



## APPROVED Meeting Minutes

### 2015 Nashua Region Solid Waste Management District Meeting

December 9, 2015

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#### **Attendees:**

Sally Hyland	City of Nashua	Joan P. Cudworth	Town of Hollis
Tad Putney	Town of Brookline	Tanya Reinert	NRPC
Stan Walczak	Town of Pelham	Tim Roache	NRPC
Mike Fimbel	Town of Mont Vernon	Jill Longval	NRPC
Steve Doumas	Town of Merrimack	Karen Baker	NRPC
Tom Bayrd	Town of Hollis		

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

The meeting was called to order at 12:14 pm by Hyland. She introduced Steve Doumas who will be representing Merrimack in place of recently retired Rick Seymour. She followed by asking for introductions.

#### **II. Approval of June 22, 2015 Draft Meeting Minutes**

Hyland referred to the draft minutes of June 22, 2015 and asked for comment or if accurate, a motion to approve. ***Walczak motioned to approve the minutes of June 22, 2015 with a second from Bayrd. All were in favor.***

#### **III. Report on 2015 Collection Events**

Longval reviewed the 2015 collection events saying we had a great year with a strong turnout totaling 1,696 households, an increase from 2014's total of 1,623. District wide, participation rates were the highest they have been since 2006 and 34% of participants were first time attendees. She noted that participation from Hollis was the highest since 2000, which is when data by town was first tracked. Also to note was Litchfield's participation being the highest since 2003, Milford's highest participation since 2007, and Windham's highest participation since 2004.

Longval also informed the group that the June collection event had the highest turnout of any June collection since 2005 and the November event had the highest turnout of any November collection since 2006. She added that transfer stations continue to provide the largest source of information to participants, followed by municipal websites & the Nashua Telegraph, which were also the top 3 most popular information sources in 2014 & 2013.

Longval noted that the Solid Waste District manifested a total of 85,194 pounds of waste during the 2015 collection season. She added that paint continues to be the most common item received followed by solvents/thinners and lawn & garden products.

Fimbel asked if he was responsible for providing the collection report to his town. Longval said that each year she sends a letter to the Board of Selectmen/Councilmen/Aldermen for confirmation on their NRSWMD representative and also includes each municipality's report.

#### IV. Review of 2016 Collection Schedule

Longval informed the group of the 2016 collection schedule as listed below:

- Saturday April 23, 8:00AM-12:00PM, Nashua (funded)
- Saturday May 7, 8:00AM-12:00PM, Milford (funded)
- Thursday June 2, 3:00-7:00PM, Nashua (funded)
- Saturday August 6, 8:00AM-12:00PM, Nashua (tentative)
- Saturday October 1, 8:00AM-12:00PM, Nashua (tentative)
- Saturday November 5, 8:00AM-12:00PM, Nashua (tentative)

##### a. Pelham Collection

Longval showed a draft FY2017 budget of \$217,072 for holding 7 collections events and an alternate budget of \$195,822 for 6 collections. This was in response to the Town of Pelham's interest in holding a collection event in the town. Longval stated that Veolia, our HHW vendor, said they can hold a collection without a building and the site Pelham has proposed is sufficient. She suggested a September collection event, possibly on a Thursday, and opened it up for discussion. Longval noted that 48% of 2015 Pelham participants were first timers (highest in District). Walczak talked about the benefit of having a collection in Pelham saying it would attract Hudson, Windham & Litchfield. He requested an early September date due to the football schedule after Labor Day causing traffic near the collection, but would clarify when that starts. In response to a Thursday collection day, he felt the only obstacle would be possible resident complaints. Fimbel suggested doing the last Saturday in August, but not the Saturday of Labor Day weekend. Walczak felt August 27<sup>th</sup> may work. Hyland asked what Walczak could do to get Hudson, Windham & Litchfield to the event. He said he has a good relationship with Windham, Hudson & Litchfield and would also talk to Mellon in Litchfield, as well as the others. Additionally, he would advertise in the Observer and work with the towns to get the word out and go as far as talking to the selectmen in those towns. After further discussion, Fimbel commented that he was good with 7 collection events. Hyland asked for a motion to hold a 7<sup>th</sup> event in the Town of Pelham, but leaving the date open for August or September. ***Fimbel motioned to approve the addition of a 7<sup>th</sup> collection event in Pelham for calendar year 2016 with a second from Bayrd. All were in favor.***

Longval said she would coordinate with Walczak for a firm date as she would need this for the FY2017 DES HHW grant application. Lastly, Longval said that the host town must also provide staff, volunteers (3-4), roll-off, site preparation, host pre-event meeting, and be responsible for the trash disposal.

#### V. FY 2017 Grant Application

Longval informed the group of the \$0.22 per capita reimbursement rate for programs with permanent storage facility (same as FY16). The total reimbursement rate for the FY2017 grant application will equal \$47,166. This covers the August 6, October 1, and November 5, 2016 events and April 22, May 6 and June 1, 2017 events plus Pelham if approved. She added that the application is due Feb. 1. Lastly, she noted that adding Pelham event will not change our total

reimbursement rate due to the calculation method DES uses (per capita rate vs. total expenses, whichever is less).

## VI. Updates to the FY2016 Budget

Longval provided explanations for the updates to the FY16 budget. She referred to the police detail line item on screen, which was established for safety reasons from the large amount of traffic at the June 2015 event. At the June 22, 2015 meeting, the District voted to approve funds for a police detail at June 2016 collection event. Longval informed the group that due to the increased participation at the August & October events, she decided to use that allocation for the November 2015 event. Longval explained that she is requesting an additional \$707 to cover the remaining two Nashua events in FY2016 (April and June, 2016). Longval noted that Hyland & Baker could attest to the need for having a police detail for the collection events, adding that it is safer for the volunteers and makes for a much smoother event when volunteers & NRPC staff can focus their attention on event participants rather than traffic detail & disgruntled drivers. Hyland stated that a vote would be needed from the district for the additional \$707.00 for the police detail. ***Walczak motioned with a second from Dumas to approve the \$707.00 additional in the FY16 budget to cover for police details at all events except Milford. All were in favor.***

Longval explained the Storage facility repairs and the associated cost of \$14,395. This stems from the rust and rot on all 3 door frames and bottom of doors. The bottoms of the doors are pulling away from rest of door structure. She referred to the June 22, 2015 bi-annual meeting where the District voted unanimously to reserve \$4,500 to replace the storage facility doors, not to exceed, and to reevaluate the roof and not to proceed if it exceeds this amount. At that point, we had not had a professional out to inspect the facility. Fimbel, as well as 8 other contractors, later concluded that the door frames would also need to be replaced. Given that they are welded into the building, this made the job much more expensive. Longval explained that Maple Leaf Construction was the only contractor that said they could do the job. On November 23, Longval called a special meeting via telephone conference with the district to vote for approval to have the storage building doors replaced, which they did unanimously. Longval informed the group that as of December 7<sup>th</sup>, the doors have been ordered and should arrive in 2 weeks. Maple Leaf informed her that they would paint the doors inside, which should take 2 days and then they will schedule the install, which should take about a week.

Hyland emphasized the need for volunteers from all the communities in the District. She added that Fimbel & his son, as well as her husband volunteered at collection events this year.

Longval reminded the group of the \$60,000 cap that the District approved at the Dec. 9, 2014 meeting for the Capital Reserve Fund (CRF). She noted the current balance of \$56,410.66 minus \$14,395 repairs brings the balance down to \$42,015.66. She asked the group if they want to continue to \$60,000 from \$56,410.66 balance (\$3,589.34 remaining) or whether they wanted to continue from \$42,015.66 balance (\$17,984.34 remaining). Walczak asked what the impact to the communities would be. Longval said none, as the user fees are what get transferred into the CRF. Fimbel and Hyland felt it should start from the \$42,015.66. After further discussion the group agreed that beginning at the April event, user fees should be deposited up to the \$60,000 cap based on the \$42,015.66 balance.

## VII. Summary of Changes to TD Bank and PDIP Accounts

Longval informed the group of the TD Bank Account that was set up for the District, per their approval and the final paperwork being completed to close out the PDIP. She noted that the balance that will be transferred is \$93,068.77. Hyland asked the group if they knew what the PDIP was. Longval said that it is the state investment pool. Reinert added that the new TD Bank account has better interest rates and is fully secured. Roache added that the NRPC recently completed the same process.

### **VIII. Review of NRSWMD Bylaws**

Longval reviewed that the District members were under the assumption that bylaws didn't exist and NRPC staff searched archives and did not find any. We drafted and presented a set of bylaws to Attorney Waugh for review. After discussion with him, he felt what we drafted sounded more like a district agreement. Longval said she then contacted Nelson Ordway, Executive Secretary DES Solid Waste Management Bureau to see if they had any record, they did not. She also reviewed RSA 53-B Solid Waste Management District enabling legislation, contacted Attorney General's office to see if they had any record and they informed her they do not retain anything back that far due to the paper file space issue they have. Longval said that we again went back to our searching and found 3 Telegraph articles from June, September, October 1983 indicating District Agreements had been signed in order to be in compliance with newly passed RSA 149M, which required all municipalities to voluntarily form solid waste districts by 10/1/83. So after another extensive search, we located the District Agreements and have official agreements from Amherst, Brookline, Hollis, Merrimack, Milford, Mont Vernon, Nashua, and Windham. She added that all she found for Hudson was a letter from 10/28/83 from NH Dept. of Health and Welfare stating it had been assigned to NRSWMD because it hadn't voluntarily joined a district. For Pelham Longval found a letter dated 11/28/95 from the BOS "confirming the Town of Pelham's permanent plans to participate in the upcoming Household Hazardous Waste collections, sponsored by the Nashua Solid Waste District." To date, she found nothing from Litchfield but based on other documents concluded that they joined between 6/30/98 and 4/1/00.

Longval stated that based on these key findings, she was not sure how iron clad the agreements are from a legal standpoint due the inconsistencies with content, budget, and format. She added that the agreements do reference the creation of Bylaws in Section 1, but we have not located them or any further references to them. Also, the agreements do contain amendment procedures noted in Section 8, which is what Attorney Waugh said was required if we want to go ahead with our update. The existing agreements do not meet requirements of RSA 53-B:6-a as it is currently written, which outlines at a minimum what a Solid Waste District Agreement should include. Based on all this information, Longval asked the group how they want to proceed.

Putney asked if there are other districts that might have agreements and bylaws in place that we could use to work from. Longval said she could not find anything in NH but did find something in Vermont. Hyland suggested getting in contact with Keene. Fimbel suggested contacting District member Berry. Dumas asked if new agreements would have to be done. Longval felt the existing agreements would need to be updated because they are not consistent with how the District presently operates. Walczak suggested new agreements to be compliant with the current RSA. Hyland said it would have to go through the City process and be signed by the Mayor. Putney

commented that based on Section 8, you do not have to go to Town meeting, so Board of Selectmen could sign.

Longval said she planned on contacting Pat Jewett from Litchfield who was involved back in 1983 and is also the alternate District Rep for Litchfield. Hyland suggested contacting John Duclos at DES & Cudworth suggested Sharon Yager. Fimbel asked if the NH Municipal Association has anything. Longval stated that she went to them previously to review our Bylaws and they were not too interested. Fimbel suggested trying again for District Agreements help. After further discussion, the group agreed that district agreements be updated by Longval to be compliant with the current RSA 53 B: 6-a and then in the spring, have Attorney Waugh and the group review them.

## **IX. Additional Business**

**Possible change in location for the Nashua HHW collections:** Hyland informed the group that the Nashua Department of Public Works would be relocating to one of 2 potential sites. She noted the more favorable location to the HHW program is a site off of Burke Street and the other less favorable location is next to the current Landfill. She added that when the relocation happens there may be costs associated with moving the permanent storage facility, which would be taken from the Capital Reserve Fund.

Education and Outreach: Longval informed the group of the new numbers & letters that would be delivered in March for the HHW signs located at the transfer stations and said if any other letters or numbers are needed for the signs to please notify her. Also for late winter, early spring, the HHW General Flyer will also be mailed to the towns. Going forward, Longval said she would be focusing education on Lawn/Garden, Paint, and Solvents/Thinners since they are the most collected and education on if the products are still useable.

Putney suggested having a Brookline have their local TV station do a video for education at the April or May event. Longval informed the group of Pelham's video done in the spring of 2015 and said she would email the group the link. Longval said it would be great if Brookline wants to do a video and suggested even catering it to the materials most collected from the town.

Cudworth suggested a HHW training session for the employees from the transfer stations that work directly with the residents so they are able to provide accurate information to residents. Doumas said education what to do if hazardous items that are left at transfer stations would be good also. Cudworth emphasized the importance of starting the education at the transfer stations and having that group get the word out to the residents and she would be happy to help. Longval said that was a great idea and suggested an early April event with Veolia. There was discussion of having a DES public relations person there and also seeing if the class could be used towards operator certification. Doumas suggested voicemails at the transfer stations notifying folks of the next HHW events, which is what he does for Merrimack

***Motion to adjourn came from Walczak and seconded by Fimbel. The meeting ended at 3:18pm***