



## Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

March 30, 2020

---

### Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Mike Fimbel	Town of Mont Vernon
Cheryl Chartier	Town of Hudson
Eric Hahn	Town of Amherst
Jim Solinas	Town of Brookline
Mason Twombly	NRPC
Kate Lafond	NRPC
Jay Minkarah	NRPC
Cassie Mullen	NRPC

### **I. Call to Order**

This meeting is via conference phone call. The meeting was called to order at 10:05am by Hyland with introductions.

### **II. Approval of November 2019 Draft Meeting Minutes**

Hyland referred to the draft minutes of November 21, 2019 and asked for comments and if accurate, a motion for draft approval.

Hyland inquired about the historic figures. Twombly responded that he has a 5-year analysis and will send it to Hyland for review

***Fimbel motioned to approve the meeting minutes of November 21, 2019 with a second from Cudworth. All were in favor.***

### III. 2020 Collection Events Review

The group referred to the Covid-19/ Corona Virus Impacts on HHW Season Memo from Mason. Hyland stated that all Nashua City Offices have closed until May 4<sup>th</sup>, and that the district should consider cancelling the April event and rescheduling the May event. Hyland added that the district could use the extra funds from cancelling the events for an extra police officer for the June event. Hyland also added that Veolia would like to know what the plan is for the April and May Collections, and that they are able to do Covid-19 decontamination.

Hahn asked the group if HHW collections are an essential function, and what the ramifications would be of postponing the collections.

Cudworth stated that there is no way of getting around having to postpone the events, and that the district should post educational materials online regarding what to do with HHW in the meantime.

Hyland stated that the group will have to do a massive press release, including newspaper articles, NRPC website postings, and postings in all of the town social media pages. Hyland added that the district should work with the local fire departments, the Nashua Fire Department's Hazardous Materials Team, and the NH Department of Environmental Services to deal with abandoned HHW and building storage.

Cudworth added that the public understands, and that we just need to get the press release out and try to not lean on first responders since they are probably very taxed with the Covid-19 pandemic. Cudworth suggested to just keep the first responders informed.

Fimbel suggested to the group that the June collection event should have extended hours.

Hyland stated that the event could not start earlier as the Public Works Department employees will all still be at work and working, but the event could possibly run later.

Minkarah added that there are no Milford representatives on the call, so we will need to reach out to them to check the possibility of rescheduling the May satellite event to August.

***A motion was put on the table to Cancel the April 18<sup>th</sup> event, authorize the Nashua Regional Planning Commission staff to reschedule the May 2nd satellite event pending local and vendor approval, and extend the June event to 8:00pm. Hyland motioned with a second from Fimbel. All in favor.***

### IV. Financial Updates

Lafond provided updates for all accounts. The budget report is through February, and the district is in line with the projected goal with 59% expended. The profit and loss report shows a \$30,000.00 deficit, which is also in line with what was projected. Lafond stated that cancelling the April and May events will result in a gain of about \$6,000.00 and at year end there will be a gain. This change levels out this fiscal year and next fiscal year

Hyland inquired if anyone has spoken with the New Hampshire Department of Environmental Services about the changed schedule, and if it is even necessary.

Twombly stated that he will reach out to discuss the event cancellations, and that the district has already received the grant money so it should not be an issue.

Hyland stated that she will reach out to Keene and the Lakes Region to see what they are doing to handle the Covid-19 impact on the collection season.

Lafond then referenced the Memo regarding the Capital Reserve Funds. Lafond stated that the interest rates for the New Hampshire Public Deposit Investment Pool (NHPDIP) have been trending downward throughout the year. The interest rate is 1.15% as of today. Lafond stated that she reached out to TD Bank about the money market interest rate and it is still low, at 0.25%. Lafond recommends to the group that the district authorize her to move the capital reserve funds if the NHPDIP interest rate drops below what they are getting in the TD Bank checking account.

Hyland inquired if the capital reserve funds will still be insured and if they will be accounted for separately if they are moved into the checking account.

Lafond confirmed that the funds would still be insured and that they will be accounted for separately.

***Fimbel made a motion to authorize the Nashua Regional Planning Commission Business Manager, Kate Lafond, to move the \$100,000.00 capital reserve fund money to the TD Bank Checking account if the NHPDIP account interest rate drops below 0.50%. Hyland seconded. All in favor.***

**V. Review of the revised RFP & discussion about timeline (action item)**

Hyland stated that the insurance requirement is critical between the City of Nashua and the district. Hyland suggested to strike “if requested” in the insurance section so that the vendors are required to provide insurance. Hyland also suggested incorporating attachment 3 into section 7 of the RFP.

Twombly stated that he will make those edits to the document and send it out to everyone later today.

Hyland recommended that the RFP should still stay on the same timeline.

	<b>Date</b>	<b>Time</b>
Send out RFP	May 4, 2020	4:00pm
Deadline for Contractor Questions	May 15, 2020	4:00pm
Answers/Clarifications Posted	May 22, 2020	4:00pm

Proposal Submittal Date	June 1, 2020	4:00pm
Interviews (upon request)	Week of June 8, 2020	TBD
Contract Execution	June 26, 2020	4:00pm

Twombly will send out an email to everyone with the schedule.

Hyland will look into the possibility of virtual interviews.

**VI. NRSWMD Informational Binders**

Twombly informed the group that he has the binders completed and will hold onto them until the stay at home emergency order has been lifted. Twombly noted that some materials will need to be updated with the schedule changes.

**VII. Other Business**

Cudworth inquired about the dates for the signs.

Twombly stated tat he will distribute the dates by the end of the week, by either delivering them himself or by mailing them. "Cancelled" or tape will have to be put over the first two collection dates.

Fimbel asked if there were any updates about Carol in Wilton regarding Wilton joining the district.

Hyland responded that Carol is still interested but there are a lot of questions. Hyland said that she needs more information about Wilton events and participation before any decisions are made.

Twombly told the group that he will draft a memo for the April and May event cancellations and distribute to each community.

The next NRSWMD quarterly meeting is on Thursday June 18<sup>th</sup> at 10:00am.

***Motion to adjourn came from Cudworth with a second from Chartier. The meeting ended at 11:29 am.***