



APPROVED Meeting Minutes

2017 Nashua Region Solid Waste Management District Meeting

September 6, 2017

Attendees:

Steve Doumas	Town of Merrimack	Sally Hyland	City of Nashua
Tom Bayrd	Town of Hollis	Jen Czysz	NRPC
Bruce Berry	Town of Amherst	Jill Longval	NRPC
Joan P. Cudworth	Town of Hollis	Cassie Mullen	NRPC
Marie Maruca	Town of Pelham	Tanya Reinert	NRPC
Frank Ferreira	Town of Pelham		

I. Call to Order

The meeting was called to order at 10:08 am by Hyland with introductions.

II. Approval of the July 25, 2017 Meeting Minutes

Hyland referred to the draft minutes of July 25, 2017 and asked for comments or if accurate, a motion to approve. ***Maruca motioned to approve the minutes of July 25, 2017 with a second from Berry. The motion passed unanimously.***

III. Development of DRAFT FY 2019 Budget and Dues Discussion

Longval presented a PowerPoint presentation of the draft of the FY 2019 budget. The presentation opened with the issue of overall increasing expenses. Rising costs are a result of increased participation rates, increased volumes of material collected, rising HHW vendor fees, added police detail, the replacement of volunteers with NRPC staff at events, the increase from 6 to 7 events in FY17 and FY18, repairs to the storage facility, and legal and staff expenses associated with the Cooperative Agreement. To address the increasing costs, Longval first determined the recommended savings level, a step Berry recommended at the previous meeting. Longval determined that the recommended savings should be \$175,000, consisting of \$75,000 to cover 1.5 years of NH DES grants and \$100,000 for storage facility replacement.

The next step is to determine the total municipal assessments needed to draw the District's current savings down to \$175,000 by FY21.

Hyland inquired if there were any costs of ending the program. Berry replied that there would be costs to the individual communities who would need to handle waste on their own. Longval then displayed the excel spreadsheet of the draft FY19 NRSWMD Dues. Hyland added that it would be helpful to have a list of issues and expenses concerning termination of the program. The presentation concluded with an explanation of the formula used to calculate dues for each community. FY19 dues are calculated by distributing 25% of the total equally among all members and 75% distributed proportionately based on the 2016 OEP population estimates.

IV. Approval of FY 2019 Collection Schedule and Event Locations

A discussion started with Maruca inquiring if it was a possibility to subtract a Nashua event so all towns can host a HHW collection. Longval responded that satellite events are more expensive than Nashua events because they cannot utilize the storage facility. She recommended that the District limit the satellite events to communities at the geographic ends of the region to help promote participation from communities furthest away from Nashua. Hyland discussed the history of the discount given to Nashua for hosting events. Longval also clarified that historically there have only been 6 events, 7 events have only been hosted the past 2 years.

The group agreed that it would be ideal to drop back to 6 events per year, with a collection in April, May, June, August, October, and November. It was recommended making the May collection the satellite event and alternating between Pelham and Milford each year. The reasoning for selecting May as the satellite event is that participation is already high for the August, October and November events. Having a satellite event in May might help to promote participation in the spring. The schedule and event locations are as shown below:

FY2018 HHW COLLECTION SCHEDULE (approved January 5, 2017)

Date	Time	Address	City/Town
8/5/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
8/26/17	8:00AM-12:00PM	Pelham Municipal Building	Pelham
10/7/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/4/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/21/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/5/18	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford
6/7/18	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

PROPOSED FY2019 HHW COLLECTION SCHEDULE (to be approved September 6, 2017)

Date	Time	Address	City/Town
8/4/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
10/6/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/3/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/20/19	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/4/19	8:00AM-12:00PM	Pelham Municipal Building	Pelham
6/6/19	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

PROPOSED FY2020 HHW COLLECTION SCHEDULE (for planning purposes only, no action needed)

Date	Time	Address	City/Town
8/3/19	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
10/5/19	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/2/19	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/19/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/3/20	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford
6/4/20	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

PROPOSED FY2021 HHW COLLECTION SCHEDULE (for planning purposes only, no action needed)

Date	Time	Address	City/Town
8/2/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
10/4/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/1/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/17/21	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/1/21	8:00AM-12:00PM	Pelham Municipal Building	Pelham
6/2/21	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

Berry motioned to accept the FY19 HHW Collection Schedule as presented, Maruca seconded, and the motion passed unanimously.

V. Update on Cooperative Agreements

Longval stated that she will be meeting with the Nashua Aldermen and Boards of Selectmen for all communities in the District between now and December to present the Cooperative Agreement. She is currently scheduling these meetings and will notify District reps when a date has been finalized for their community. December 29 is the deadline for all cooperative agreement to be signed. Hyland stated that she received a positive letter of support from the Nashua Fire Chief that can be supplied on request.

VI. Other Business

Longval informed the group that the next meeting date is determined by the Cooperative Agreement, which states, "the first meeting of the Members shall be on the second Monday of the month following the date of signature of the last Member." This puts the next meeting on Monday, January 8, 2018.

Motion to adjourn came from Dumas with a second from Bayrd. The meeting ended at 11:09 am.