



Agenda

Nashua Regional Solid Waste Management District Meeting
September 17, 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 September 17, 2020 at 10:00 AM. The meeting will be held virtually on Zoom.

NRSWMD Quarterly meeting

Time: Sep 17, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting by computer, tablet with the following link:

<https://us02web.zoom.us/j/86167214659?pwd=TmxrZlcyelBza3NlQUNpeS9lMVljdz09>

Meeting ID: 861 6721 4659

Passcode: 015790

OR dial in:

+1 929 205 6099 US (New York)

Meeting ID: 861 6721 4659

Passcode: 015790

1. Call to order
2. Approval of June 5, 2019 meeting minutes
3. Financial Updates (Kate)
4. Review of 2020 collection events
5. 2020 Moving forward
6. RFP Discussion
7. Other Business



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

June 18, 2020

Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Mike Fimbel	Town of Mont Vernon
Jess Forrence	Town of Hudson
Jay Twardosky	Town of Hudson
Kristopher Perreault	Town of Merrimack
Jim Solinas	Town of Brookline
Mason Twombly	NRPC
Kate Lafond	NRPC
Cassie Mullen	NRPC
Jay Minkarah	NRPC

I. Call to Order

This meeting is virtual, through ZOOM. The meeting was called to order at 10:08 am by Hyland with introductions.

II. Approval of March 30, 2020 Draft Meeting Minutes

Hyland referred to the draft minutes of March 30, 2020 and asked for comments and if accurate, a motion for draft approval.

Cudworth motioned to approve the meeting minutes of March 30, 2020 with a second from Fimbel. All were in favor.

III. HHW Program Status Update

Twombly gave an update on this HHW season. So far three events have been cancelled due to COVID 19. The Milford event has been rescheduled August 29, and Veolia is open to scheduling another event.

Hyland presented Nashua safety protocols. The City still is not open and does not want the District to use the building at this point. Hyland stated that she is working with the City towards holding the August 1st event completely outside, however it is in the hands of the public works officials and will have to be reviewed by the Public Health and Risk Management Departments. If the August 1st event were to take place, all staff must wear masks and gloves, patrons in cars must wear gloves, everyone must keep 6' between each other, no one can get out of vehicles, and waste must be put in a truck bed and not inside of a car (no vehicle doors can be opened). Signage and educational materials would have to be updated to include these precautions. We will also need to have a supply of masks for people who come to the election event and do not already have one. Hyland anticipates the need for an additional police officer due to increased volume. Other communities are only asking what town patrons are from and not doing the survey. The District needs to decide whether or not to disregard the fee to further eliminate contact.

Fimbel inquired if Veolia would have their own tent or if the district would need to provide it. Hyland stated that she does not know, it may be an expense the district will have to cover. Fimbel also stated that we should keep a log of fees lost if the fee is eliminated.

Cudworth stated that Hollis transfer station is currently open and taking money, but only accepts exact change or check, and that this is working well.

Hyland added that we could ask people send in money.

Solinas stated that Brookline is close to collecting money again and been writing up slips in the meantime.

Fimbel added that we should have a large stack of 5-dollar bills for those who do not bring exact change.

Hyland spoke with DES and they are okay with not having surveys filled out right now. Hyland also added that it would be a good gesture to waive the fee since we have made people wait so long.

The group decided to wait until closer to the event to decide on waiving the user fee.

IV. FY 2021 NRSWMD Budget (action item)

Lafond presented the proposed FY21 budget. She added that user fees are about \$4,200 per event, if we decide to forego fees that will affect bottom line.

Hyland inquired if budget reflects the added August 29th event. Lafond confirmed that it does. Lafond stated that the next year's DES grant is only for five events, even though now we have six. This year's DES grant was for seven events, but we cancelled three events, so we do not want to make waves.

Twombly added that he is not sure if the full grant will be awarded this year due to the cancellation of events, and DES has not been clear on it. He is hoping that they will be flexible since the district is adding events for next fiscal year.

Lafond is anticipating a decrease in interest income. Lafond stated that the new vendor contract will not start until calendar year 21. Future event costs were projected at what we are currently paying. NRPC has also elected to switch auditors, which will increase the budget for the audit. The estimate is a little high but wanted to make sure expense will be covered. There will be a \$5,600 deficit predicted under current conditions.

Cudworth made a motion to approve the NRSWMD Budget as is. Solinas seconded. All in favor

V. FY 2022 NRSWMD Dues (action item)

Twombly presented the dues, which as presented will remain flat for 2022 due to all the issues resulting from the COVID 19 outbreak.

Fimbel agreed that amounts should stay the same with everything going on.

Martin motioned to keep FY 2022 NRSWMD dues at the same rate as the 2021 dues. Cudworth seconded. All in favor.

VI. Officer Appointment (action item)

Hyland stated that she would like to continue. Cudworth stated that she would like to continue as well. No one else expressed interest in a position.

Fimbel motioned to appoint Hyland as chair of the district and Cudworth as treasurer of the district. Martin seconded. All in favor.

VII. Annual Grant & Contract Authorization

Twombly presented the annual grant and contract authorization for NRPC.

Martin inquired if clauses should be included in contracts for pandemics to ensure that the district does not have to pay fees for cancelled events.

Twombly stated that DES has full control over their grants. However, the district could alter the vendor contract to ensure that event fees will not have to be paid if events need to be cancelled. The group decided to discuss this more under the RFP agenda item as it does not affect this contract authorization.

Cudworth motioned 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 2021 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes. Martin seconded. All in favor.

VIII. Schedule A: Scope of Work

Twombly noted that the dates of the events were wrong but have been corrected. Hyland stated that something should be added to ensure correct safety protocols at events regarding COVID-19. Twombly made the changes.

Hyland motioned to approve the Schedule A: Scope of Work as amended. Cudworth seconded. All in favor.

IX. Exhibit 3: Responsibilities of Host Communities

Twombly presented the contract for host communities, and that it will be sent out to be signed. Hyland stated that a clause should be added to ensure correct safety protocols regarding COVID-19.

X. Review of RFP for Vendor Services status

Twombly stated that we have had four proposals. All proposals include an escalation clause. Twombly has been calling references, and Hyland and Twombly have been in contact with other HHW Coordinators. Not at a point to vote for a vender yet.

Hyland stated that there will be interviews with viable vendors, and district members are welcome to submit questions to be asked. Twombly will keep everyone updated with progress moving forward. Twombly is going to work with Minkarah on adding safety clause to vender contract.

Martin inquired about removing hazardous waste immediately after event. Twombly responded that that will be covered in interviews and is included under hazardous waste compliance in the contract.

Hyland asked Martin if Pelham was interested in having another event. Martin said that it is still in discussion, and that she will find out during a meeting on Tuesday.

Hyland asked Lafond if the NH PDIP has had any changes. Lafond confirmed that the rate has been declining but it is still above the 0.5% threshold.

Hyland asked Twombly about the Healthy Communities EPA grant. Twombly stated that he is currently working on educational materials and creating a webinar. Twombly stated that he will keep the district informed because much of it pertains to HHW. Educational flyers have been added to the NRPC website and blasted on social media. Hyland stated that materials can also be put on public access television.

XI. Other Business

Motion to adjourn from Cudworth. Seconded by Solinas. All in favor. Meeting adjourned at 11:15am.

3:06 PM

09/10/20

Accrual Basis

Nashua Region Solid Waste Management District

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank Account	260,129.30
Total Checking/Savings	260,129.30
Accounts Receivable	
A/R - Solid Waste District	
A/R - NH DES	53,306.00
A/R - Solid Waste District - Other	97,416.11
Total A/R - Solid Waste District	150,722.11
Total Accounts Receivable	150,722.11
Total Current Assets	410,851.41
TOTAL ASSETS	410,851.41
LIABILITIES & EQUITY	
Equity	
Capital Reserve Funds	100,000.00
Retained Earnings	218,160.20
Net Income	92,691.21
Total Equity	410,851.41
TOTAL LIABILITIES & EQUITY	410,851.41

	Approved Budget	Working Budget	Expended as of 8/31	Remaining	% Expended	
Fall 2020 Collections (4 events @ \$24,750)	\$99,000	\$130,081	\$80,581.40	\$49,500.00	62%	*8/1 Veolia invoice add'l \$31,081.40
Spring 2021 Collections (2 events @ \$24,750)	\$49,500	\$49,500		\$49,500.00	0%	
Police Detail Nashua (5 events @ \$271 per 4 hr event)	\$1,355	\$1,650	\$582.04	\$1,067.96	35%	*8/1 add'l officer
NRPC Program Administration	\$60,000	\$60,000	\$8,537.27	\$51,462.73	14%	
Printing & Signage						
Transfer Station #s	\$100	\$100		\$100.00	0%	
No Latex Signs	\$100	\$100	\$235.85	-\$135.85	236%	*additional signage for COVID-19 precautionary measures
Educational Postcards at Events	\$500	\$500	\$105.38	\$394.62	21%	*misc expense for signage and FB outreach
Hazardous Waste Coordinator Certification & Training	\$600	\$600		\$600.00	0%	
Audit	\$4,200	\$3,900		\$3,900.00	0%	*new auditors quoted less
Maintenance						
Fire Suppression System	\$750	\$750		\$750.00	0%	
Misc. Expenses						
Other expenses (misc. supplies, etc)	\$500	\$500	\$438.29	\$61.71	88%	*portable toilet
Total Expenses	\$216,605	\$247,681	\$90,480.23	\$157,201.17	37%	

Retainer Balance as of 8/31

(\$36,403.98)

AUGUST 1 HHW COLLECTION HIGHLIGHTS



August 1 was the first household hazardous waste (HHW) collection of the 2020 season.

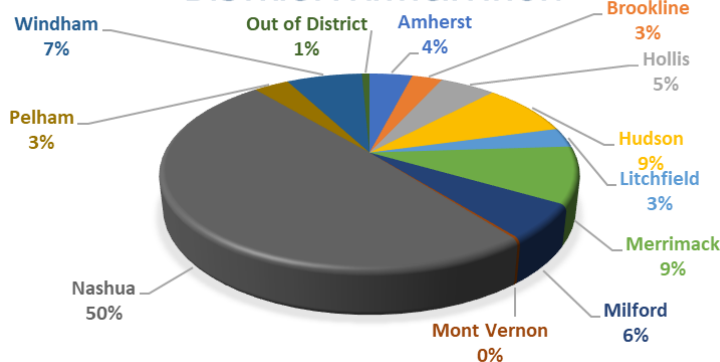
Thank you to the public and district members for their patience this year. A big thank you to the excellent team at Veolia for their hard work and flexibility.

The following are key statistics from the event:

District Participation

Town	# of surveys	%	Reported # households	%
<i>Amherst</i>	17	4.23%	17	4.02%
<i>Brookline</i>	11	2.74%	12	2.84%
<i>Hollis</i>	21	5.22%	21	5.22%
<i>Hudson</i>	35	8.71%	37	8.75%
<i>Litchfield</i>	13	3.23%	13	3.23%
<i>Merrimack</i>	38	9.45%	40	9.46%
<i>Milford</i>	24	5.97%	25	5.91%
<i>Mont Vernon</i>	1	0.25%	1	0.24%
<i>Nashua</i>	197	49.00%	210	49.65%
<i>Pelham</i>	14	3.48%	14	3.31%
<i>Windham</i>	28	6.97%	30	7.09%
<i>Out of District</i>	3	0.75%	3	0.71%
Total	402	100%	423	100%

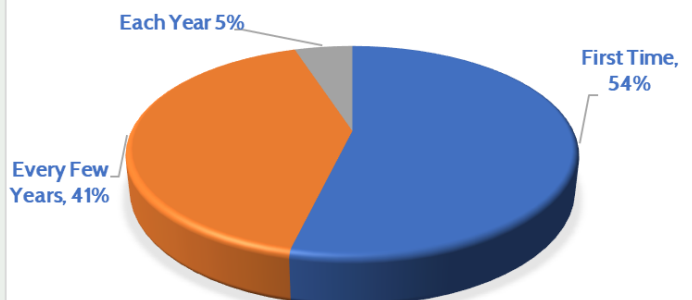
DISTRICT PARTICIPATION



Frequency of Participation

# of Surveys	First Time	Every Few Years	Each Year
402	215	165	20

FREQUENCY OF PARTICIPATION



AUGUST 29 MILFORD HHW COLLECTION



Thank you to the public and district members for their patience this year. A big thank you to the excellent team at Veolia for their hard work and flexibility.

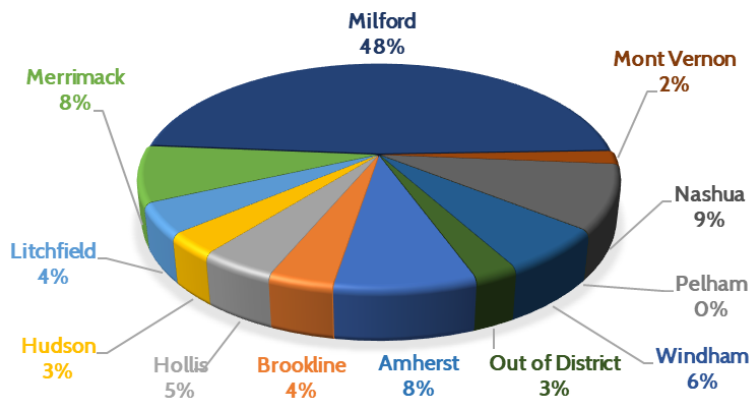
The next HHW Collection will be October 3rd in Nashua.

The following are key statistics from the Milford event:

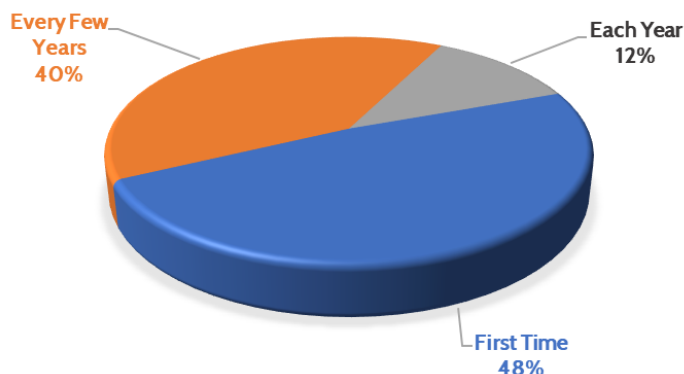
District Participation

Town	# of surveys	%	Reported # households	%
Amherst	13	8.13%	18	10.34 %
Brookline	6	3.75%	6	3.45%
Hollis	7	4.38%	7	4.38%
Hudson	5	3.13%	5	2.87%
Litchfield	7	4.38%	7	4.38%
Merrimack	13	8.13%	13	7.47%
Milford	77	48.13%	82	47.13%
Mont Vernon	3	1.88%	3	1.72%
Nashua	15	9.38%	17	9.77%
Pelham	0	0.00 %	0	0.00 %
Windham	10	6.25%	12	6.90%
Out of District	4	2.50%	4	2.30%
Total	160	100%	174	100%

DISTRICT PARTICIPATION



FREQUENCY OF PARTICIPATION



Frequency of Participation

# of Surveys	First Time	Every Few Years	Each Year
160	77	63	19