



## Agenda

Nashua Region Solid Waste Management District Meeting  
June 15, 2022

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### 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 June 15, 2022 at 10:00 AM. The meeting will be held at the Nashua Regional Planning Commission office, 30 Temple Street Suite 310, Nashua, NH.

1. Call to order
2. Approval of March 16, 2022 and April 12, 2022 meeting minutes
3. HHW Program Status Update
4. FY23 Budget Proposal & Schedule A: Scope of work, Exhibit 3: Responsibilities of Host Communities **(action item)**
5. Annual Grant and Contract Authorization **(action item)**
6. FY24 Dues Discussion **(action item)**
7. Officer Appointment **(action item)**
8. Permanent Facility Status Update
9. Other Business



## Nashua Regional Solid Waste Management District Meeting – March 16, 2022



### DRAFT Meeting Minutes

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#### **Attendees:**

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

#### **Staff:**

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

#### **I. Call to order**

The meeting was called to order at 10:01am by Emma Rearick with introductions.

#### **II. Approval of January 26, 2022, Meeting Minutes**

There were no changes needed to the minutes.

***Joan Cudworth motioned to approve the meeting minutes of January 26, 2022, as presented, with a second from Rhonda Martin. All were in favor.***

#### **III. Financial Update**

Executive Director Jay Minkarah stated the audit was complete and was clean with no findings. The most significant information is on page 3 – dues were \$140,200, minimal interest income, and net position has gone down to \$287,239. He noted this is for the fiscal year ending June 30, 2021. Sylvia Nassy reviewed the Profit and Loss Statement. There were no major changes and net income has gone down just a little. Cudworth suggested looking into whether police detail rates will be changing and Perkins stated Nashua hasn't communicated any changes as of now.

***Eric Slosek motioned to accept the NRSWMD Audit for FY ending June 30, 2021, with a second from Pat Flynn. All were in favor.***

#### IV. 2022 Collection Season Overview

Perkins stated the first collection date is Saturday, April 23<sup>rd</sup> at 25 Crown Street, Nashua. The State has ended the Covid testing at that site so that will not be an issue. He said they are expecting a big turnout for Nashua. Cudworth discussed municipalities bringing loads to collection dates. This is normally done about ½ before event is to start to minimize disruption. NRPC should send out email a week before event to towns inquiring about whether they will have any hazardous waste to dispose of, along with a bill of lading. She said this process has worked well in the past.

Perkins stated there should be a person at the exit to make sure traffic is flowing. There will be a one-way loop set up to help with traffic flow.

***Martin motioned to accept the 2022 Collection Schedule, with a second from Tammy Scott. All were in favor.***

#### V. Updated Signage Discussion

There was a discussion about the signage and updating it to new signs with changeable dates and locations. Rearick explained that she got quotes from 3 vendors:

1. NHCI Sign Shop (state prison): \$2,663.10 with a 3-week turnaround time
2. Perma-Line Corp.: \$2,977.00 with a 3-5 day turnaround time
3. American Flagging & Traffic Control: \$3,700 with no turnaround time given

NHCI Sign Shop did provide a mock-up. Cudworth asked about having a changeable option for fee and amounts. It was agreed that was a good option. Perkins said that Perma-Line is the primary sign maker for Nashua and they have been very happy with them. It was discussed that the Nashua site would be permanent on the sign and there would be a double-sided placard with the Pelham and Milford locations. Martin said Pelham will commit to using their Highway Department (33 Newcomb Field Parkway) for events there. Fimbel asked if the towns install their own signs and all agreed they do. Perkins stated Perma-Line predrills holes in the back of signs but they are covered in front and only visible if you choose to use them.

Fimbel asked about getting laminated signs with the collection dates. Cudworth said in the past they had poster sized signs that they could roll up and reuse.

***Cudworth motioned to use Perma-Line Corp., not to exceed \$3,000, for the new Household Hazardous Waste signs for the 11 towns, with a second by Martin. All were in favor.***

#### VI. Other Business

Cudworth discussed the explosion in Hollis. During the investigation, a chemical found in the used oil was one used in the dry-cleaning process which is highly flammable. She speculates that someone poured the chemical in a used oil barrel and disposed of it. Will never know for sure what caused the explosion. Hollis does not allow anyone to leave oil now unless they inspect it first and they aren't burning used oil anymore.

Perkins stated in Nashua they encourage people to call in advance if they have uncertain items to reduce surprises on collection days. One problem they are having is battery collections. They are

receiving large, oversized batteries that cannot be shipped. They also recently received an 18-gallon storage bucket filled with Apple batteries.

Cudworth said batteries are becoming more of an issue and should be discussed at a future meeting. With the amount of technology and electric cars increasing, the problem is getting worse.

Fimbel asked about lithium batteries. Perkins stated they are recyclable but highly hazardous. Nashua uses Call to Recycle to dispose of them. The company provides the packaging and now they also allow swollen batteries to be sent to them. Cudworth stated it is a free program for certain batteries (there are some fees) so all towns should look into signing up. Perkins said button batteries are another problem because people don't know what to do with them or how to properly dispose of them. There was a discussion about electric car batteries. Perkins said when electric car batteries are "dead", they still hold about 80% of original charge. He said he is hoping with the push for more electric vehicles going forward, there will be a push for a proper disposal chain for the batteries. Fimbel stated solar panel batteries will be an issue in the future.

## **VII. Adjourn**

***Motion to adjourn at 10:50am from Cudworth with a second from Martin. All in favor.***

**Next Meeting: Wednesday, June 15, 2022 at 10:00AM**



## Nashua Regional Solid Waste Management District Meeting – April 12, 2022



### DRAFT Meeting Minutes

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#### **Attendees:**

Eric Slosek	Town of Amherst
Joan Cudworth, Treasurer	Town of Hollis
Kris Perreault	Town of Merrimack
Leo Lessard	Town of Milford
Mike Fimbel	Town of Mont Vernon
Scott Perkins, Chair	City of Nashua
Rhonda Martin	Town of Pelham

#### **Staff:**

Emma Rearick, Regional Planner II	NRPC
Kristin Wardner, Admin. Asst.	NRPC

#### **I. Call to order**

The meeting was called to order at 10:04am by Scott Perkins.

#### **II. Review revised transfer station sign quotes**

Mike Fimbel asked if the original proposal mentioned the need for 11 signs and Emma Rearick confirmed that it did but it is a complex order so there was some confusion. Cudworth asked and Rearick confirmed that the updated quote from Perma-Line Corp. is for \$3,791 and that the original vote was not to exceed \$3,000. She stated she contacted the Dept. of Corrections for an updated quote but has not heard back as of the meeting date. She said the turnaround for Perma-Line is 10 days to 2 weeks from order and they will deliver to the Nashua location.

Cudworth asked if the funds are available for the difference and Emma stated that the funds are available in the bank and she has been meeting with Sylvia Nassy, Business Manager, to review the budget for this year. It was stated that the American Flag quote was \$3,700.

Fimbel stated he is not crazy about spending the extra money but he knows the signs are needed and is in favor. Cudworth stated that someone at their facility poured gasoline into vegetable oil recently. She wondered if it was because they took down their previous Hazardous Waste signs in anticipation of the new one.

***Motion from Cudworth to spend \$3,791.00 to Perma-Line Corp. for the purchase of 11 signs.***

***On the motion, Perkins pointed out that as a cost-saving measure, the price will be printed directly on the signs and hooks can be added at a later date.***

***The motion was seconded by Martin. All in favor.***

Fimbel stated he likes how the signs say "Next event..". Everyone agreed they will stand out more, look more organized and will be easier to read.

**III. Other Business**

None

**IV. Adjourn**

*Motion to adjourn at 10:13am from Cudworth with a second from Martin. All in favor.*

**Next Meeting: Wednesday, June 15, 2022 at 10:00AM**

10:58 AM

06/07/22

Accrual Basis

**Nashua Region Solid Waste Management District**  
**Balance Sheet**  
**As of May 31, 2022**

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	<u>May 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TD Bank Account	212,661.30
Total Checking/Savings	212,661.30
Total Current Assets	212,661.30
<b>TOTAL ASSETS</b>	<b><u>212,661.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Capital Reserve Funds	100,000.00
Retained Earnings	187,238.97
Net Income	-74,577.67
Total Equity	212,661.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>212,661.30</u></b>

**Nashua Region Solid Waste Management District**  
**Profit & Loss**  
 July 2021 through May 2022

	<u>Jul '21 - May 22</u>
Ordinary Income/Expense	
Income	
Revenue - SWD Dues	138,199.98
Revenue - HHW Fees	22,376.00
Interest Income	251.34
Total Income	<u>160,827.32</u>
Gross Profit	160,827.32
Expense	
Bank Fee	15.00
Audit	3,900.00
HHW Contractors	165,865.00
HHW Events-Police Detail	1,400.00
Printing & Signage	700.00
Maintenance	750.00
Miscellaneous	2,000.00
NRPC	60,000.00
Other	600.00
Supplies	174.99
Total Expense	<u>235,404.99</u>
Net Ordinary Income	<u>-74,577.67</u>
Net Income	<u><u>-74,577.67</u></u>



1 **Proposed FY 2023 NRSWMD Budget--5 Events** *Adopted 6/XX/2022*

2 *July 1, 2022 - June 30, 2023*

3 **FY 2023 Income and Expenses** Notes

4 <b>INCOME</b>		% of income	
5 FY23 Municipal Assessments	\$144,556	67%	
6 User Fee (\$15/car)	\$20,500	10%	<i>*based on ten year averages</i>
7 NH DES Grant	\$49,982	23%	<i>*per capita rate has rebounded slightly - .21 in FY22, .22085 in FY23</i>
8 Account Interest	\$300	0%	
9 <b>Total Income</b>	<b>\$215,338</b>		

10 **EXPENSES**

11 <b>EXPENSES</b>			
12 Fall 2022 Collections (3 events * \$23,695)	\$71,085		
13 Spring 2023 Collections (2 events * \$23,695)	\$47,390		
14 Police Detail Nashua (5 events * \$300 per 4 hr event)	\$1,500		<i>*slight increase to detail rate</i>
15 <b>NRPC Program Administration</b>			
16 Outreach	\$10,000		
17 HHW Collections	\$25,000		
18 NRSWMD Management	\$25,000		
19 <b>Printing &amp; Signage</b>			
20 Transfer Station Sign Updates	\$125		<i>*for updated placards as needed</i>
21 No Latex Signs	\$100		
22 Educational Postcards at Events	\$500		
23 Hazardous Waste Coordinator Certification & Training (x2)	\$600		
24 Audit	\$4,400		<i>*change in auditors</i>
25 <b>Maintenance</b>			
26 Fire Suppression System	\$750		
27 <b>Misc. Expenses</b>			
28 Other expenses	\$2,000		<i>*portable toilets for 25 Crown St</i>
29 <b>Total Expenses</b>	<b>\$188,450</b>		

30 **SUMMARY**

31 <b>SUMMARY</b>			
32 Checking Account Balance at end of FY22	\$116,080		<i>*excludes capital reserve of \$100,000</i>
33 Income FY23	\$215,338		
34 Expenses FY23	\$188,450		
35 FY23 Income less Expenses	\$26,888		
36 <b>Ending Balance FY 2023</b>	<b>\$142,968</b>		

**FY 2023 Municipal Assessments**

*Approved June 29, 2021*

Amherst	\$9,269
Brookline	\$6,125
Hollis	\$7,429
Hudson	\$16,311
Litchfield	\$7,769
Merrimack	\$16,677
Milford	\$11,498
Mont Vernon	\$4,715
Nashua	\$43,377
Pelham	\$10,501
Windham	\$10,885
<b>Total</b>	<b>\$144,556</b>

*\*includes host offsets for 5 events (\$5,000 Nashua)*

**FY23 NRSWMD Dues (July 1, 2022-June 30,2023)**
**3% increase from FY22    Approved 6/29/2021**

			FY23 Dues			
			Allocation by			
	2019 Population	% of population	Base Fee	Pop	Host Offsets	FY23 Dues Invoiced
Amherst	11,599	0.052	\$3,399.00	\$5,870.18	\$0.00	\$9,269.18
Brookline	5,387	0.024	\$3,399.00	\$2,726.33	\$0.00	\$6,125.33
Hollis	7,962	0.036	\$3,399.00	\$4,029.52	\$0.00	\$7,428.52
Hudson	25,514	0.115	\$3,399.00	\$12,912.47	\$0.00	\$16,311.47
Litchfield	8,634	0.039	\$3,399.00	\$4,369.61	\$0.00	\$7,768.61
Merrimack	26,237	0.118	\$3,399.00	\$13,278.37	\$0.00	\$16,677.37
Milford	16,003	0.072	\$3,399.00	\$8,099.01	\$0.00	\$11,498.01
Mont Vernon	2,601	0.012	\$3,399.00	\$1,316.35	\$0.00	\$4,715.35
Nashua	88,872	0.401	\$3,399.00	\$44,977.53	\$5,000.00	\$43,376.53
Pelham	14,032	0.063	\$3,399.00	\$7,101.50	\$0.00	\$10,500.50
Windham	14,792	0.067	\$3,399.00	\$7,486.13	\$0.00	\$10,885.13
Total	221,633	1.000	\$37,389.00	\$112,167.00	\$5,000.00	\$144,556.00
			Total Dues	\$149,556.00		
*Population calculated by 2019 OEP estimates			Base Fee %	25%		

*\*Population calculated by 2019 OEP estimates*

User Fee Projections Based on 10 Year Averages								
Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
2021	327	n/a	289	288	165	227	363	1,659
2020	N/A	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
2011	213	125	119	238	N/A	194	143	1,032
10 yr avg	282	160	206	301	207	294	297	1542
10 yr avg *15(user fee)	\$4,230.00	\$2,398.33	\$3,096.00	\$4,513.64	\$3,108.75	\$4,407.27	\$4,455.00	\$26,208.99

	April	Milford*	June	August	Pelham*	October	November	Totals
10 yr avg (rounded)	\$4,200.00	n/a	\$3,000.00	\$4,500.00	n/a	\$4,400.00	\$4,400.00	\$20,500.00

\*Satellite Event

**SCHEDULE A**  
**SCOPE OF WORK FOR THE NASHUA REGIONAL PLANNING COMMISSION**  
**JULY 1, 2022-JUNE 30, 2023**

This document outlines Nashua Regional Planning Commission's (NRPC) annual work task in fulfillment of its terms of engagement with the Nashua Region Solid Waste Management District (the District) established through the Cooperative Agreement for Household Hazardous Waste Collection within the Nashua, NH Region. This document shall be updated and executed annually.

NRPC shall perform the following tasks in FY2023 on behalf of the District.

**1.0 HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION PROGRAM**

**1.1 Creation and Dissemination of Outreach Materials**

NRPC is responsible for fulfilling the public education component of the HHW Collection Program. Educating the public on sound purchasing decisions and ways to most efficiently utilize the materials they already have can help to reduce the amount of HHW that is generated. In addition, it is important to incorporate lessons on the potential dangers of HHW and the need to dispose of it properly. The following tasks are anticipated:

**Task 1**—Create Outreach Materials—NRPC develops outreach materials including fliers, brochures, website, press releases, posters, presentations, and display boards that address ways to reduce HHW generation, the potential dangers of HHW, and proper disposal methods. *(FY23 District budget line items 16, 20, 21, 22)*

**Task 2**—Disseminate Outreach Materials—NRPC distributes outreach materials in a manner that is tailored to each municipality based on input received from HHW surveys. Outreach methods may include NRPC's HHW website, NRPC's email newsletter, NRPC's Facebook and Twitter accounts, local press, local cable TV, municipal websites and social media accounts, direct communication with public, mailings to municipalities, transfer station signs, and presentations to civic groups and Board of Realtors. *(FY23 District budget line item 16)*

**Task 3**—Update Transfer Station Signs—NRPC purchases new placards as needed to update HHW Collection program signs as transfer stations. *(FY23 District budget line item 20)*

**1.2 Organize and Manage Household Hazardous Waste Collection events**

NRPC will organize and manage the HHW collection events according to the schedule established by the District members per Section 2.2 of the Cooperative Agreement. Residents from any participating municipality can attend any of these events. Preregistered Small Quantity Generators ([as defined by NH Code of Administrative Rules Env-Hw 503.01](#)) may also attend. Events scheduled for FY23 include:

FY	Date	Time	Address	City/Town
23	8/6/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
23	10/8/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
23	11/5/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
23	4/22/23	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
23	6/1/23	3:00PM-7:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua

*(Note: Schedule to be set annually per section 2.2 of the Cooperative Agreement)*

The following tasks shall be undertaken by NRPC:

**Task 4**—Event Preparation—NRPC notifies emergency management in host community, hires police detail (as necessary), coordinates with HHW vendor, sets up cash box, packs for event, facilitates pre-event meeting with HHW vendor and representative from host community. *(FY23 District budget line item 17)*

**Task 5**—Event Staffing—NRPC provides 4 staff members per event (including 1 staff with Hazardous Waste Coordinator Certification status), arrives at site at least 1 hour in advance of start to setup for event, is responsible for management during operation of event, breaks down after event, accounts for and deposits user fees collected into the District’s account according to audit standards. *(FY23 District budget line item 17)*

**Task 6**—Post Event Summary—NRPC tallies surveys, tallies receipt books, completes cash box and deposit paperwork according to audit standard. *(FY23 District budget line item 17)*

**Task 7**—HHW Vendor Payments—NRPC make payments to HHW vendor following each collection event. NRPC works with the HHW vendor to develop Operations and Safety Plans. NRPC facilitates communications between participating Small Quantity Generators and the HHW vendor. *(FY23 District budget line items 12, 13)*

**Task 8**—Purchase Supplies—NRPC purchases supplies as needed to run the HHW Collection program, including but not limited to receipt books and rubber gloves. *(FY23 District budget line item 27)*

**Task 9**—Hazardous Waste Coordinator Certification—participate in Hazardous Waste Coordinator Certification training offered by NH Dept. of Environmental Services and achieve re-certification. *(FY23 District budget line item 23)*

## **2.0 DISTRICT PROGRAM MANAGEMENT**

NRPC manages the day-to-day business of the District. The following tasks shall be completed along with any other necessary or advisable tasks:

**Task 10**— Budget and Accounting—NRPC prepares the District’s annual budget. NRPC is also responsible for the District’s accounting and financial administration, in accordance with audit standards. NRPC shall maintain the District’s funds, including receiving and reviewing bank statements, maintaining financial records, and providing quarterly financial updates. *(FY23 District budget line item 18)*

**Task 11**—Reporting—NRPC provides annual HHW Collection event participation reports to the District and NH DES. *(FY23 District budget line item 18)*

**Task 12**—Audit—NRPC is responsible for contracting with a certified public accounting firm to conduct an annual audit of the District’s financial records. *(FY23 District budget line item 24)*

**Task 13**—NH DES HHW grant—NRPC applies for the NH Dept. of Environmental Services HHW grant, administers grant according to contract (if awarded), and applies for reimbursement at the end of the contract period. Reimbursement is then transferred from NRPC’s financial account to the District’s financial account. *(FY23 District budget line item 18)*

**Task 14**—Collect Municipal Fees—NRPC prepares letters and invoices District member municipalities to request dues payments. Dues payments are sent to NRPC and NRPC deposits them directly into the District’s financial account. *(FY23 District budget line item 18)*

**Task 15**—Insurance—NRPC maintains adequate insurance coverage, as required by New Hampshire law and/or more specific donor or grant imposed requirements. Additionally, NRPC will ensure that the vendor-provided liability insurance lists NRPC and all District members as additional insured parties. *(FY23 District budget line item 18)*

**Task 16**—Planning—NRPC develops plans as appropriate for the District, such as strategic planning and MOUs with emergency responders. *(FY23 District budget line item 18)*

**Task 17**—District Meetings—NRPC is responsible for scheduling and noticing quarterly meetings of the District and documenting meeting minutes in accordance with applicable laws. *(FY23 District budget line item 18)*

**Task 18**—District Representatives—draft annual letter to confirm District representatives from each member municipality. *(FY23 District budget line item 18)*

**Task 19**—Storage Facility Maintenance—schedule bi-annual fire inspections, purchase eye wash, ensure Fire Permit is current, coordinate maintenance as needed. *(FY23 District budget line items 25 and 26)*

### **3.0 TERMS AND CONDITIONS**

**3.1 Ownership of Material:**

All materials and other work products prepared by NRPC in its engagement to the District shall be owned by the District, provided, however, that NRPC may retain file copies of any or all of the above for its own use, which use shall not be in contravention of the goals and purpose of the HHW Collection Program or those of the District.

**3.2 Compensation:**

In order to implement these tasks, NRPC shall receive 25% of the FY 2023 HHW Program Expense Funds in each quarter by the following dates: 7/15/22, 10/15/2022, 1/15/2023, and 4/15/2023. NRPC shall maintain an accounting of all funds expended. At the end of the fiscal year NRPC will credit any unspent funds and/or invoice any additional regular operating costs. Any additional expenditures appropriated by special meeting will be invoiced separately.

**3.3 Project Officer:**

The project officer for NRPC shall be the Executive Director. No other member of the Commission or staff may make representations or binding commitments for the Commission unless authorized by the Director.

**NASHUA REGIONAL PLANNING COMMISSION**

\_\_\_\_\_  
*Jay Minkarah, Executive Director*

\_\_\_\_\_  
*Date*

**NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT**

\_\_\_\_\_  
*Scott Perkins, Chairperson*

\_\_\_\_\_  
*Date*

**EXHIBIT 3**  
**RESPONSIBILITIES OF THE HHW HOST MUNICIPALITY**

The Municipality of Nashua desires to support the Nashua Region Solid Waste Management District (the District) by hosting one or more household hazardous waste collection (HHW) event (“host municipality”). The Nashua Regional Planning Commission holds the contract with the licensed HHW vendor and is the main administrator of the HHW collection event. However, the host municipality agrees to provide the services outlined below.

**HOST MUNICIPALITY RESPONSIBILITIES**

1. **Site**—the collection site must have a flat surface for the HHW vendor to set up tables and containers along with parking for a 22 foot truck and up to 12 workers’ vehicles. The site must have sufficient space for traffic to safely line up off the street. Municipalities that have not previously hosted a HHW collection event must complete a site tour with the HHW vendor and a representative from the local police department to ensure this condition is met. Restroom facilities for event staff and volunteers must be available. The site must also have a breakroom or office space with internet access for the HHW vendor to set up a computer to process the manifest.
  - *Optional:* A paved site that can accommodate two lanes of traffic is preferable. A sheltered location in the event of rain is also preferable.
2. **Staff**—the host municipality must provide a paid municipal staff member familiar with household hazardous waste, such as a Transfer Station Manager or Recycling Administrator, who will remain on-site during the entire collection event. Staff responsibilities include:
  - Attending a pre-event meeting one week prior to collection event with NRPC staff and HHW vendor
  - Unlocking facility by 6:30AM
  - Conducting final check of vehicles prior to their disposing of waste with the HHW vendor
  - Remaining at the facility until the HHW vendor has cleaned up and left
  - Providing radios for communication between municipal staff and NRPC (*Nashua only*)
3. **Roll-off bin**—the host municipality must provide a roll-off (minimum size 30 yards) prior to the event and dispose of waste contained in the roll-off after the event. The HHW vendor is responsible for lining roll-off.
4. **Cones or other traffic aides**—the host municipality must set up the site on day of event as needed to ensure proper traffic flow. This may include:



- Putting out cones and signs to direct traffic
- Moving municipal vehicles kept on site as needed

5. **Emergency information**—the host municipality must work with NRPC prior to the event to notify appropriate emergency response officials about the event (police, fire, emergency management director)

## **COMPENSATION**

Host municipalities are eligible for \$1,000 per HHW collection event in FY 2023 to offset costs associated with providing these services. Compensation will be deducted directly from the municipality's annual dues for FY 2023.

21	8/6/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
21	10/8/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
21	11/5/22	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
21	4/22/23	8:00AM-12:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua
21	6/1/23	3:00PM-7:00PM	Nashua City Park & Ride, 25 Crown Street	Nashua

## ***NASHUA REGIONAL PLANNING COMMISSION***

\_\_\_\_\_  
*Jay Minkarah, Executive Director*

\_\_\_\_\_  
*Date*

## ***HOST MUNICIPALITY***

\_\_\_\_\_  
*Host Municipality District Representative -or-  
City of Nashua Division of Public Works Director*

\_\_\_\_\_  
*Date*

## ***NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT***

\_\_\_\_\_  
*Scott Perkins, Chairperson*

\_\_\_\_\_  
*Date*

**Annual Grant and Contract Authorization  
For the Period July 1, 2022 - June 30, 2023**

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 2023 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes.

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

No change from FY23

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

\*Population calculated by 2020 Census

FY22-26 Projections no changes to dues						
	FY23	FY24	FY25	FY26	FY27	FY28
<b>Municipal Assessments</b>	\$ 144,556.00	\$ 142,556.00	\$ 144,556.00	\$ 142,556.00	\$ 144,556.00	\$ 142,556.00
<b>Starting Cash Balance</b>	\$ 116,080.00	\$ 142,968.00	\$ 120,984.00	\$ 147,872.00	\$ 125,888.00	\$ 152,776.00
<b>Income</b>	\$ 215,338.00	\$ 213,856.00	\$ 215,338.00	\$ 213,856.00	\$ 215,338.00	\$ 213,856.00
<b>Expenses</b>	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
<b>Income less Expenses</b>	\$ 26,888.00	\$ (21,984.00)	\$ 26,888.00	\$ (21,984.00)	\$ 26,888.00	\$ (21,984.00)
<b>Ending Balance</b>	\$ 142,968.00	\$ 120,984.00	\$ 147,872.00	\$ 125,888.00	\$ 152,776.00	\$ 130,792.00

Net FY23-FY27

\$ 14,712.00

**FY24 NRSWMD Dues (July 1, 2023-June 30,2024)**
**3% increase from FY23**

	2020		FY24 Dues Allocation by			FY24 Dues
	Population	% of population	Base Fee	Pop	Host Offsets	Invoiced
Amherst	11,753	0.052	\$3,500.97	\$5,999.84	\$0.00	\$9,500.81
Brookline	5,639	0.025	\$3,500.97	\$2,878.68	\$0.00	\$6,379.65
Hollis	8,342	0.037	\$3,500.97	\$4,258.54	\$0.00	\$7,759.51
Hudson	25,394	0.112	\$3,500.97	\$12,963.49	\$0.00	\$16,464.46
Litchfield	8,478	0.037	\$3,500.97	\$4,327.97	\$0.00	\$7,828.94
Merrimack	26,632	0.118	\$3,500.97	\$13,595.48	\$0.00	\$17,096.45
Milford	16,131	0.071	\$3,500.97	\$8,234.78	\$1,000.00	\$10,735.75
Mont Vernon	2,584	0.011	\$3,500.97	\$1,319.12	\$0.00	\$4,820.09
Nashua	91,322	0.404	\$3,500.97	\$46,619.36	\$5,000.00	\$45,120.33
Pelham	14,222	0.063	\$3,500.97	\$7,260.25	\$1,000.00	\$9,761.22
Windham	15,817	0.070	\$3,500.97	\$8,074.49	\$0.00	\$11,575.46
<b>Total</b>	<b>226,314</b>	<b>1.000</b>	<b>\$38,510.67</b>	<b>\$115,532.01</b>	<b>\$7,000.00</b>	<b>\$147,042.68</b>
			<b>Total Dues</b>	<b>\$154,042.68</b>		
<a href="#">*Population calculated by 2020 Census</a>			Base Fee %	25%		

FY22-26 Projections 3% increase to dues						
	FY23	FY24	FY25	FY26	FY27	FY28
<b>Municipal Assessments</b>	\$ 144,556.00	\$ 147,042.68	\$ 149,042.68	\$ 147,042.68	\$ 149,042.68	\$ 147,042.68
<b>Starting Cash Balance</b>	\$ 116,080.00	\$ 142,968.00	\$ 125,471.00	\$ 156,846.00	\$ 139,349.00	\$ 170,724.00
<b>Income</b>	\$ 215,338.00	\$ 218,343.00	\$ 219,825.00	\$ 218,343.00	\$ 219,825.00	\$ 218,343.00
<b>Expenses</b>	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
<b>Income less Expenses</b>	\$ 26,888.00	\$ (17,497.00)	\$ 31,375.00	\$ (17,497.00)	\$ 31,375.00	\$ (17,497.00)
<b>Ending Balance</b>	\$ 142,968.00	\$ 125,471.00	\$ 156,846.00	\$ 139,349.00	\$ 170,724.00	\$ 153,227.00
						Net FY23-FY28
						\$ 37,147.00

**FY24 NRSWMD Dues (July 1, 2023-June 30,2024)**
**5% increase from FY23**

	2020		FY23 Dues Allocation by			FY23 Dues
	Population	% of population	Base Fee	Pop	Host Offsets	Invoiced
Amherst	11,753	0.052	\$3,568.95	\$6,116.34	\$0.00	\$9,685.29
Brookline	5,639	0.025	\$3,568.95	\$2,934.57	\$0.00	\$6,503.52
Hollis	8,342	0.037	\$3,568.95	\$4,341.23	\$0.00	\$7,910.18
Hudson	25,394	0.112	\$3,568.95	\$13,215.21	\$0.00	\$16,784.16
Litchfield	8,478	0.037	\$3,568.95	\$4,412.01	\$0.00	\$7,980.96
Merrimack	26,632	0.118	\$3,568.95	\$13,859.47	\$0.00	\$17,428.42
Milford	16,131	0.071	\$3,568.95	\$8,394.68	\$1,000.00	\$10,963.63
Mont Vernon	2,584	0.011	\$3,568.95	\$1,344.73	\$0.00	\$4,913.68
Nashua	91,322	0.404	\$3,568.95	\$47,524.59	\$5,000.00	\$46,093.54
Pelham	14,222	0.063	\$3,568.95	\$7,401.23	\$1,000.00	\$9,970.18
Windham	15,817	0.070	\$3,568.95	\$8,231.27	\$0.00	\$11,800.22
<b>Total</b>	<b>226,314</b>	<b>1.000</b>	<b>\$39,258.45</b>	<b>\$117,775.35</b>	<b>\$7,000.00</b>	<b>\$150,033.80</b>
			<b>Total Dues</b>	<b>\$157,033.80</b>		
*Population calculated by 2020 Census			Base Fee %	25%		

FY22-26 Projections 5% increase to dues						
	FY23	FY24	FY25	FY26	FY27	FY28
<b>Municipal Assessments</b>	\$ 144,556.00	\$ 150,033.80	\$ 152,033.80	\$ 150,033.80	\$ 152,033.80	\$ 150,033.80
<b>Starting Cash Balance</b>	\$ 116,080.00	\$ 142,968.00	\$ 128,462.00	\$ 162,828.00	\$ 148,322.00	\$ 182,688.00
<b>Income</b>	\$ 215,338.00	\$ 221,334.00	\$ 222,816.00	\$ 221,334.00	\$ 222,816.00	\$ 221,334.00
<b>Expenses</b>	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
<b>Income less Expenses</b>	\$ 26,888.00	\$ (14,506.00)	\$ 34,366.00	\$ (14,506.00)	\$ 34,366.00	\$ (14,506.00)
<b>Ending Balance</b>	\$ 142,968.00	\$ 128,462.00	\$ 162,828.00	\$ 148,322.00	\$ 182,688.00	\$ 168,182.00
						Net FY2-FY28
						\$ 52,102.00

**FY24 NRSWMD Dues (July 1, 2023-June 30,2024)**
**7% increase from FY23**

	2020		FY23 Dues			FY23 Dues Invoiced
	Population	% of population	Base Fee	Allocation by Pop	Host Offsets	
Amherst	11,753	0.052	\$3,636.93	\$6,232.84	\$0.00	\$9,869.77
Brookline	5,639	0.025	\$3,636.93	\$2,990.47	\$0.00	\$6,627.40
Hollis	8,342	0.037	\$3,636.93	\$4,423.92	\$0.00	\$8,060.85
Hudson	25,394	0.112	\$3,636.93	\$13,466.93	\$0.00	\$17,103.86
Litchfield	8,478	0.037	\$3,636.93	\$4,496.05	\$0.00	\$8,132.98
Merrimack	26,632	0.118	\$3,636.93	\$14,123.46	\$0.00	\$17,760.39
Milford	16,131	0.071	\$3,636.93	\$8,554.58	\$1,000.00	\$11,191.51
Mont Vernon	2,584	0.011	\$3,636.93	\$1,370.35	\$0.00	\$5,007.28
Nashua	91,322	0.404	\$3,636.93	\$48,429.82	\$5,000.00	\$47,066.75
Pelham	14,222	0.063	\$3,636.93	\$7,542.20	\$1,000.00	\$10,179.13
Windham	15,817	0.070	\$3,636.93	\$8,388.06	\$0.00	\$12,024.99
<b>Total</b>	<b>226,314</b>	<b>1.000</b>	<b>\$40,006.23</b>	<b>\$120,018.69</b>	<b>\$7,000.00</b>	<b>\$153,024.92</b>
				<b>Total Dues</b>	<b>\$160,024.92</b>	
*Population calculated by 2020 Census			Base Fee %		25%	

FY22-26 Projections 7% increase to dues						
	FY23	FY24	FY25	FY26	FY27	FY28
<b>Municipal Assessments</b>	\$ 144,556.00	\$ 153,024.92	\$ 155,024.92	\$ 153,024.92	\$ 155,024.92	\$ 153,024.92
<b>Starting Cash Balance</b>	\$ 116,080.00	\$ 142,968.00	\$ 131,453.00	\$ 168,810.00	\$ 157,295.00	\$ 194,652.00
<b>Income</b>	\$ 215,338.00	\$ 224,325.00	\$ 225,807.00	\$ 224,325.00	\$ 225,807.00	\$ 224,325.00
<b>Expenses</b>	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00	\$ 188,450.00	\$ 235,840.00
<b>Income less Expenses</b>	\$ 26,888.00	\$ (11,515.00)	\$ 37,357.00	\$ (11,515.00)	\$ 37,357.00	\$ (11,515.00)
<b>Ending Balance</b>	\$ 142,968.00	\$ 131,453.00	\$ 168,810.00	\$ 157,295.00	\$ 194,652.00	\$ 183,137.00
						Net FY2-FY28
						\$ 67,057.00