



APPROVED Meeting Minutes

2016 Nashua Region Solid Waste Management District Meeting

June 2, 2016

Attendees:

Sally Hyland	City of Nashua	Troy Brown	Town of Litchfield
Stan Walczak	Town of Pelham	Joan P. Cudworth	Town of Hollis
Mike Fimbel	Town of Mont Vernon	Tanya Reinert	NRPC
Steve Doumas	Town of Merrimack	Tim Roache	NRPC
Tom Bayrd	Town of Hollis	Jill Longval	NRPC
Bruce Berry	Town of Amherst	Karen Baker	NRPC
Jim Solinas	Town of Brookline		

I. Call to Order

The meeting was called to order at 10:04 pm by Hyland followed by introductions.

II. Approval of December 9, 2015 Draft Meeting Minutes

Hyland referred to the draft minutes of December 9, 2015 and asked for comment or if accurate, a motion to approve. There was one correction under section IV-a., first sentence "...FY2017 budget of \$217,072 for holding 7 collection events..." and the alternate budget for 6 collections. ***Walczak motioned to approve the minutes of December 9, 2015 with a second from Fimbel. All were in favor with 3 abstentions (Brown, Berry & Solinas).***

III. Proposed Changes to NRSWMD Annual Calendar and Meeting Schedule

Longval proposed to the group to hold fixed quarterly meetings instead of the 2 currently held each year. She proposed the first Thursday of June, September, December and March, all topically based with June for the annual budget, September for planning and special projects (MOU's, Bylaws, etc.), December for end of season reports, and March for outreach and education. Longval proposed the following dates for the next meetings: September 1, 2016, December 1, 2016, and March 2, 2017 at 10:00am. She asked for input and all felt this was a good idea. ***After further discussion, Doumas motioned with a second from Cudworth that the NRSWMD hold a fixed schedule of quarterly (4) meetings each year on the first Thursday of March, June, September & December at 10:00am. All were in favor.***

IV. FY2017 DES Grant & Collection Event Dates

Longval informed the group that the NRSWMD will receive in full the grant amount of \$50,382 for the FY2017 Household Hazardous Waste Collection program, which will cover the following dates:

Saturday August 6, 2016, 8:00AM-12:00PM, Nashua
Saturday August 27, 2016, 8:00AM-12:00PM, Pelham
Saturday October 1, 2016, 8:00AM-12:00PM, Nashua
Saturday November 5, 2016, 8:00AM-12:00PM, Nashua
Saturday April 22, 2017, 8:00AM-12:00PM, Nashua
Saturday May 6, 2017, 8:00AM-12:00PM, Milford
Thursday June 1, 2017, 3:00PM-7:00PM, Nashua

Hyland asked what the per capita rate was. Longval said it was \$0.22.

V. Calendar Year 2016 Event Summary to Date

Longval informed the group that there were 397 vehicles from the April & May 2016 collections vs. the 377 from 2015. This represented 509 households vs the 438 households from the previous year. She informed the group of the breakdown for each month: April 2016 had 273 vehicles representing 339 households vs. 224 vehicles & 265 households in April of 2015. May 2016 had 124 vehicles representing 170 households vs. 153 vehicles & 173 households from May of 2015.

Longval reminded the group that electronics are not being collected at any of the 2016 collection events. She explained the reason behind the decision is that RMG was inspected by DES for hazardous waste compliance on 5/27/14 and the resulting Letter of Deficiency is still open. Walczak had concerns with liability if RMG goes out of business and the lack of response back on phone calls to them. Longval added that there has never been a charge to the District for RMGs services and we did not have contracts with them. Longval noted that she had spoken with Rick Norton at URT on several occasions about our program and doing electronics disposal with them but URT never responded with a firm offer. She added that they were also fined \$200,000 from DES for improper storage and disposal of lamps and CRTs. Doumas asked how many attend the events for the electronics collection. Longval said not many specifically just for the electronics. Longval informed the group that almost all of the towns have some type of program in place to handle electronics. Hyland asked if it is worth contacting a lawyer about liability if RMG goes out of business. Walczak suggested waiting to see what happens first. There was further discussion between the group on generated waste and liability.

NRPC staff and NRSWMD members discussed past incidents when unacceptable materials have been brought to HHW collections and how they were handled. Longval expressed her confidence in Veolia as a highly qualified vendor that is able to handle these types of situations, which was reiterated by Hyland. The group discussed options and procedures for addressing these situations in the future, including at satellite events.

VI. NRSWMD Account Updates and Financial Review

Longval informed the group of the reserve fund balance and explained that any additional \$10 deposits reflect checks that were sent in after the event. She explained that at the collections we don't want to send away participants who don't have cash or check on them, so we give them an envelope to send the money in later. Longval added that the new cap for the reserve fund is \$60,000 which was upped from \$40,000 at a vote from the district last December. Brown asked what happens if you collect more than the cap. Longval replied that it would continue to be deposited in the checking account, just not categorized under the capital reserve fund line item. Longval continued to review the NRSWMD Reserve Fund and update of accounts. She informed the group that the \$450 listed for June is the remainder owed to Maple Leaf for the remaining repairs to the HHW storage building. Fimbel commented that it is healthy to have a reserve fund. Hyland added that it could impact the fee schedule if we did not have one. Berry added that he was told in the past to not depend on state grant funding. There was further discussion between Berry & Hyland on reserve funds and that the purpose of setting it up was for the storage facility. Reinert commented that it is not a separate account, but the grand total when looking at the checking account balance. Longval referred to the balance sheet and informed the group of the recently closed PDIP account and that the money was moved over to a Money Market account with TD Bank for security and interest reasons. She added that the \$50,419 DES grant reimbursement money will be received after the last FY16 collection event. Lastly, Longval noted the cost on line item 5110 on the P&L sheet as the dollar amount to replace the storage facility doors and the \$16,250 cost paid to Veolia per HHW collection will be good through calendar year 2017.

VII. HHW Storage Facility Update

Longval showed a picture of the HHW Storage Shed building with the new doors installed and noted that Maple Leaf's work is almost complete. Remaining to be done is rehangng the placards and finishing some small painting. She informed the group about the \$14,359 cost paid in FY2016.

Longval pointed out the rest of the storage building and its need to be repainted, noting the rust in the picture. She said a RFP was issued electronically and in hard copy to 10 painting companies on May 2nd to have the painting done with a timeframe of between June 3rd and August 5th to complete the job. She noted that Corriveau painted the building in October of 2010 for \$2,750. She informed the group that only 1 quote was received even though we followed up with phone calls to the vendors as well to see if they were interested in bidding the job. Maple Leaf was the only bid with a cost of \$7,123.40. She read their SOW. Berry wondered if there was something that can be done to avoid snow damage to the roof. Hyland commented on the durability of the building which was installed in 1996. Berry felt preventative maintenance every 5 years should be a focus for the building to avoid damage. Longval had concerns with the limited timeframe between events to get the job completed as this is the only time the building will be empty. Walczak asked why we can't paint it with materials inside. Longval said it would be a liability on both the District and the vendor. Berry & Brown felt we should go with the current bid from Maple Leaf and that trying to negotiate could compromise the quality. Brown added that they are a reputable company. Berry suggested for future RFP's we should request that vendors send a letter if not interested in bidding. Walczak asked who checks to make sure the epoxy is on. Longval said the District.

Solinas asked where the building was, what the footprint was and commented on the high cost to paint the building. Longval provided the footprint info and Hyland notified him of the location and also noted that the DPW will be moving. Roache asked when. He added, if it is a matter of aesthetics, is it worth painting for the 7,000 if you are moving in 2 years. Brown asked if there was a warranty on the paint job we can follow up on. After further discussion, Brown moved to have Maple Leaf paint the HHW Storage Facility for the \$7,123.40 bid with Longval to negotiate a warranty and clarification on how the process will be handled. Berry seconded the motion. All were in favor.

VIII. Miscellaneous Expenses

Longval informed the group of a miscellaneous expense of \$301 per request of the Nashua Fire Marshall's Office to purchase a Knox Box to house the keys to the HHW Storage gate & buildings in case of an emergency with the building. Hyland informed that the DPW would do the install on this.

Longval referred to the metal HHW signs at the transfer stations/landfills and inquired about adding "No Latex Paint" to the signs as an effort to lessen the time spent having to sort out the latex when folks bring it to the collections. Signs by Donna has done previous additions to the signs like the Pelham event and Longval felt she could come up with something. Solinas asked if we still take latex if people bring it. Longval said no, we never have and we send them away with it. Solinas suggested maybe having paint hardener at the event and selling it for a profit. Longval said we do educate and would prefer participants do not show up with it at the event at all. Cudworth felt it was up to the operators to train the residents. Cudworth said she would get in touch with NRA about getting an additional sign to say no latex paint. There was further discussion between Berry, Cudworth, Walczak and Hyland on latex paint, handling, education, paint care legislation and concerns about confusion where latex is not accepted at HHW events and is accepted at transfer stations as long as dry. Longval noted that the additional signs for the Pelham event were only \$110. A suggestion was to just put "No Latex" on existing sign. Cudworth still felt it falls back to transfer station operators to train their staff and felt more literature and education is needed. Dumas said he has signs that list what should not be dumped, but people do not always read. Berry made a motion to put a cap of \$500 to have "No Latex" signs made, Bayrd seconded the motion. All were in favor with one abstention.

IX. Adoption of the FY 2017 Budget

Longval talked about the liability and difficulty of getting volunteers and proposed adding another NRPC staff person (total 3) to the budget. She showed two budgets, one with just the current 2 NRPC staff people and one with 3 NRPC staff. She pointed out the cost difference of \$1,242 for seven events by adding NRPC staff and eliminating the volunteer program. Longval further explained the budget for FY 17 and the estimates, adding that almost all numbers are solid except for \$13,349 for fees, which is an estimate based on the average deposit since 2007. She noted the police detail for 5 events (not needed for Milford). She asked Walczak if he would need one for Pelham. He did not think so but if so, he would pay for it. She also noted the Auditor fee which is under contract for the next three years. She provided the end balance with and without volunteers. Hyland strongly disagreed with eliminating volunteers and further elaborated that 3 NRPC staff is not enough. Longval said we would need to come up with a better way to get

volunteers if we keep the program because it is an ongoing struggle to find people willing to help. Doumas suggested having each town provide a staff member to work at the event. Brown had concerns with Litchfield providing staff from the transfer station. Walczak said he would rather pay a little more to have another paid NRPC staff member. Berry motioned to add an additional NRPC staff to work the collections events and eliminate the volunteer program. Solinas liked the idea of town participation. Hyland felt that it was not enough people for an event and would leave no room for folks to take a break. After further discussion from the group and a cost from Longval to add 2 additional staff, Berry withdrew his motion. **Brown made a motion that there be 2 NRPC additional staff (for a total of 4) to work at the HHW collection events added into the operating budget with a total operating budget of \$193,689. Walczak seconded the motion. All were in favor.**

X. Adoption of the FY2018 Municipal Assessments

Fimbel felt the dues need to be increased and that there was a \$10,000 shortfall to make up. Longval informed the group that the fall FY18 events fall under the current Veolia contract and that we do not have a cost for spring FY18 collections. Longval proceeded by showing municipal assessments with no increase and a 5% increase. Fimbel felt it should be more than 5%. Hyland questioned the cash at end of FY17 with an operating budget of \$193,689. Longval said \$227,917. Solinas felt that 4 meetings a year will help control spending and there is no need for an increase. Walczak said it is deflating this year due to the 7th collection for Pelham and facility repairs and felt bids will also come in higher for the next HHW vendor round as well as increased costs all around. He felt that the 5% should be looked at. Longval informed them that the dues have been flat since 2011. Berry commented that the \$10 fee with 7 collections will show a small increase. It may start slow but will increase and felt putting off an increase for 1 more year due to the surplus. Hyland agreed mentioning that this is the first year that Nashua has a line item for recycling. Fimbel elaborated on past budgets and district shortfalls, but felt comfortable putting off an increase for 1 more year but to keep an eye on it. Doumas said to wait to see how Pelham works out. Longval suggested getting the bid process complete by June of 2017 to get more certain numbers as well as Pelham's numbers. Berry asked if there was language in the contract to extend out with Veolia for a year. Longval said she would check into this. **After further discussion, Fimbel motioned to keep the FY2018 municipal assessments flat. Cudworth seconded the motion. All were in favor.**

XI. Transfer Station Operator Training Update

Longval informed the group that Tara Albert, Coordinator at DES, Waste Management Division is interested in working with the District on Transfer Station Operator Training and that it will be later this year.

Longval also informed the group on some trainings that would interest the group:

- Things that go Bang, July 13, 9:00-12:00 & 1:00-4:00 at DES
- Pollution Prevention & HHW, August 24, 9:00-12:00 & 1:00-4:00, at DES

Motion to adjourn came from Doumas and seconded by Cudworth. The meeting ended at 12:04pm.