



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

November 21, 2019

Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Tad Putney	Town of Brookline (called in)
Mike Fimbel	Town of Mont Vernon
Kris Perreault	Town of Merrimack
Todd Croteau	Town of Hollis
Jess Forrence	Town of Hudson
Cheryl Chartier	Town of Hudson
Mason Twombly	NRPC
Kate Lafond	NRPC
Jay Minkarah	NRPC
Cassie Mullen	NRPC

I. Call to Order

The meeting was called to order at 10:03am by Hyland with introductions around the table.

II. Approval of September 2019 Draft Meeting Minutes

Hyland referred to the draft minutes of September 5, 2019 and asked for comments and if accurate, a motion for draft approval.

Cudworth motioned to approve the meeting minutes of September 5, 2019 with a second from Martin. All were in favor.

III. Financial Updates

Lafond provided updates for all accounts. Income has risen, mostly because of the dues increase. The district continues to gain interest from the NHPDIP account, however the downward trend in interest rates is continuing. Lafond said that she will continue to monitor this trend.

Hyland inquired if the \$750.00 listed under maintenance for fire suppression covered both years. Lafond confirmed that yes it covers two years. Lafond then referred to the balance sheet and pointed out that there is \$21,000.00 net income to date, and that this value will decrease as the year goes on. Hyland clarified that the income is for this fiscal year and not the calendar year.

Next, Lafond reported that the \$50,000.00 grant from NHDES has been received. The next grant application deadline is February 1, 2020. Twombly stated that the application has already been released so there is a possibility for early submission.

IV. Review of 2019 Collection Season

Twombly presented the 2019 annual district report. He stated that June of 2019 was the busiest June event over the past 10 years. The Transfer Station and Town Website continued to be the top two information sources. The Nashua Telegraph was the third most popular information source but has decreased in popularity compared to past years. Social media and word of mouth have also increased in popularity.

Cudworth asked Putney if he used Facebook to notify Brookline residents. Putney replied that he had a few times, and requested that Sabrina, the Community Relations staff person at NRPC, post for HHW events in the Brookline Facebook pages in the future. Hyland added that this would be a good idea for every community in the district.

The most common materials brought to collection events were paint (44.5% of households reported bringing), solvents and thinners (41.5% of households reported bringing), and lawn and garden products (32.6% of households reported bringing). Hyland inquired if the percentage of overall first-time participants has increased compared to past years. Twombly said that he would follow up with that data for the next meeting.

V. Review of 2020 collection dates

The 2020 collection season will have an event in Milford this year, and no event in Pelham.

FY	DATE	TIME	ADDRESS	CITY/TOWN
20	4/18/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
20	5/2/20	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford
20	6/4/20	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	8/1/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	10/3/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	11/7/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

VI. Review of the revised RFP & discussion about timeline

Hyland stated that 2020 is the third year of the three-year contract with Veolia, so the RFP committee is preparing an RFP for the years 2021, 2022, and 2023. Overall expenses are likely to increase. The new RFP is going to ask respondents to provide a flat fee option and a unit fee. Hyland mentioned that anyone else who would like to join in on final review of the draft RFP is welcome.

Fimbel asked when the RFP will be sent out. Twombly responded that the last RFP went out on May 11th, but it wouldn't hurt to send this RFP out earlier if we can.

Twombly reviewed the draft RFP. The updated proposal includes data from 2019 and 2018 to include both satellite events in Milford and Pelham. Additional information was also added to the insurance section. Cudworth said that the RFP draft looks good. Hyland clarified that the highlighted schedule will be updated. Hyland asked the group if there is any sense in including 2017 data even if it is a different contract year. Minkarah suggested that if we included 2017 data we should just provide the past five years. Twombly stated that he will add the ten-year trends and charts to the RFP, to which the group agreed.

On page 17, Hyland suggested including language about pre-event meetings. Hyland also recommended that "compliance of the vendor with state regulatory reporting requirements" should be added to section 3.5 on page 7 of the RFP draft.

The next RFP committee meeting was set to be held on Wednesday January 29, 2020 at 2:00pm with a snow date of February 5, 2020 at 10:00am. The RFP timeline will be set at this meeting.

VII. Other Business

Meeting Dates for the District Quarterly Meetings were set for 2020 and they are as follows:

Thursday March 19th, 2020 at 10:00am

Thursday June 18th, 2020 at 10:00am

Thursday September 17th, 2020 at 10:00am

Thursday December 17th, 2020 at 10:00am

Hyland reported that Carol Burgess is the new solid waste coordinator for the Town of Wilton and has expressed interest in participating in the NRSWMD HHW events. Five towns use the Wilton Transfer Station, three of which (Mason, Wilton, and Lyndeborough) are in the Nashua Regional Planning Commission's region. Hyland stated that she has not heard anything back from Carol, so there is no need to change the RFP yet.

Motion to adjourn came from Cudworth with a second from Forrence. The meeting ended at 10:38 pm.