



Agenda

Nashua Regional Solid Waste Management District Meeting
June 18, 2020

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 18, 2020 at 10:00 AM. The meeting will be held via Zoom due to the Covid-19 Pandemic.

Join Zoom Meeting via computer, tablet, or smartphone:

<https://us02web.zoom.us/j/86237998319?pwd=TVE3WE5qNUNLT0NVTTFwNllkZ1JxQT09>

Meeting ID: 862 3799 8319

Password: 493775

Dial in by phone and be prepared to enter the meeting ID and password below:

+1 929 205 6099 US (New York)

Meeting ID: 862 3799 8319

Password: 493775

1. Call to order
2. Approval of March 30, 2020 meeting minutes
3. HHW Program Status Update
4. FY 2021 NRSWMD Budget (**action item**)
5. FY 2022 NRSWMD Dues (**action item**)
6. Officer appointment (**action item**)
7. Annual Grant & Contract Authorization
8. Schedule A: Scope of work
9. Exhibit 3: Responsibilities of Host Communities
10. Review of RFP for Vendor Services status
11. Other Business



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

March 30, 2020

Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Mike Fimbel	Town of Mont Vernon
Cheryl Chartier	Town of Hudson
Eric Hahn	Town of Amherst
Jim Solinas	Town of Brookline
Mason Twombly	NRPC
Kate Lafond	NRPC
Jay Minkarah	NRPC
Cassie Mullen	NRPC

I. Call to Order

This meeting is via conference phone call. The meeting was called to order at 10:05am by Hyland with introductions.

II. Approval of November 2019 Draft Meeting Minutes

Hyland referred to the draft minutes of November 21, 2019 and asked for comments and if accurate, a motion for draft approval.

Hyland inquired about the historic figures. Twombly responded that he has a 5-year analysis and will send it to Hyland for review

Fimbel motioned to approve the meeting minutes of November 21, 2019 with a second from Cudworth. All were in favor.

III. 2020 Collection Events Review

The group referred to the Covid-19/ Corona Virus Impacts on HHW Season Memo from Mason. Hyland stated that all Nashua City Offices have closed until May 4th, and that the district should consider cancelling the April event and rescheduling the May event. Hyland added that the district could use the extra funds from cancelling the events for an extra police officer for the June event. Hyland also added that Veolia would like to know what the plan is for the April and May Collections, and that they are able to do Covid-19 decontamination.

Hahn asked the group if HHW collections are an essential function, and what the ramifications would be of postponing the collections.

Cudworth stated that there is no way of getting around having to postpone the events, and that the district should post educational materials online regarding what to do with HHW in the meantime.

Hyland stated that the group will have to do a massive press release, including newspaper articles, NRPC website postings, and postings in all of the town social media pages. Hyland added that the district should work with the local fire departments, the Nashua Fire Department's Hazardous Materials Team, and the NH Department of Environmental Services to deal with abandoned HHW and building storage.

Cudworth added that the public understands, and that we just need to get the press release out and try to not lean on first responders since they are probably very taxed with the Covid-19 pandemic. Cudworth suggested to just keep the first responders informed.

Fimbel suggested to the group that the June collection event should have extended hours.

Hyland stated that the event could not start earlier as the Public Works Department employees will all still be at work and working, but the event could possibly run later.

Minkarah added that there are no Milford representatives on the call, so we will need to reach out to them to check the possibility of rescheduling the May satellite event to August.

A motion was put on the table to Cancel the April 18th event, authorize the Nashua Regional Planning Commission staff to reschedule the May 2nd satellite event pending local and vendor approval, and extend the June event to 8:00pm. Hyland motioned with a second from Fimbel. All in favor.

IV. Financial Updates

Lafond provided updates for all accounts. The budget report is through February, and the district is in line with the projected goal with 59% expended. The profit and loss report shows a \$30,000.00 deficit, which is also in line with what was projected. Lafond stated that cancelling the April and May events will result in a gain of about \$6,000.00 and at year end there will be a gain. This change levels out this fiscal year and next fiscal year

Hyland inquired if anyone has spoken with the New Hampshire Department of Environmental Services about the changed schedule, and if it is even necessary.

Twombly stated that he will reach out to discuss the event cancellations, and that the district has already received the grant money so it should not be an issue.

Hyland stated that she will reach out to Keene and the Lakes Region to see what they are doing to handle the Covid-19 impact on the collection season.

Lafond then referenced the Memo regarding the Capital Reserve Funds. Lafond stated that the interest rates for the New Hampshire Public Deposit Investment Pool (NHPDIP) have been trending downward throughout the year. The interest rate is 1.15% as of today. Lafond stated that she reached out to TD Bank about the money market interest rate and it is still low, at 0.25%. Lafond recommends to the group that the district authorize her to move the capital reserve funds if the NHPDIP interest rate drops below what they are getting in the TD Bank checking account.

Hyland inquired if the capital reserve funds will still be insured and if they will be accounted for separately if they are moved into the checking account.

Lafond confirmed that the funds would still be insured and that they will be accounted for separately.

Fimbel made a motion to authorize the Nashua Regional Planning Commission Business Manager, Kate Lafond, to move the \$100,000.00 capital reserve fund money to the TD Bank Checking account if the NHPDIP account interest rate drops below 0.50%. Hyland seconded. All in favor.

V. Review of the revised RFP & discussion about timeline (action item)

Hyland stated that the insurance requirement is critical between the City of Nashua and the district. Hyland suggested to strike "if requested" in the insurance section so that the vendors are required to provide insurance. Hyland also suggested incorporating attachment 3 into section 7 of the RFP.

Twombly stated that he will make those edits to the document and send it out to everyone later today.

Hyland recommended that the RFP should still stay on the same timeline.

	Date	Time
Send out RFP	May 4, 2020	4:00pm
Deadline for Contractor Questions	May 15, 2020	4:00pm
Answers/Clarifications Posted	May 22, 2020	4:00pm

Proposal Submittal Date	June 1, 2020	4:00pm
Interviews (upon request)	Week of June 8, 2020	TBD
Contract Execution	June 26, 2020	4:00pm

Twombly will send out an email to everyone with the schedule.

Hyland will look into the possibility of virtual interviews.

VI. NRSWMD Informational Binders

Twombly informed the group that he has the binders completed and will hold onto them until the stay at home emergency order has been lifted. Twombly noted that some materials will need to be updated with the schedule changes.

VII. Other Business

Cudworth inquired about the dates for the signs.

Twombly stated tat he will distribute the dates by the end of the week, by either delivering them himself or by mailing them. "Cancelled" or tape will have to be put over the first two collection dates.

Fimbel asked if there were any updates about Carol in Wilton regarding Wilton joining the district.

Hyland responded that Carol is still interested but there are a lot of questions. Hyland said that she needs more information about Wilton events and participation before any decisions are made.

Twombly told the group that he will draft a memo for the April and May event cancellations and distribute to each community.

The next NRSWMD quarterly meeting is on Thursday June 18th at 10:00am.

Motion to adjourn came from Cudworth with a second from Chartier. The meeting ended at 11:29 am.

1 Proposed FY 2021 NRSWMD Budget--6 Events

Adopted XX/XX/2020

2 July 1, 2020 - June 30, 2021

3 FY 2021 Income and Expenses

4 INCOME		% of income
5 FY21 Municipal Assessments	\$140,200	66%
6 User Fee (\$15/car)	\$25,000	12%
7 NH DES Grant	\$44,014	21%
8 Account Interest	\$1,800	1%
9 Total Income	<u>\$211,014</u>	

10

11 EXPENSES

12 Fall 2020 Collections (4 events * \$24,750)	\$99,000
13 Spring 2021 Collections (2 events * \$24,750)	\$49,500
14 Police Detail Nashua (5 events * \$271 per 4 hr event)	\$1,355
15 NRPC Program Administration	
16 Outreach	\$10,000
17 HHW Collections	\$25,000
18 NRSWMD Management	\$25,000
19 Printing & Signage	
20 Transfer Station #s	\$100
21 No Latex Signs	\$100
22 Educational Postcards at Events	\$500
23 Hazardous Waste Coordinator Certification & Training (x2)	\$600
24 Audit	\$4,200
25 Maintenance	
26 Fire Suppression System	\$750
27 Misc. Expenses	
28 Other expenses	\$500
29 Total Expenses	<u>\$216,605</u>

30

31 SUMMARY

32 Checking Account Balance at end of FY20	\$165,338
33 Income FY21	\$211,014
34 Expenses FY21	\$216,605
35 FY21 Income less Expenses	<u>-\$5,591</u>
36 Ending Balance FY 2021	<u>\$159,747</u>

FY 2021 Municipal Assessments

Approved September 5, 2019

Amherst	\$9,006
Brookline	\$5,940
Hollis	\$7,208
Hudson	\$15,865
Litchfield	\$7,533
Merrimack	\$16,078
Milford	\$10,991
Mont Vernon	\$4,552
Nashua	\$42,417
Pelham	\$10,057
Windham	\$10,553
Total	<u>\$140,200</u>

FY22 NRSWMD Dues
0% increase from FY21

			FY20 Dues Allocation		Host Offsets	FY20 Dues Invoiced
	2018 Population	% of population	Base Fee	by Pop		
Amherst	11,545	0.052	\$3,300.00	\$5,707.30	\$0.00	\$9,007.30
Brookline	5,355	0.024	\$3,300.00	\$2,647.26	\$0.00	\$5,947.26
Hollis	7,901	0.036	\$3,300.00	\$3,905.88	\$0.00	\$7,205.88
Hudson	25,458	0.116	\$3,300.00	\$12,585.23	\$0.00	\$15,885.23
Litchfield	8,636	0.039	\$3,300.00	\$4,269.23	\$0.00	\$7,569.23
Merrimack	25,747	0.117	\$3,300.00	\$12,728.10	\$0.00	\$16,028.10
Milford	15,864	0.072	\$3,300.00	\$7,842.41	\$1,000.00	\$10,142.41
Mont Vernon	2,545	0.012	\$3,300.00	\$1,258.13	\$0.00	\$4,558.13
Nashua	88,706	0.403	\$3,300.00	\$43,852.06	\$5,000.00	\$42,152.06
Pelham	13,824	0.063	\$3,300.00	\$6,833.93	\$1,000.00	\$9,133.93
Windham	14,707	0.067	\$3,300.00	\$7,270.45	\$0.00	\$10,570.45
Total	220288	1.000	\$36,300.00	\$108,900.00	\$7,000.00	\$138,200.00
			Total Dues	\$145,200.00		
			Base Fee %	25%		

**Population calculated by 2018 OEP estimates*

**Annual Grant and Contract Authorization
For the Period July 1, 2020-June 30, 2021**

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 2021 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes.

SCHEDULE A
SCOPE OF WORK FOR THE NASHUA REGIONAL PLANNING COMMISSION
JULY 1, 2020-JUNE 30, 2021

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 FY2021 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. *(FY21 District budget line items 15, 21)*

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. *(FY21 District budget line item 15)*

Task 3—Update Transfer Station Signs—NRPC purchases and delivers new lettering and numbering as needed to update HHW Collection program signs as transfer stations. *(FY21 District budget line item 19)*

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 FY21 include:

Date	Time	Location
August 4, 2018	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
October 6, 2018	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
Nov. 3, 2018	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
April 27, 2019	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
June 6, 2019	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive

(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. *(FY21 District budget line item 16)*

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 as outlined in Exhibit 2, is responsible for management during operation of event, breaks down after event as outlined in Exhibit 2, accounts for and deposits user fees collected into the District's account according to audit standards. *(FY21 District budget line item 16)*

Task 6—Post Event Summary—NRPC tallies surveys, tallies receipt books, completes cash box and deposit paperwork according to audit standard. *(FY21 District budget line item 16)*

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. *(FY21 District budget line items 11, 12)*

Task 8—Purchase Supplies—NRPC purchases supplies as needed to run the HHW Collection program, including but not limited to receipt books, pencils, rubber gloves. *(FY21 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. *(FY21 District budget line item 22)*

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. *(FY21 District budget line item 17)*

Task 11—Reporting—NRPC provides annual HHW Collection event participation reports to the District and NH DES. *(FY21 District budget line item 17)*

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. *(FY21 District budget line item 23)*

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. *(FY21 District budget line item 17)*

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. *(FY21 District budget line item 17)*

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. *(FY21 District budget line item 17)*

Task 16—Planning—NRPC develops plans as appropriate for the District, such as strategic planning and MOUs with emergency responders. *(FY21 District budget line item 17)*

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. *(FY21 District budget line item 17)*

Task 18—District Representatives—draft annual letter to confirm District representatives from each member municipality. *(FY21 District budget line item 17)*

Task 19—Storage Facility Maintenance—schedule bi-annual fire inspections, purchase eye wash, ensure Fire Permit is current, coordinate maintenance as needed. *(FY21 District budget line items 25 and 27)*

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 2021 HHW Program Expense Funds in each quarter by the following dates: 7/15/20, 10/15/2020, 1/15/2021, and 4/15/2021. 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

Chairperson

Date

EXHIBIT 3
RESPONSIBILITIES OF THE HHW HOST MUNICIPALITY

The Municipality of Milford desires to support the Nashua Region Solid Waste Management District (the District) by hosting a 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 Coordinator, 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 2019 to offset costs associated with providing these services. Compensation will be deducted directly from the municipality's annual dues for FY 2021.

FY	Date	Time	Address	City/Town
21	8/29/2020	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford

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

Sarah O. Hyland, Chairperson

Date

EXHIBIT 3
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COMPENSATION

Host municipalities are eligible for \$1,000 per HHW collection event in FY 2021 to offset costs associated with providing these services. Compensation will be deducted directly from the municipality's annual dues for FY 2021. Nashua will receive \$5,000 in FY21 for hosting the following collection events:

FY	Date	Time	Address	City/Town
21	8/1/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	10/3/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	11/7/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	4/17/21	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	6/3/21	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

NASHUA REGIONAL PLANNING COMMISSION

Jay Minkarah, Executive Director

Date

HOST MUNICIPALITY

City of Nashua Division of Public Works Director

Date

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

Sarah O. Hyland, Chairperson

Date