



APPROVED Meeting Minutes
Nashua Region Solid Waste Management District Meeting
April 5, 2018

Attendees:

Tom Bayrd	Town of Hollis	Marie Maruca	Town of Pelham
Joan Cudworth	Town of Hollis	Sally Hyland	City of Nashua
Kyle Fox	Town of Merrimack	Troy Brown	Town of Litchfield
Steve Doumas	Town of Merrimack	Jen Czysz	NRPC
Jim Solinas	Town of Brookline	Jill Longval	NRPC
Bruce Berry	Town of Amherst	Tanya Reinert	NRPC
Eric Hahn	Town of Amherst		

I. Call to Order

The meeting was called to order at 10:02 am by Hyland with introductions.

II. Approval of the January 8, 2018 Meeting Minutes

Hyland referred to the draft minutes of January 8, 2018 and asked for comments or if accurate, a motion to approve.

Berry motioned to approve the minutes of January 8, 2018 with a second from Maruca. The motion passed.

III. Ratify votes from January 8, 2018 meeting

Longval informed the NRSWMD members that they were 1 municipality short of a quorum at the January 8, 2018 meeting and as such they needed to ratify the motions made at that meeting. She reminded communities that had two representatives present today that each community has one vote. She proceeded to read the motions and a new vote was taken on each.

Approval of the September 6, 2017 Meeting Minutes

- *On 1/8/18—Berry motioned to approve the minutes of September 6, 2017 with a second from Solinas. The motion passed with Fimbel abstaining.*
- *On 4/5/18—Berry motioned to approve the minutes of September 6, 2017 with a second from Maruca. All were in favor and the motion passed.*

Elect NRSWMD Chair for Term January 1 - June 30, 2018

- *On 1/8/18—Fimbel motioned with a second from Berry that Hyland be elected Chair of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.*
- *On 4/5/18—Bayrd motioned with a second from Maruca that Hyland be elected Chair of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.*

Elect NRSWMD Treasurer for Term January 1 - June 30, 2018

- *On 1/8/18—Berry motioned with a second from Solinas that Cudworth be elected Treasurer of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.*
- *On 4/5/18—Doumas motioned with a second from Maruca that Cudworth be elected Treasurer of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.*

Grant and Contract Authorization for Period of January 1 - June 30, 2018

- *On 1/8/18—Berry motioned with a second from Solinas 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 2018 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes. All were in favor and the motion passed.*
- *On 4/5/18—Berry motioned with a second from Bayrd 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 2018 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes. All were in favor and the motion passed.*

Adopt Schedule A Scope of Work for NRPC for Period of January 1 - June 30, 2018

- *On 1/8/18—Fimbel motioned with a second from Solinas to adopt the Schedule A Scope of Work for NRPC for the period of January 1-June 30, 2018. All were in favor and the motion passed.*
- *On 4/5/18—Bayrd motioned with a second from Doumas to adopt the Schedule A Scope of Work for NRPC for the period of January 1-June 30, 2018. All were in favor and the motion passed.*

IV. Review Cash Flow Estimates FY19-F21

Longval explained that Schedule A Scope of Work for NRPC under the Cooperative Agreement states that NRPC will receive funds from the District to administer the HHW program at the start of the fiscal year. The intention of this was 1) to provide NRPC with funds up front to pay the vendor so NRPC did not have to incur this expense before being reimbursed, 2) to reduce the administrative burden associated with having multiple reimbursement transactions each month, and 3) to generally to make procedures cleaner from a financial/accounting perspective. Additionally, in order to ensure adequate reserve funds are held for the ongoing maintenance and future replacement of the storage facility, the District elected to maintain a minimum cash balance of \$175,000 at their 9/6/17 meeting. This includes \$75,000 for building replacement, \$25,000 for site work, and \$75,000 to cover 1.5 years of the DES grant should funding no longer be available.

After analyzing the District's revenues NRPC determined that there would be a cash flow problem in that the annual lump sum payment to NRPC would cause the District's account balance to dip below the \$175,000. In addition, NRPC does not want the District to lose out on interest by making a large lump sum transfer. NRPC has been working with the auditors to identify different means to transfer funds between the District and NRPC that would allow the timing of payments to preserve a \$175,000 minimum balance. As part of this effort, NRPC and the auditors are looking at pulling the District in under NRPC's accounting books, which would eliminate the need for the District to conduct its own independent audit and would save the District roughly \$4,000 annually.

Hyland asked for clarification on the \$175,000 minimum balance. Longval noted that \$75,000 is for building replacement, \$25,000 is for a crane to remove the old building and install the new building plus any other necessary site work, and another \$75,000 to hold the equivalent of 1.5 years of DES grant funding.

Berry asked if more frequent payments would solve the issue. Longval replied, yes and the goal is to figure out what works best to maintain a clean audit and cash flow. Bruce recommended having a solution by the next meeting. Longval explained that is the plan, so that the new procedures would go into effect starting FY19.

Hyland asked if the municipalities would be ok with pulling the District's accounts under NRPC and no longer conducting a separate audit for the District. She felt keeping a separate audit provides additional transparency. Reinert explained that the District members certainly could continue to conduct a separate audit if that provides peace of mind. Hyland suggested that each of the representatives speak to their financial personnel.

Hahn noted that NRPC already has an existing fiduciary responsibility to its member communities and that should be adequate. Longval noted that NRPC has a relationship with 10 out of the 11 district members. Windham is a part of the Southern NH Regional Planning Commission.

Solinas asked if Longval could send out a one paragraph description that District members could share with their finance office to explain the changes. Longval noted that we do not have a concrete proposal today, but as soon as there are firm alternatives she will draft something up for members to share with their communities.

Brown noted that regarding cash flow issues, District members pay dues each year on July 1st, but it sounds like this is not enough to cover the full year's operating expenses. Longval said this is correct. The District is also dependent on the DES grant, user fees, and a portion of the District's savings. Brown asked for further clarification on how the \$175,000 reserve threshold was determined. Jill recounted discussions at the September 6, 2017 meeting where that figure was determined.

V. Capital Reserve Account

Longval noted this agenda item ties into what they were just discussing. The capital reserve fund cap is currently set at \$60,000. Longval recommended that the capital reserve fund cap be raised to \$100,000. This is the expected cost of the future storage facility replacement and site work, as the group just discussed. Longval walked the District members through the current financial statements and bank balances. The proposal is to dedicate the TD Money Market savings account as the capital reserve fund. Berry asked about what amount is required for protected coverage with the bank. For other programs there is a minimum balance of \$250,000. Reinert noted that she has spoken with the bank and the District are covered.

Brown clarified the intent is to keep the checking account at or above a minimum balance of \$75,000 and the savings account at a minimum of \$100,000. This corresponds to the recommended \$175,000 of reserve funding. The District members noted that current bank balances between the two accounts are just over \$350,000. At what point would it be expected that the bank balances would dip below the \$175,000 threshold? Longval walked through a cash flow example based on quarterly payments to NRPC. There are a few instances where the balances might dip below the \$175,000 threshold. Generally, there is revenue anticipated within 1-3 months of these future dips that will bring balances back up to the minimum amount. The longer recovery periods don't occur until FY 2021. Berry asked about the potential for increased revenue. Longval noted that the cash flow analysis is based upon increased municipal dues. Increasing user fees is unlikely to help because they make up a very small portion of the District's revenues.

Berry asked how funds are accessed from the money market account if it's needed and if there is a month advance request required. Reinert said no, we just need to contact the bank and we can make a transfer.

Hyland asked if we need a motion to transfer funds from the NOW checking account to the TD Money Market account? Reinert said no, the goal will be to make up the \$6,300 needed to bring the account balance up to \$100,000 by depositing user fees into the Money Market Account, just as we currently do with the checking account.

Hyland asked if we exceed \$100,000 do we need a motion to transfer interest out to the money market account? Reinert said we may eventually but not at this time since we won't be making a direct transfer but instead depositing user fees up to a total account balance of \$100,000 into the Money Market Account. Longval reported the interest income in FY17 was \$458.81.

Berry motioned with a second from Bayrd to raise the capital reserve fund cap from \$60,000 to \$100,000 and to dedicate the TD Money Market Account as the Capital Reserve. All were in favor and the motion passed.

As an additional note, Hyland referred district members to a letter from DES to Veolia, praising the vendor for their high quality work and commending them for a clean inspection of the storage facility. Longval noted she recently attended a training where Veolia was one of a very short list of hazardous waste generators with a clean inspection. Berry noted that during the vendor selection process this was heavily considered and a large factor in selecting a more expensive vendor.

VI. Review of 2018 collection schedule and accepted materials

Longval referred members to the schedule flyer included in meeting packets. The first three collection events come quickly and are scheduled for April 21, May 5 in Milford, and June 7.

Longval also reminded the group that we can accept universal waste generated by municipalities, however, hazardous waste generated by the municipalities is not allowed unless the municipality registers as a small quantity generator. She also noted that we have received conflicting information on hazardous waste generated by residents and abandoned on municipal property but that we will continue to collect it under the guidance we received from Veolia.

VII. Review of 2018 outreach material

Longval noted that there are a variety of outreach materials in the packets that members can copy and distribute to advertise events and what materials are accepted at the events. Please let her know if there are any updates to the universal waste handout in terms of what towns will accept. Additionally, there is a list of items not accepted and what you can do with them to keep them out of the waste stream. There are additional flyers on topics such as batteries, compact fluorescent bulbs, fertilizer and latex paint. These flyers are all available electronically and NRPC can make copies if needed.

Following up on a question from Cudworth, bulging batteries can be accepted at HHW collections. It's requested that a picture be sent in before the event if possible so Veolia can bring proper containment. Cudworth advised district members that there is a growing problem with swollen batteries. These are often inexpensive generic batteries that can be a fire or explosive hazard and need to be properly isolated.

Longval noted that once the collection events start there will be regular inspections by Veolia. If a town receives a swollen battery that needs to be contained, please contact her and arrangements might be made to properly store it in the storage facility.

Longval reminded everyone that hazardous waste generated by a municipality cannot be accepted at a collection event unless the municipality registers as a small quantity generator.

Longval also followed up on feedback received during the fall visits to each town for the cooperative agreement. One piece of feedback received was a desire for increased social media advertisement of collection events. NRPC does have a Facebook and Twitter account. There is interest in having town social media accounts like the NRPC account and vice versa to maximize sharing. One option would be to do paid social media advertisements to boost the number of people that see the postings. Longval has made a list of municipally sponsored social media pages.

Berry warned we could be a victim of our own success. If advertisements significantly increase participation, the next time we negotiate our vendor agreement, fees could increase significantly. Hyland suggested that the towns take ownership and make the social media postings.

Doumas asked about also working with the media. Longval shared a list of newspapers and other venues where the events are advertised.

VIII. **Other Business**

Longval noted reappointment letters for District representatives were sent out to municipalities. She encouraged each member to select a representative and an alternate to improve attendance.

The FY19 DES grant contract was received yesterday in the amount of \$50,243.

The national drug take back event is April 28. There are several Police Departments in the region that are participating.

The next meeting is planned for June. Committee members identified conflicting dates and asked Longval to put together a survey again to select a date.

Motion to adjourn came from Solinas with a second from Doumas. The meeting ended at 11:33 am.