



Agenda

Nashua Regional Solid Waste Management District Meeting

March 20, 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 March 20, 2019 at 10:00 AM. The meeting will be held at the Nashua Regional Planning Commission office, 9 Executive Park Drive, 2nd floor, Merrimack, New Hampshire.

1. Call to order
2. Approval of November 28, 2018 meeting minutes
3. Review 2019 calendar of collection events.
4. Quarterly Financial Report
5. Banking Proposal
6. EPA Healthy Communities Grant update
7. 2019 District Elections
8. NRPC Office Move to 30 Temple Street in Nashua
9. Other Business



Meeting Minutes
Nashua Region Solid Waste Management District Meeting
November 28, 2018

Attendees:

Joan Cudworth	Town of Hollis	Todd Croteau	Town of Hollis
Steve Doumas	Town of Merrimack	William Young	Veolia
Eric Hahn	Town of Amherst	Jay Minkarah	NRPC
Rhonda Martin	Town of Pelham	Jill Longval	NRPC
Frank Ferreira	Town of Pelham	Mason Twombly	NRPC
Sally Hyland	City of Nashua	Cassie Mullen	NRPC
Mike Fimbel	Town of Mont Vernon	Stephen Meno	NRPC
Tad Putney	Town of Brookline	Kate Lafond	NRPC

I. Call to Order

The meeting was called to order at 10:05 am by Hyland with introductions.

II. Approval of the June 12, 2018 Meeting Minutes

Hyland referred to the draft minutes of June 12, 2018 and asked for comments or if accurate, a motion to approve.

Doumas motioned to approve the minutes of June 12, 2018 with a second from Cudworth. The motion passed with Croteau abstaining.

III. Report on 2018 Collection Events

Longval gave an overview of the 2018 HHW Season and how that compared to previous years. There were 6 events in total 5 in Nashua, and 1 in Milford. 1,603 households participated. She referred to the annual report in the agenda packet. Mentioning that the numbers were strong despite the loss of one collection event in the season. 2018 had five events in Nashua and one event in Milford. In 2019 5 will be held in Nashua and one in Pelham. The satellite event will continue to alternate between Milford and Pelham in the future. Sources of information regarding collection events remained consistent with previous years. With the top three sources being town transfer stations, town websites, and the Nashua Telegraph. 90,000 pounds was processed over the course of the collection season with over 70,000 of that being hazardous. These amounts were slightly lower than in previous years which can mostly be attributed to the dropping of one event from the collection season. The most common products that were disposed over were paints, solvents & thinners, and lawn/garden products. Participation is down slightly from previous years but again is primarily attributable to the dropping of one event from the collection season.

Hyland thanked Jill for that report on the season, noting its importance to be able to compare to years past.

IV. Review of 2019-2020 Schedules

Longval explained that there are tentative dates for collection events in the next few years. She referred the group to the tentative schedule in the agenda packet. The schedules are organized by calendar year but they do not align with the fiscal year. Leading into the next topic; the satellite events will alternate between Pelham and Milford every year. Milford prefers to hold their event in May while Pelham prefers August. This does not create a burden at all but it does change how each fiscal year is shaped. For example in FY2020 (July 1st 2019- June 30th 2020) seven events will be held because Pelham will have their event in August 2019 and Milford will host theirs the following May (2020).

V. Amending FY19 Budget

Longval continued by explaining that because of how these events fall the FY19 budget would need to be amended because the Pelham event did not take place in FY19. The points in the budget that required amending were reviewed.

Hyland asked if the changes were clear to everyone. There was no further discussion.

Doumas motioned to the FY19 budget amendments. Seconded by Cudworth.

VI. Adopt Schedule A Scope of Work for NRPC for FY19

Longval explained that the Schedule A outlines the Scope of Work for NRPC for FY19. Longval said she could present the specific collection event schedule after she sits down with Nashua, Milford, and Pelham and this can be adopted at the September meeting.

Ferreira motioned with a second from Brown to adopt the Schedule A Scope of Work for NRPC for FY2019 All were in favor and the motion passed.

VII. FY18 Year End Financial Reports

Lafond introduced herself and began by referring the group to the balance sheet included in the agenda packet. She reviewed how the budget was looking compared to previous years. She explained that there has been a delay in the grant funds from the State in the amount of \$49,0345. Longval and Lafond expressed that they were not sure what was happening at the state level, because usually the money is received much sooner. Hyland mentioned that there has been turnover apparently and hopefully it will be resolved soon. Doumas asked if this type of delay is something we should be preparing for in the future. Longval stated she didn't believe it would be a continuing issue but there is no way to be one hundred percent sure. Lafond said NRPC will be pursuing the payment from the State so that we could close out FY18. She also explained that moving forward financial reports should be more straightforward and more easily represent payments to NRPC. Minkarah explained that NRPC was moving its accounts to Bar Harbor Savings Bank from TD Bank and that the district should also consider moving their accounts. Lafond and Minkarah pointed to possibly making more money off of the interest from the \$100,000 capital reserve fund. Checking may not be advantageous but certainly the money in the capital reserve fund would make more given that it would not need to be taken out too early. Lafond and Minkarah explained no action was necessary now but it is something for the district to look into.

Hyland thanked them for the information and proposed looking into the details and proposing it at the next quarterly meeting.

VIII. EPA Healthy Communities Grant Update

Longval explained that NRPC had received the healthy communities grant to create the Toxic Free is as Easy as 1,2,3 Program. Based on her experience as a parent Longval had the idea that more information surrounding household hazardous waste should be commonly available to young parents. The goals of the program are to educate the caregivers about dangers, properly dispose of materials, and teach about the HHW program. The project has a two-year scope.

IX. Other Business

Longval's Departure;

Hyland brought up Longval's departure and how the district was very grateful for everything she brought to the program. She was an integral part of the program and will be missed by everyone involved with HHW.

Will Young, Explanation of events;

Young gave a brief description of how the events work and the different things Veolia takes care of over the course of the season. He thanked Longval for the hard work she contributed to making them work. Young explained Veolia enjoys the opportunity to work with the district on this project and will hopes the district is happy with their services.

Longval and Hyland praised Veolia as incredibly professional and educated, a wonderful partner in the events. They hoped Veolia would continue its involvement.

Minkarah Moving Forward;

Minkarah explained moving forward that Mason Twombly would be the point person for the HHW program. With help from the current staff and Jill's detailed notes he will run the program. He notes Longval cannot be replaced and will be missed at NRPC.

More discussion and pleasantries were discussed about Longval's contributions to the district over the years.

X. Next Meeting March 20, 2019

Hyland thanked everyone for coming. And stated the next meeting would be March 20, 2019 at 10:00 AM with a backup date of the following Wednesday the 27th. The meeting will be exactly a month before the first event of 2019. April 20th 8AM-12pm at the Nashua Public Works Garage 9 Stadium Dr, Nashua.

Motion to adjourn came from Cudworth with a second from Doumas. The meeting ended at 11:45 am.

2019 HHW Collection Events

Date	Time	Address	City/Town
Saturday April 20, Nashua	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
Thursday June 6, Nashua	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
Saturday August 3, Nashua	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
<i>Saturday August 24, Pelham</i>	<i>8:00AM-12:00PM</i>	<i>Pelham Municipal Building, 6 Village Green</i>	<i>Pelham</i>
Saturday October 5, Nashua	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
Saturday November 2, Nashua	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

NRSWMD - FY 2019
Balance Sheet
As of March 15, 2019

	<u>Mar 15, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
NOW Account	169,301.30
TD Money Mkt	100,592.79
Total Checking/Savings	<u>269,894.09</u>
Total Current Assets	<u>269,894.09</u>
TOTAL ASSETS	<u><u>269,894.09</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	287,860.98
Net Income	-17,966.89
Total Equity	<u>269,894.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>269,894.09</u></u>

10:06 AM

03/18/19

Accrual Basis

NRSWMD - FY 2019
Profit & Loss
July 1, 2018 through March 15, 2019

	<u>Jul 1, '18 - Mar 15, 19</u>	<u>Jul 1, '17 - Mar 15, 18</u>	<u>% Change</u>
Ordinary Income/Expense			
Income			
Revenue - SWD Dues	115,000.00	103,346.00	11.3%
Revenue - HHW Fees	9,628.00	11,368.00	-15.3%
Interest Income	1,194.91	851.60	40.3%
Total Income	<u>125,822.91</u>	<u>115,565.60</u>	8.9%
Gross Profit	125,822.91	115,565.60	8.9%
Expense	<u>143,789.80</u>	<u>208,627.82</u>	-31.1%
Net Ordinary Income	<u>-17,966.89</u>	<u>-93,062.22</u>	80.7%
Net Income	<u><u>-17,966.89</u></u>	<u><u>-93,062.22</u></u>	<u>80.7%</u>

Profit & Loss by Class

July 1, 2018 through March 15, 2019

	Total 6300 NRSWMD HHW	TOTAL
Expense		
EXPENSES		
Audit*	2,500.00	2,500.00
Employee Benefits		
P/R Taxes (Indirect)		
P/R SUTA	0.00	0.00
P/R Taxes (Indirect) - Other	62.17	62.17
Total P/R Taxes (Indirect)	62.17	62.17
Total Employee Benefits	62.17	62.17
Equipment Maintenance	207.50	207.50
Misc	567.14	567.14
Office Expenses	313.99	313.99
Payroll Expenses	0.00	0.00
Postage	11.77	11.77
Printing	185.00	185.00
Professional Services	49,500.00	49,500.00
Salaries		
Salaries (Gross)	13,175.67	13,175.67
Total Salaries	13,175.67	13,175.67
Staff Development	300.00	300.00
Travel		
Mileage & Travel	137.10	137.10
Total Travel	137.10	137.10
Total EXPENSES	66,960.34	66,960.34
INDIRECT EXPENSES @ 125.00%	15,433.09	15,433.09
Total Expense	82,393.43	82,393.43
Net Income	(82,393.43)	(82,393.43)

Memo

To: NRSWMD
From: Kate Lafond, Business Manager
cc: Mason Twombly
Date: 3/18/19
Re: Banking proposal

Per the districts financial procedures \$100,000 is to be kept as a capital reserve to be used for the repair/replacement of the permanent storage facility. Interest income from the money market is moved annually into the districts general checking account.

The funds are currently held in a TD Bank Money Market account which accrues a .90% interest rate. This results in an approximate annual earning of \$900.

NRPC recently entered into a banking relationship with Bar Harbor Bank & Trust. Bar Harbor Bank has offered 19-month CD's at 2.25% apr and 13-month CD's at 1.75%. They can pass these rates on to the district. A 19-month CD would earn the district approximately \$3,585 over the 19 months. A 13-month CD would earn approximately \$1,890. Early withdrawal of funds from the CD could result in penalties.

Another option for the district to consider is investing in the New Hampshire Public Deposit Investment Pool (NHPDIP). The pool is currently offering 2.41% on investments. The account functions much like a money market account and would yield approximately \$2,400 over a 12-month period. The funds could be withdrawn at any time.

It is my recommendation that the district invest the \$100,000 in NHPDIP as it would yield a greater return on the investment. NHPDIP has been utilized in the past by NRSWMD, NRPC, and currently is by other local government entities as a secure investment tool. Additionally, this would provide the district with the flexibility to withdraw the funds if necessary, without being penalized.

An Investment Solution for Public Agencies



NEW HAMPSHIRE Public Deposit Investment Pool

New Hampshire Public Deposit Investment Pool (NHPDIP or the Pool) has been providing New Hampshire public entities with professional investment services since 1993. The Pool is designed to meet the distinctive investment needs of cities, towns, school districts, and other political subdivisions, focusing on **safety, liquidity, and a competitive yield.**

POOL FEATURES:

- S&P AAAM rated*
- Same day liquidity
- Unlimited transactions and accounts
- Interest paid monthly
- No out-of-pocket fees
- Professionally managed by NHPDIP's Investment Adviser, PFM Asset Management LLC
- Local program representatives
- Diversification

NHPDIP SERVICES HAVE YOU COVERED



TRACKING & REPORTING

As an investor, you will be provided with reporting capabilities to help evaluate Pool investment and simplify day-to-day accounting needs. This suite of reports will detail every transaction and provide full transparency.



ONLINE ACCOUNT ACCESS

NHPDIP provides 24/7 access to daily account information through www.nhpdip.com and EON, our password-protected client portal. These online tools provide access to perform transactions, run comprehensive reports, obtain daily rate information, important forms and more.



CLIENT SERVICE

All clients are unique, which is why our service is designed to meet the distinct needs of the entities we serve. NHPDIP investors enjoy access to a local team of experienced professionals who are responsible for daily service and account oversight.

*Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure and management. According to Standard & Poor's rating criteria, the AAAM rating signifies excellent safety of invested principal and a superior capacity to maintain a \$1.00 per share net asset value, and the AAAM rating signifies that a portfolio's holdings provide extremely strong protection against losses from credit defaults. However, it should be understood that these ratings are not "market" ratings or a recommendation to buy, hold or sell the securities. For a full description on rating methodology, visit Standard & Poor's website (<http://www.standardandpoors.com/ratings/funds-main/en/us>).



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Oversight

NH Bank Commissioner & NHPDIP Advisory Board



Program Administrator & Investment Adviser

PFM Asset Management LLC



Auditor

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Custodian

U.S. Bank N.A.

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Barrett Christina
Executive Director
NH School Board Association

Joseph Thornton
Senior Vice President, Retail Banking
Franklin Savings Bank

Keith Pike
Vice President, Government Banking
TD Bank

CONTACT US TODAY

John Molloy
Program Manager

717.231.6248
molloyj@pfm.com

Beth Galperin
Program Representative

717.603.4220
galperinb@pfm.com

Kecia Cunningham
Key Account Manager

717.232.2723
cunninghamk@pfm.com

Lynn Wirrick
Client consultant

717.231.6256
wirrickl@pfm.com

Anne Parker
Client Services Representative

717.213.3822
parkera@pfm.com

David Whiting
Client Service Representative

717.213.3885
whitingd@pfm.com

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www.nhpdip.com | (P) 844.464.7347 | (F) 888.535.0120 | csgeastregion@pfm.com