



Approved Meeting Minutes

2012 Nashua Region Solid Waste Management District Meeting

June 21, 2012

Attendees:

Sally Hyland	City of Nashua	Kerrie Diers	NRPC
Bruce Berry	Town of Amherst	Jill Longval	NRPC
		Karen Baker	NRPC

I. Call to Order

The meeting was called to order at 12:18pm by Hyland. There were two voting members present.

There was some discussion on doing meetings by phone by Hyland. Diers informed that a quorum of members has to be present, subject to 91A even though there are no written bylaws for the NRSWMD. There were questions on whether the agenda items that required vote could be provisionally adopted with consent from others later. Diers said that the budget has already been set and the one for this meeting is done a year in advance for budget reasons. Hyland suggested level funding the dues assessments and asked if we could send a form to the other members for approval. Diers said that they have until July to approve the assessments and suggested revisiting it at the December meeting.

II. Approval of December 20, 2011 Meeting Minutes

Both Hyland and Berry discussed the minutes of December 20, 2011, with no issues from either on the content. The vote on the minutes was deferred to the December meeting.

There was some discussion on changing the meeting to an early morning meeting to start sometime between 7:30 & 8:00am. Diers said they would throw it out there as an idea, adding that traditionally, Nashua and Amherst are big participants in the NRSWMD meetings. Berry added that he knows it is difficult for folks to do the meeting but felt it was important. Diers suggested using GoTo Meeting and call it a briefing. Hyland suggested having voting alternates. Hyland said where it is not an appointed position (at least for Nashua), Diers' idea to send out a letter asking communities to appoint a representative and an alternate would be a good thing to try.

III. Calendar Year 2012 Event Summary To-Date

Longval reviewed the 1st three events for 2012 and said they were ahead overall from 2011. She provided the number of households attending from 2011 and 2012.

April 14, 2012 = 217 households
 May 5, 2012 = 122 households
 June 7, 2012 = 148 households

April 2011 = 219 households
 May 2011 = 125 households
 June 2011 = 119 households

Hyland referred to Jackie Albanese of Northeast Resource Recovery Association, who did an evaluation with recommendations on how to improve services in the state for HHW participation under a grant from the USDA. She had found that permanent HHW sites had the lowest participation rates in the long run. She suggested getting a copy of her report. Hyland added that there seems to be a lessening of material, but also 40% first timers that have been coming to the events.

Hyland wanted to point out the comment card that the City of Nashua received at the Tax Office on services and how it was a great card raving about the Nashua HHW event.

IV. FY 2013 DES Grant

Longval said the maximum grant amount awarded for FY2013 was \$54,005 to cover the August 4, October 6, and November 3, 2012 and the April 20, May 4, and June 6, 2013 HHW collection events. She added that they could go as low as 45,000 to cover the August, October & November 2012 & April, May, June 2013 events. She also explained the formula for the grant maximum and minimum. Berry asked if the grant covered administration fees, to which Longval said “No”, but she said that ever year there is \$10,000 budgeted for education of which they get reimbursed for half. She added that the grant amount on the contract is not what we are reimbursed because our costs are lower, pointing out that for FY 2012, the grant amount was for \$53,988, but the actual reimbursement rate was \$42,125.

V. Transfer Station Signs

Longval referred to the Transfer Station (TS) signs informing participants of the dates and location of the 6 HHW events held each year. She said the Merrimack, Nashua and Hollis TS needed new signs, while the Amherst TS sign was not in bad shape, but the information was incorrect. She checked into purchasing new signs and requested pricing from Creative Signs in Merrimack, Stay Safe Traffic Products (New England), and Signs by Donna in Nashua. She received pricing back from Creative Signs and Signs by Donna. Creative came back with \$1,795.00 per sign vs. \$195.00 from Signs by Donna. She added that the price from signs by Donna was for high performance vinyl lettering with dates that change out. She provided a sample of two versions of the sign to choose from. Berry asked if it was possible to get a series of numbers to switch out. Longval said she goes to most transfer stations at the beginning of each season and would take care changing the information on the signs herself. This would also guarantee they were correct. There were questions on how frequently they would need to be changed, what happens if they peel off and can they be reused, what if they deteriorate, and what about damage when they are being peeled off? Hyland and Berry asked about a yellow background or day-glow green so people will see it and read it. Longval provided the percentage of participants that learned about the collections from their Transfer Stations, adding that they are the biggest area of information for the HHW events and that a good quality design would be needed.

Amherst = 38%	Brookline = 38%	Hollis = 34%	Hudson = 4%
Litchfield = 47%	Merrimack = 58%	Milford = 46%	Mont Vernon = 7%

Nashua = 21%	Pelham = 59%	Windham = 41%	
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Longval explained that the dates would be changed every year, she would take care of it, that the signs were guaranteed for 7 years, and that white was the least expensive color for the background, but she could get a quote for the day-glow yellow with black lettering. There was a question from Berry if the material was street stock. Longval did not think so. Berry said there are vendors for blank street stock. Longval provided a mock up and said it would be white aluminum with black lettering with a cost of \$195.00 for 11 municipalities with a total cost of \$2,145.00 which falls within the 5,000 budgeted contingency expense. Both Hyland and Berry liked Version 1, out of the two distributed.

Berry commented that if the price was astronomical with the new day-glow color or if total sign cost exceeds \$250, then to go with the white. If it is close, consult. Hyland questioned if this would affect the FY numbers with a dated invoice. Diers said as long as the signs are purchased prior to June 30, there would be no issue.

VI. Capital Reserve Fund

Diers said she would have Reinert check with the auditors on how to go about a Capital Reserve Fund for a new facility and if we could do 100% of the fees deposited into the account up to \$40,000 or if we can do just \$10,000 of the user fees. Longval said that \$10,000 is budgeted in which she felt was a safe estimate. She added that \$10,000 goes into the capital reserve fund with the rest going to the general budget. Berry and Hyland asked when this would be done. Longval said right after each event to continue until up to the \$10,000 amount. Diers informed the group that Reinert was working on the signature cards for the district.

VII. Adoption of FY 2013 Budget

Longval reviewed the FY2013 budget, adding that there was the \$45,000 for the grant reimbursement with a total income of \$158,346. She continued reviewing each line item. There were questions on the auditor cost, which went up to \$250. Diers explained that that we did go out to bid with an RFP for a new auditor, and received only 1 bid back, which was the same auditor as last year, so we have them for another 3 years.

Longval continued informing the group of the FY 2013 ending balance of \$156,640 and that the only unknown was the user fee. Additionally, she said they had a surplus from the last 3 years due to the conservative estimates.

VIII. Adoption of FY 2014 Municipal Assessments

Hyland said they would not be able to adopt the FY2014 Municipal Assessments because they did not have a quorum. Longval provided 2 projected budgets, one with grant money and one without, using flat municipal fees for both scenarios. Assumptions with grant were that the auditor fee would go up to \$250.00 with an ending balance for FY2014 of \$182,136. For FY2015 she upped the collection cost and auditor fee and came up with an ending balance of \$199,132.

Assumptions without a grant resulted in an ending balance for FY2014 of \$137,136 and for FY2015, an ending balance of \$109,582. She added that this shows that we are in good fiscal shape for the next 2

fiscal years. Berry said that if something happens with the grant, they could always cut 1 event. There was clarification that the auditor cost was going up only \$100 and to figure on a total cost of \$3,600.00 for FY14 and \$3,700.00 for FY15.

Diers said it was important to get another meeting set up soon and maybe do a Doodle poll to get items voted on. The budget needs to be voted on before the August event. To keep in order, should have an affirmative vote.

Berry motioned to adopt the FY2013 Budget subject to review and audit at the next meeting. Hyland seconded this. All were in favor.

Berry motioned to adopt the level fund assessment for FY2014 subject to review and audit at the next meeting. Hyland seconded. All were in favor.

There was further discussion on how difficult it is to get a quorum. Diers suggested calling folks next time and said we would develop some bylaws and an official appointment form.

IX. Additional Business

Longval wanted to mention that the Volunteer NH Annual Spirit Awards were looking for nominations and how she used Hyland as a reference to nominate Tim Dolan. Longval elaborated on Dolan's volunteering at every HHW collection event since she had been working there and before and how he shows up regardless of weather for every event.

Motion to adjourn came from Hyland with a second from Berry. The meeting adjourned at 1:33pm.

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