Treasurer will happen at the June meeting. In addition, the budget will be discussed at this next meeting. The following dates were agreed upon for the 2019 quarterly meetings:

Tuesday, June 11th at 10:00 am

Thursday, September 5th at 10:00 am

Thursday, December 5th at 10:00 am

VIII. NRPC Office move to 30 Temple Street in Nashua

NRPC will be officially moving from Friday, March 22nd to Tuesday, March 26th.

IX. Other Business

Twombly stated that agenda packets will be given out a week in advance of the 2019 quarterly meetings. Hyland shared that the Environmental Business Council (EBC) will be co-hosting the "Talking Trash" on March 29th in Manchester, NH. In addition, NERC will be hosting recycling workshops at UMass Amherst (TBD). Hyland requested that Twombly redistribute the HHW binders to each town, including updates to this year's schedule and evacuation plan. The emergency contact list needs to be verified as well.

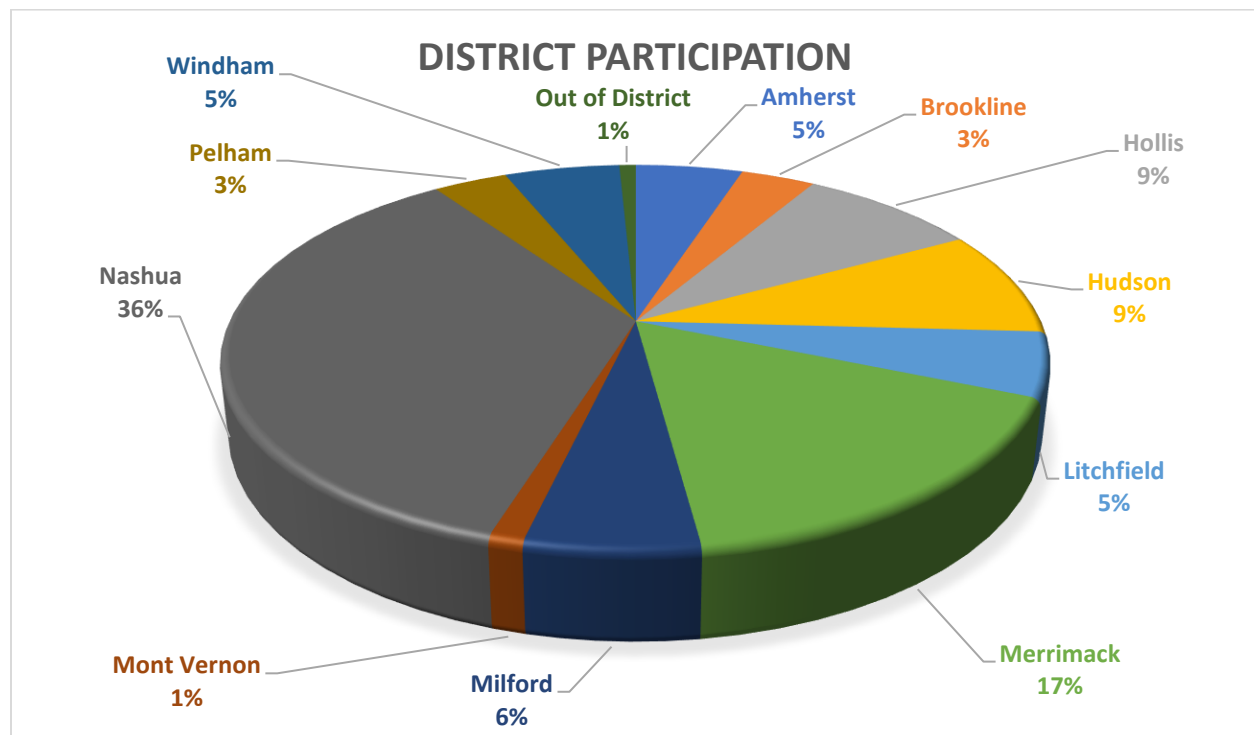
Motion to adjourn came from Hyland with a second from Doumas. The meeting ended at 12:03 pm.



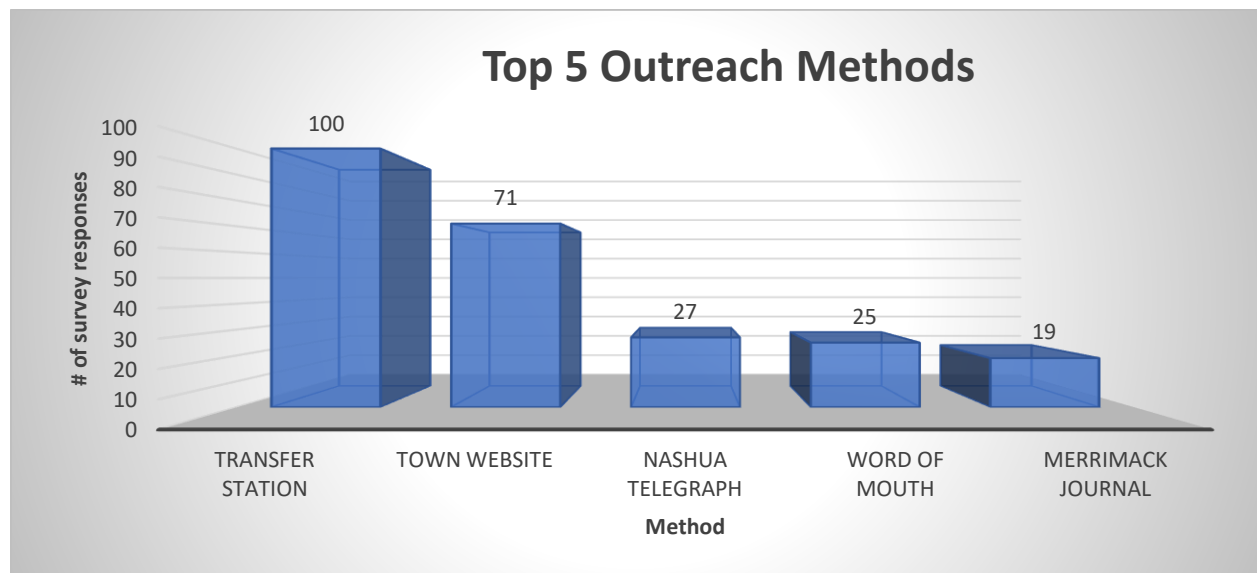
Saturday April 20th HHW Collection Event Highlights

9 Stadium Dr Nashua, NH

Participation				
Town	# of surveys	%	# of reported households	%
Amherst	13	5.04%	14	4.64%
Brookline	9	3.49%	13	4.30%
Hollis	22	8.53%	24	7.95%
Hudson	23	8.91%	26	8.61%
Litchfield	14	5.43%	15	4.97%
Merrimack	43	16.67%	49	16.23%
Milford	15	5.81%	17	5.63%
Mont Vernon	3	1.16%	3	0.99%
Nashua	92	35.66%	111	36.75%
Pelham	9	3.49%	14	4.64%
Windham	14	5.43%	14	4.64%
Out of District	3	1.16%	3	0.99%
Total	260	100.00%	303	100.00%



Outreach Method	
<i>Method (top 5)</i>	<i># of survey responses</i>
Transfer Station	100
Town Website	71
Nashua Telegraph	27
Word of Mouth	25
Merrimack Journal	19



Materials Collected	
<i>Material</i>	<i># of survey responses</i>
Paint/Stain	159
Solvent/Thinner	143
Automotive products	82
Antifreeze	50
Lawn/Garden	111
Household Cleaners	101
Batteries	20
Mercury	9
Fluorescent Bulb	17
Mixed Gas	45
Adhesives	58
Sealers	65
Pool	15
Acids	14
Photo chemicals	4
Other	47

09:34AM 06/07/19 *1215 COMMER DEP

\$4,361.00

94



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50-0178 (11/17)

Memo

To: NRSWMD
From: Kate Lafond, Business Manager
cc: Mason Twombly
Date: 6/4/19
Re: Financial Reports

Attached please find FY19 financial reports for the NRSWMD through May 31, 2019.

The Balance Sheet reflects the total assets in the district's TD Bank Checking account and the NHPDIP account.

The May bank statement for the TD Bank Checking account has not yet been received yet so the monthly interest has not yet been recorded. The monthly interest is approximately \$70.

The TD Bank Money Market account has been closed, \$100,000 was reinvested in NHPDIP. The accrued interest from the Money Market in the amount of \$729.25 was transferred into the district's checking account. In an 11-day period the NHPDIP has already yielded \$76.58 in interest.

The Profit and Loss reflects the district's income and expenses.

Please note that the Interest Income does not include the May accrual as previously mentioned and anticipated income which includes User Fees from the June event (amount unknown) and the annual DES grant (\$50,243).

The district expenses list on the profit and loss reflect the total of the quarterly payments from the district to NRPC, not actual expenses for this reason I am also providing a summary of expenses.

The summary of expenses reflects expenses paid through May 31, 2019.

The outstanding expenses from the June collection event will draw down the remaining budget. The amount that NRPC is holding on retainer for the district more than covers the anticipated expenses so it is likely that the NRPC will return a balance to the district at year end. This return will help reduce the year end deficit.

11:54 AM

Nashua Regional Solid Waste Management District

06/03/19

Balance Sheet

Accrual Basis

As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
NOW Account	126,469.01
Total Checking/Savings	126,469.01
Total Current Assets	126,469.01
Other Assets	
PDIP Investment Pool	100,076.58
Total Other Assets	100,076.58
TOTAL ASSETS	226,545.59
LIABILITIES & EQUITY	
Equity	
Retained Earnings	287,860.98
Net Income	-61,315.39
Total Equity	226,545.59
TOTAL LIABILITIES & EQUITY	226,545.59

11:57 AM

Nashua Regional Solid Waste Management District

06/03/19

Profit & Loss

Accrual Basis

July 2018 through May 2019

	Jul '18 - May 19
Ordinary Income/Expense	
Income	
Revenue - SWD Dues	115,000.00
Revenue - HHW Fees	13,917.00
Interest Income	1,548.38
Total Income	130,465.38
Gross Profit	130,465.38
Expense	
Audit	4,100.00
HHW Contractors	123,750.00
HHW Events-Police Detail	1,539.80
Printing & Signage	700.00
Maintenance	750.00
Miscellaneous	800.00
NRPC	60,000.00
Supplies	140.97
Total Expense	191,780.77
Net Ordinary Income	-61,315.39
Net Income	-61,315.39

	Budgeted	Expended as of 5/31/19	Remaining	% Expended
Fall 2018 Collections (3 events * \$24,750)	\$74,250	\$74,250.00	\$0.00	100%
Spring 2019 Collections (2 events * \$24,750)	\$49,500	\$24,750.00	\$24,750.00	50%
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300	\$1,034.28	\$265.32	80%
NRPC Program Administration	\$60,000	\$43,383.20	\$16,616.80	72%
Printing & Signage				
Transfer Station #s	\$100	\$75.00	\$25.00	75%
No Latex Signs	\$100	\$110.00	-\$10.00	110%
Educational Postcards at Events	\$500		\$500.00	0%
Hazardous Waste Coordinator Certification & Training	\$300	\$300.00	\$0.00	100%
Audit	\$4,100	\$4,000.00	\$100.00	98%
Maintenance				
Fire Suppression System	\$750	\$810.00	-\$60.00	108%
Misc. Expenses				
Other expenses (misc. supplies, etc)	\$500	\$379.11	\$120.89	76%
Total Expenses	\$191,400	\$149,091.59	\$42,308.01	78%

Retainer Balance as of 5/31/19 **\$42,548.21**

*NRSWMD funds held by NRPC

Memo

To: NRSWMD
From: Mason Twombly HHW Coordinator/ Regional Environmental Planner, NRPC
Date: 6/4/19
Re: FY20 Budget, FY21 Dues, and Future Projections

Attached please find the prepared the budget FY2020. Some important points to note are:

1. FY20 dues have already been set (\$125,000 after host offsets).
2. Fixed Veolia cost at \$24,750 per event until December 31st, 2020
3. Both Milford & Pelham events fall in FY20, 7 events total for the fiscal year. FY21 will have 5 in total.
4. User fee projections are based off 10-year attendance averages per event multiplied by the \$15 user fee. This is to accounts for the fact not all households pay the fee as they carpool. This method also keeps the projections conservative as to not create too much dependence on the ebbs and flows of user fees.

As far as the cash flow analysis goes these are important things to note:

1. The current contract with Veolia ends midway through FY21. As such the cost for each event post Dec. 31st, 2020 is unknown. All events post Dec. 31st, 2020 are shown in the cashflow analysis are places at \$27,000.
2. Because of the alternating schedule every even numbered year is significantly more costly. This is important to note as odd numbered fiscal years host two less events and will reflect significantly more of a profit.
3. Dues will need to be increased, as seen in the cashflow analysis, to keep up with escalating costs. Hopefully this can help steer discussion on that topic.

Proposed FY 2020 NRSWMD Budget--7 Events

July 1, 2019 - June 30, 2020

FY 2020 Income and Expenses

INCOME		% of income
FY20 Municipal Assessments (adopted 6/12/18)	\$125,000	61%
User Fee (\$5/vehicle increase beginning CY2019)	\$25,000	12%
NH DES Grant	\$53,306	26%
Account Interest	\$3,180	2%
Total Income	\$206,486	

EXPENSES

Fall 2019 Collections (4 events * \$24,750)	\$99,000
Spring 2020 Collections (3 events * \$24,750)	\$74,250
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,850
NRPC Program Administration	
Outreach	\$10,000
HHW Collections	\$25,000
NRSWMD Management	\$25,000
Printing & Signage	
Transfer Station #s	\$100
No Latex Signs	\$100
Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300
Audit	\$4,100
Maintenance	
Fire Suppression System	\$750
Misc. Expenses	
Other expenses	\$500
Total Expenses	\$241,450

SUMMARY

Checking Account Balance at end of FY19	\$134,872
Income FY20	\$206,486
Expenses FY20	\$241,450
FY20 Income less Expenses	-\$34,964
Ending Balance FY 2020	\$99,908

FY 2020 Municipal Assessments

Adopted June 12, 2018

Amherst	\$8,175
Brookline	\$5,394
Hollis	\$6,566
Hudson	\$14,414
Litchfield	\$6,859
Merrimack	\$14,647
Milford	\$8,988
Mont Vernon	\$4,140
Nashua	\$38,170
Pelham	\$8,063
Windham	\$9,585
Total	\$125,000

Capital Reserve Account

Storage Facility--building replacement	\$75,000.00
Storage Facility--site work	<u>\$25,000.00</u>
Recommended Capital Reserve Balance	\$100,000.00

Checking Account

1.5 years of NH DES Grants	\$75,000.00
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Total Recommended Savings	\$175,000.00
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DRAFT FY 2019 NRSWMD Budget**To be Adopted June 12, 2018****FY 2019 Income and Expenses**

INCOME		% of income
FY19 Municipal Assessments (adopted 9/6/17)	\$114,000	63%
User Fee (average annual deposit 2013-2017)	\$16,210	9%
NH DES Grant	\$50,243	28%
Total Income	\$180,453	

EXPENSES

Fall 2018 Collections (3 events * \$24,750)	\$74,250
Spring 2019 Collections (3 events * \$24,750)	\$74,250
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300
NRPC Program Administration	
Outreach	\$10,000
HHW Collections	\$25,000
NRSWMD Management	\$25,000
Printing & Signage	
Transfer Station #s	\$100
No Latex Signs	\$100
Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300
Audit	\$4,100
Maintenance	
Fire Suppression System	\$750
Misc. Expenses	
Other expenses	\$500
Total Expenses	\$216,150

SUMMARY

Checking Account Balance at end of FY18	\$145,310
Income FY19	\$180,453
Expenses FY19	\$216,150
FY19 Income less Expenses	-\$35,697
Ending Balance FY 2019	\$109,613

FY 2019 Municipal Assessments**Adopted September 6, 2017**

Amherst	\$7,431
Brookline	\$4,903
Hollis	\$5,969
Hudson	\$13,104
Litchfield	\$6,236
Merrimack	\$13,315
Milford	\$9,080
Mont Vernon	\$3,763
Nashua	\$34,245
Pelham	\$7,239
Windham	\$8,713
Total	\$114,000

DRAFT FY 2020 NRSWMD Budget*To be Adopted June 2019***FY 2020 Income and Expenses**

INCOME		% of income
FY20 Municipal Assessments (to be adopted 6/12/18)	\$125,000	61%
User Fee (average annual deposit 2013-2017)	\$25,000	12%
NH DES Grant	\$53,306	26%
Bank Accounts Interest	\$3,180	2%
Total Income	\$206,486	

EXPENSES

Fall 2019 Collections (4 events * \$24,750)	\$99,000
Spring 2020 Collections (3 events * \$24,750)	\$74,250
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300
NRPC Program Administration	
Outreach	\$10,000
HHW Collections	\$25,000
NRSWMD Management	\$25,000
Printing & Signage	
Transfer Station #s	\$100
No Latex Signs	\$100
Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300
Audit	\$4,100
Maintenance	
Fire Suppression System	\$750
Misc. Expenses	
Other expenses	\$500
Total Expenses	\$240,900

SUMMARY

Checking Account Balance at end of FY19	\$136,872
Income FY20	\$206,486
Expenses FY20	\$240,900
FY20 Income less Expenses	-\$34,414
Ending Balance FY 2020	\$102,458

FY 2020 Municipal Assessments (10% increase)**To Be Adopted June 12, 2018**

Amherst	\$8,175
Brookline	\$5,394
Hollis	\$6,566
Hudson	\$14,414
Litchfield	\$6,859
Merrimack	\$14,647
Milford	\$8,988
Mont Vernon	\$4,140
Nashua	\$38,170
Pelham	\$8,063
Windham	\$9,585
Total	\$125,000

DRAFT FY 2021 NRSWMD Budget*To be Adopted June 2020***FY 2021 Income and Expenses**

INCOME		% of income
FY21 Municipal Assessments	\$140,200	66%
User Fee (average annual deposit 2013-2017)	\$16,000	8%
NH DES Grant	\$52,000	25%
Bank account interest	\$3,180	2%
Total Income	\$211,380	

EXPENSES

Fall 2020 Collections (3 events * \$24,750)	\$74,250
<i>Spring 2021 Collections Estimate, (2 events * \$27,000)</i>	<i>\$54,000</i>
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300
NRPC Program Administration	
Outreach	\$10,000
HHW Collections	\$25,000
NRSWMD Management	\$25,000
Printing & Signage	
Transfer Station #s	\$100
No Latex Signs	\$100
Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300
Audit	\$4,100
Maintenance	
Fire Suppression System	\$750
Painting Storage Facility	\$7,500
Misc. Expenses	
Other expenses	\$500
Total Expenses	\$203,400

SUMMARY

Checking Account Balance at end of FY20	\$102,458
Income FY21	\$211,380
Expenses FY21	\$203,400
FY21 Income less Expenses	\$7,980
Ending Balance FY 2021	\$110,439

FY 2021 Municipal Assessments (10% increase)**To Be Adopted June 2019**

Amherst	\$9,006.45
Brookline	\$5,940.25
Hollis	\$7,207.57
Hudson	\$15,864.60
Litchfield	\$7,533.41
Merrimack	\$16,077.82
Milford	\$10,991.02
Mont Vernon	\$4,551.80
Nashua	\$42,417.48
Pelham	\$10,057.04
Windham	\$10,552.56
Total	\$140,200

DRAFT FY 2022 NRSWMD Budget*To be Adopted June 2021***FY 2022 Income and Expenses**

INCOME		% of income
FY22 Municipal Assessments	\$152,720	66%
User Fee (average annual deposit 2013-2017)	\$25,000	11%
NH DES Grant	\$52,000	22%
Bank Accounts Interest	\$3,180	1%
Total Income	\$232,900	

EXPENSES

<i>Fall 2021 Collections Estimate, 2% increase (4 events * \$27,000)</i>	<i>\$108,000</i>
<i>Spring 2022 Collections Estimate, 2% increase (3 events * \$27,000)</i>	<i>\$81,000</i>
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300
NRPC Program Administration	
Outreach	\$10,000
HHW Collections	\$25,000
NRSWMD Management	\$25,000
Printing & Signage	
Transfer Station #s	\$100
No Latex Signs	\$100
Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300
Audit	\$4,100
Maintenance	
Fire Suppression System	\$750
Misc. Expenses	
Other expenses	\$500
Total Expenses	\$256,650

SUMMARY

Checking Account Balance at end of FY21	\$110,439
Income FY22	\$232,900
Expenses FY22	\$256,650
FY22 Income less Expenses	-\$23,750
Ending Balance FY 2022	\$86,689

FY 2022 Municipal Assessments (10% increase)**To Be Adopted June 2020**

Amherst	\$9,907.09
Brookline	\$6,534.28
Hollis	\$7,928.33
Hudson	\$17,451.05
Litchfield	\$8,286.75
Merrimack	\$17,685.60
Milford	\$11,090.12
Mont Vernon	\$5,006.99
Nashua	\$47,159.23
Pelham	\$10,062.75
Windham	\$11,607.81
Total	\$152,720

DRAFT FY 2023 NRSWMD Budget*To be Adopted June 2022***FY 2023 Income and Expenses**

INCOME		% of income
FY23 Municipal Assessments	\$152,720	69%
User Fee (average annual deposit 2013-2017)	\$16,000	7%
NH DES Grant	\$50,000	23%
Bank Accounts interest	\$3,180	1%
Total Income	\$221,900	
EXPENSES		
<i>Fall 2022 Collections Estimate (3 events * \$27,000)</i>	<i>\$81,000</i>	
<i>Spring 2023 Collections Estimate (2 events * \$27,000)</i>	<i>\$54,000</i>	
Police Detail Nashua (5 events * \$259.92 per 4 hr event)	\$1,300	
NRPC Program Administration		
	Outreach	\$10,000
	HHW Collections	\$25,000
	NRSWMD Management	\$25,000
Printing & Signage		
	Transfer Station #s	\$100
	No Latex Signs	\$100
	Educational Postcards at Events	\$500
Hazardous Waste Coordinator Certification & Training	\$300	
Audit	\$4,100	
Maintenance		
	Fire Suppression System	\$750
Misc. Expenses		
	Other expenses	\$500
Total Expenses	\$202,650	
SUMMARY		
Checking Account Balance at end of FY22	\$86,689	
Income FY23	\$221,900	
Expenses FY23	\$202,650	
FY23 Income less Expenses	\$19,250	
Ending Balance FY 2023	\$105,940	

FY 2023 Municipal Assessments (0% increase)**To Be Adopted June 2021**

Amherst	\$9,907.09
Brookline	\$6,534.28
Hollis	\$7,928.33
Hudson	\$17,451.05
Litchfield	\$8,286.75
Merrimack	\$17,685.60
Milford	\$11,090.12
Mont Vernon	\$5,006.99
Nashua	\$47,159.23
Pelham	\$10,062.75
Windham	\$11,607.81
Total	\$152,720

	FY19	FY20	FY21	FY22	FY23
Municipal Assessments	\$114,000	\$125,000	\$140,200	\$152,720	\$152,720
Starting Cash Balance	\$145,310	\$136,872	\$102,458	\$110,439	\$86,689
Income	\$180,453	\$206,486	\$211,380	\$232,900	\$221,900
Expenses	\$216,150	\$240,900	\$203,400	\$256,650	\$202,650
Income less Expenses	-\$35,697	-\$34,414	\$7,980	-\$23,750	\$19,250
Ending Balance	\$109,613	\$102,458	\$110,439	\$86,689	\$105,940

FY2020 Elections

Nashua Regional Solid Waste Management District

June 11, 2019

Chairperson:

☐

Sarah O. Hyland (Unopposed, Incumbent)

☐

Treasurer:

☐

Joan Cudworth (Unopposed, Incumbent)

☐

Name: _____

Community Represented: _____

Signature: _____

**Annual Grant and Contract Authorization
For the Period July 1, 2019-June 30, 2020**

On an annual basis, the Nashua Region Solid Waste Management District must affirm that the Nashua Regional Planning Commission is authorized to file applications, sign contracts and implement the annual work program on behalf of the Nashua Region Solid Waste Management District.

Proposed Motion:

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 2020 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes.