



Nashua Region Solid Waste Management District (NRSWMD)



DRAFT Meeting Minutes June 21, 2023

Attendees:		Staff:	
Eric Slosek	Town of Amherst	Jay Minkarah, Executive Director	NRPC
Joan Cudworth, <i>Treasurer</i>	Town of Hollis	Vince Noga, Transp. Analyst	NRPC
Jay Twardosky	Town of Hudson	Emma Rearick, Regional Planner II	NRPC
Leo Lessard	Town of Milford	Kristin Wardner, Admin. Asst.	NRPC
Scott Perkins, <i>Chair</i>	City of Nashua		
Robert Long	Town of Pelham		
Rhonda Whittier	Town of Pelham		

1. Call to order

The meeting was called to order at 10:03 am by Scott Perkins.

1. Approval of March 29, 2023, Meeting Minutes

There were no changes to the minutes.

Eric Slosek motioned, with a second from Rhonda Whittier, to approve the meeting minutes of March 29, 2023, as presented. Joan Cudworth abstained. All were in favor.

2. HHW Program Status Update

Emma Rearick stated there have been 2 HHW collection events so far this year and said the second event was very hot and will need to work on strategies to deal with the heat. She then pointed out the Balance Sheet as of April 30, 2023, and explained that Ruifan Zhang has replaced Kate Lafond as Finance Director at NRPC.

Perkins confirmed the collection events went well and there was representation from across the district. He discussed the heat and that the iPads used for survey taking overheated and paper surveys had to be done. He said they would like to work on possibly having some kind of cooling area in the future and possibly swapping the Nashua/Pelham August dates since Pelham has an air-conditioned space and it tends to be hotter at the beginning of the month. He said that Veolia had a cooling station and cooling suits for their staff.

3. Select HHW Vendor for 2024-2026 Contract

Rearick explained RFP for Household Hazardous Waste Collection Day events closed on June 5th and the District received 2 bids from Veolia and Tradebe Environmental Services. The current contract with Veolia is for \$23,695 per event. Following is a breakdown of the proposals received:

- Veolia Proposal:
 - 2024: \$43,890 per event
 - 2025: \$46,085 per event
 - 2026: \$48,388 per event

*If district switches to 3-hour events, the amounts would reduce by \$1,500
- Tradebe Proposal: \$26,776.54 per event

The RFP Selection Committee was comprised of Mike Fimbel, Rhonda Whittier, Eric Slosek and Jay Twardosky. They interviewed both contractors and recommend going with Tradebe, with the possibility of requesting a 2-year contract or a 3-year contract with the option to opt out after 2 years since the district has not worked with them before.

Discussion ensued:

- Cudworth noted that since she has been involved, Tradebe has always put out a proposal with competitive pricing and she was surprised to see the difference in prices between the contractors. She asked if they were in good standing with the State.
- In response, Whittier and Slosek stated that they have found they are and are in the process of renewing their current licenses. Tradebe is supposed to notify the district when that is complete. Rearick checked with NH DES and they do not track violations or complaints at the state level because the contractors are licensed in other states.
- Cudworth asked how and where the material is going to be transported. Slosek stated Tradebe has numerous locations for different materials. It was confirmed there are no other costs, for example, if rail needs to be used – it is a flat rate across the board.
- Jay Twardosky explained Tradebe stated they have purchased incinerator space in blocks and won't have any problems.
- Cudworth asked about references and Rearick stated she reached out to the Lakes Region RPC and Rockingham RPC and Manchester, NH. Other than one comment from Jill Longval about a time Tradebe wanted to postpone an event last year due to waste stream issues (which didn't happen), there was no negative feedback.
- Whittier stated Tradebe confirmed they will put plastic on the ground and will cover catch basins, if needed.
- In response to Cudworth about the large increase in Veolia's pricing, Twardosky said that materials and labor costs have increased. Veolia stated they factored in taking in motor oil in the pricing.
- Rearick brought up that Tradebe's proposal included only 8 staff people. There was discussion about them verbally saying they have people on standby/on call. They didn't say there would be an upcharge for additional labor. Cudworth expressed her concerns with only having 8 people – history has shown that is not enough. It was agreed there should be a minimum of 12. Slosek said he would prefer proposing to Tradebe that they revise the 3-year contract to include that they will provide a minimum of 12 people.
- Twardosky stated that one of Veolia's current problems is that they do not have a 10-day holding yard in New Hampshire; Tradebe has one in Portsmouth.

Slosek motioned, with a second from Whittier, to award the Household Hazardous Waste Collection Day Events Contract to Tradebe at the flat rate of \$26,776.54 per event for a 3-year contract, contingent on inclusion in contract of minimum staffing of 12 people and documentation that all required permits and certifications are in good standing. Up to an additional \$2,500 is authorized to increase staffing. All were in favor.

Discussion ensued about whether to authorize additional funds for staffing. Slosek said he would be comfortable with authorizing no more than an additional \$2,500. There was also discussion on adding language about ensuring permits and certifications are in good standing. The motion reflects the modifications agreed upon in the discussion.

4. FY24 Budget Proposal & Schedule A: Scope of Work, Exhibit 3: Responsibilities of Host Communities

Rearick explained the proposed budget is based on Tradebe costs. The NH DES grant is lower because it is based on per capita rate without a storage facility. She noted the upcoming fiscal year will have 7 events and the audit and police detail rates have gone up.

Rearick explained Schedule A outlines NRPC's annual work tasks in fulfillment of its terms of engagement with the District for Household Hazardous Waste collections. In response to Twardosky, Perkins stated the city of Nashua owns the permanent facility building and said that Veolia did remove their items from the facility. Perkins confirmed the facility is not useable and will send communication out to municipalities, so they are aware. Twardosky questioned whether we need the \$750 in the budget for maintenance.

Slosek suggested the additional \$2,500 for the Tradebe contract be added to the budget. Rearick revised the budget to reflect the removal of the \$750 maintenance fee for permanent facility and adding \$2500 per event for the 3 spring 2024 events with Tradebe.

Joan Cudworth motioned, with a second from Rhonda Whittier, to accept the amended budget proposal for FY24 for \$252,470 and Schedule A Scope of Work as presented. All were in favor.

5. Annual Grant and Contract Authorization

Joan Cudworth motioned, with a second from Jay Twardosky, that the Nashua Regional Planning Commission be authorized to file applications with federal, state, and local government units and other agencies to implement the FY 2024 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes. All were in favor.

6. FY25 Dues Discussion

Rearick stated that she has provided the current NRSWMD due schedule and several options: no increase, a 3% increase, a 5% increase, and a 7% increase. She noted that there is a 3% increase for FY24 dues that was approved in September 2022. There was discussion about the impact of the additional \$2500 approved per event on the ending balance, which is minimal.

Joan Cudworth motioned, with a second from Rhonda Whittier, to accept the FY25 NRSWMD Dues with no change from FY24, as presented. All in favor.

7. Officer Appointment

Joan Cudworth motioned, with a second from Rhonda Whittier, to nominate Scott Perkins as Chair of the Nashua Region Solid Waste Management District. All in favor.

Cudworth expressed her interest in stepping down as treasurer.

Scott Perkins motioned, with a second from Joan Cudworth, to nominate Rhonda Whittier as Treasurer of the Nashua Region Solid Waste Management District. All were in favor.

8. Styrofoam Recycling

Whittier said they would like to host a Styrofoam collection event in Pelham next year in conjunction with the Nashua Rotary Club. The Rotary would run the event and transport it to Gilford for recycling. There was further discussion about having events and getting local Rotaries involved.

9. Other Business

None

Motion to adjourn by Eric Slosek at 11:38am, with a second from Joan Cudworth. All were in favor.

The next meeting date is September 20, 2023.

Respectfully submitted by Kristin Wardner, Administrative Assistant