



Agenda

Nashua Regional Solid Waste Management District Meeting

DATE - JUNE 26th, 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 26, 2019 at 10AM. The meeting will be held by conference call.**

1. Approval of March 20, 2019 meeting minutes
2. FY 20 District Elections
3. FY 20 Budget
4. Annual Grant & Contract Authorization
5. Schedule A Scope of Work
6. Exhibit 3 Responsibilities of Host Communities

Memo

To: NRSWMD
From: Mason Twombly, HHW Program Manager NRPC
Date: 6/21/19
Re: FY20 Budget

Dear NRSWMD Members,

Please find the proposed FY20 budget attached. 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 account 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.

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%
Total Income	\$203,306	
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	\$203,306	
Expenses FY20	\$241,450	
FY20 Income less Expenses	-\$38,144	
Ending Balance FY 2020	\$96,728	
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	

SCHEDULE A
SCOPE OF WORK FOR THE NASHUA REGIONAL PLANNING COMMISSION
JULY 1, 2019-JUNE 30, 2020

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 FY2019 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. *(FY20 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. *(FY20 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. *(FY20 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 FY20 include:

Date	Time	Location
August 3, 2019	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
August 24, 2019	8:00AM-12:00PM	Pelham Municipal Building
October 5, 2019	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
November 2, 2019	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
April 18, 2020	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
May 2, 2020	8:00AM-12:00PM	Milford Public Works Garage
June 4, 2020	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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY19 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. *(FY20 District budget line item 17)*

Task 11—Reporting—NRPC provides annual HHW Collection event participation reports to the District and NH DES. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 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. *(FY20 District budget line item 17)*

Task 18—District Representatives—draft annual letter to confirm District representatives from each member municipality. *(FY20 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. *(FY20 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 2019 HHW Program Expense Funds in each quarter by the following dates: 7/15/19, 10/15/19, 1/15/20, and 4/15/20. 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

**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.