



APPROVED Meeting Minutes
2017 Nashua Region Solid Waste Management District Meeting

July 25, 2017

Attendees:

Steve Doumas	Town of Merrimack	Sally Hyland	City of Nashua
Tom Bayrd	Town of Hollis	Jen Czysz	NRPC
Joan P. Cudworth	Town of Hollis	Jill Longval	NRPC
Marie Maruca	Town of Pelham	Karen Baker	NRPC
Bruce Berry	Town of Amherst	Tanya Reinert	NRPC

I. Call to Order

The meeting was called to order at 10:09 am by Hyland with introductions. She also thanked Longval for all of her work on the cooperative agreements, RFP, and other NRSWMD related tasks.

II. Approval of the March 2, 2017 Meeting Minutes

Hyland referred to the draft minutes of March 2, 2017 and asked for comments or if accurate, a motion to approve. ***Cudworth motioned to approve the minutes of March 2, 2017 with a second from Doumas. The motion passed with Hyland abstaining.***

III. Summary of the 2017 Collection Events To-Date

Longval stated that the April, May and June 2017 collections were slightly up from last year with a total of 551 cars representing 682 households vs. the 537 vehicles representing 659 households for the first three events in 2016.

IV. Review of FY2017 Financials

Longval reviewed the FY2017 financials stating that the year-end balance is \$307,717.89 with total equity at \$331,037.12. She proceeded to explain the line items on the balance sheet. She moved onto the profit and loss noting that user fees, audit costs, police details and contractor fees (due to the extra event) and legal fees were all up. Longval stated the maintenance was down, but miscellaneous was up due to the purchase of receipt books every 2 years. Lastly, the NRPC line item cost was up due to the elimination of volunteers and addition of NRPC staff at collection events. Longval pointed to the Transactions by Account page included in the agenda packet and noted that the capital reserve funds should hit the \$60,000 threshold by the end of FY18 and the District will have to decide what they want to do going forward.

Hyland asked about replacement costs for the HHW storage building. Longval thinks it would be under \$60,000 and that she received two quotes. One was for the exact same building which she

believed was about \$54,000 which included freight. She said she would have to look at the costs of removing the old building and the cost for a crane to place a new building.

V. Selection of HHW Vendor for 2018-2020

Longval reviewed the RFP process stating that it was issued on May 1, 2017 and again on May 24th to address the City's desire for vendors to address insurance coverage related to the HHW storage building. It was sent to the 11 licensed HHW vendors operating in NH and she received proposals from Veolia, Clean Venture, Tradebe, and MXI. Longval contacted the references provided by the vendors as well as the NH Department of Environmental Services to obtain info on any compliance or enforcement issues with regard to the vendors. The NRSWMD Vendor Selection Committee comprised of representatives from Hollis, Nashua, Amherst and Merrimack met on 7/18 to review and evaluate the proposals and determine which vendors to interview. Vendors were scored based on criteria related to price and quality. After review and evaluation, the Committee decided to interview Veolia, Clean Venture and Tradebe on July 20th. Vendors were given interview questions in advance and were asked to provide per volume pricing based on data from the District's November 2016 collection event as well as a certificate of liability insurance for a similar project.

Longval discussed each vendor and provided a summary of their pricing, comments made by references, compliance history based on discussions with DES, safety and liability concerns, staffing, overall strengths and weaknesses, and primary reasons for recommending or not recommending them. There was continued discussion among District members.

There was some concern with the group on renewing contracts with the same vendor given the price increase. Longval stated that we had consistent pricing for the first 6 years of the contract and she felt Veolia has been underpriced in the past and we now have greater volumes of waste. She also compared the proposed flat fee pricing with per volume estimates. Czysz stated that the safety and liability aspect was a factor in choosing a more expensive vendor and very appropriate.

Longval referred to the budget scenarios included in the agenda packet explaining that they show annual losses based 5-7 events with a 0-5% increase in municipal dues over the next 4 years. Berry summarized that with a 3 year contract with a fixed cost, if you reduce the events, your volume at each event goes up and you could impact future pricing. Longval noted that there would be no price changes midstream. Longval talked about Doumas' idea to have the selected vendor calculate our volumes per events to have a history and go back and look at it for future RPF's. Hyland commented that years ago they paid by volume but it kept increasing so they felt a flat fee was better. Longval noted that there have always been 6 events since she has been doing the program. Berry commented that there could be issues with staffing from the vendor with less events and more volume. Longval stated that municipal dues have been flat since FY11. Berry commented that it was very disappointing that only a few communities are represented at these meetings making these decisions. Hyland asked if everyone was satisfied with the decision to choose Veolia as the HHW vendor for the next 3 years. ***After further discussion, Hyland motioned with a second from Berry that the NRSWMD approve the recommendation from the NRSWMD Vendor Selection Committee to secure Veolia Environmental Services for a 3 year, fixed price per event contract for calendar year 2018-2020. The motion passed.***

Longval stated that once Veolia signed the contract, she would notify the other vendors.

VI. Adoption of FY18 NRSWMD Budget

Longval reviewed the FY18 NRSWMD Budget noting that the municipal fees had been set in June 2016 and the DES grant has been awarded. She explained the police detail line item noting that it is not necessary to have a detail for the Milford event. She explained the Pelham event does require a police detail due to its location in between 2 roundabouts. She noted that last year, the Town paid for the police detail and proposed that the District pay for the detail for the August event this year. Longval stated the Maruca requested the rate for a police detail and they recommended a 6 hour detail. Longval also noted that Pelham has requested the yard signs advertising the event again for this year. Maruca commented that the signs help with issues of confusion with people thinking the event is at the Transfer Station when it is actually on the Village Green. Hyland asked if the signs could be gathered up after the event. Maruca said she could have the DPW retrieve them.

Longval referred to the education line item and informed the group that Veolia said they would work with the District on developing education and outreach includes on topics such as what happens to material when brought to the collection events. She stated that printing cost would be cheapest with the State Bureau of Graphic Services noting a recent job for 6500 6x9 double sided color postcards that ran somewhere in the \$800 range. Hyland suggested a full sheet and requested it be designed in a way that communities could print it off themselves. Berry commented that Amherst has done a similar colored brochure in the past and included it with renewal notices for transfer station permits. Hyland commented that they have done that but just used black & white copying onto colored paper. Longval continued reviewing the budget noting that the Cooperative Agreement is still with the City, but she does not anticipate any more legal fees from Waugh. She also stated that the agreement will go to the Board of Public Works and Alderman for approval before it is presented to the other municipalities. Berry recommended bumping up the legal fee line item from \$500 to \$1,000. Longval stated that there will be a bigger loss this year due to the 2018 events falling under the new higher cost contract with Veolia of \$24,750 per event. The ending balance for FY 18 would be \$289,446 which includes a \$41,000 loss. Longval reviewed the FY18 municipal fees adopted at the June 2, 2016 meeting.

Berry asked about decreasing the events and storing the materials. Longval said you can only store materials in the HHW storage building for 90 days, noting that there is always material in there from April until November. She added that the weekly inspection fees are covered under the flat fee contract.

Berry did think it was possible to justify increasing municipal fees even with the current balance. Czysz asked how low the group would want the balance to go. There was discussion on the Capital Reserve account balance dollar amount. Reinert explained that the reserve account balance is included in the overall bank account balance and is just a line item listed on the balance sheet. Berry said he was not suggesting bringing the balance down to 0, just doing our homework going forward and identifying what the savings would be used for. Doumas suggested another line item to allocate dollars to cover for additional costs. Hyland also mentioned putting something out there noting that if the municipalities supported paint care, the fees could be reduced. Longval

asked if there was a motion to approve the budget. ***Berry motioned with a second from Bayrd to accept the FY18 budget as presented with the understanding that they don't know what the user fees will be. The motion passed.***

VII. Update on Cooperative Agreements

Longval reviewed the timeline to meet with the Board of Aldermen, Town Council and Board of Selectmen to do presentations and get the agreements signed before the January 5th date so she can submit the grant to NHDES with which municipalities will be participating. Longval stated that she was working on a memo about the HHW Program and the benefits to participating. There was discussion on when to have the meeting and conflicts with different towns in regards to budgets. Berry suggested a meeting in September to vote on the FY19 dues and collection schedule, subject to change if communities don't participate in the cooperative agreement. Hyland agreed. Cysz also touched on the benefits of meeting in September. Hyland and Doumas suggested doing a PowerPoint with pictures of events and the cost if municipalities had to do it on their own.

VIII. Other Business

Longval stated that she had not heard back on the Healthy Communities Grant that was submitted and assumed we did not get, but would report out when she heard. She informed the group of a similar opportunity with the NH Charitable Foundation and that letters of intent were due August 18th for calendar year 2018. She would provide updates at the next meeting. Hyland asked if there was any interest from the group to assist in the development of the education postcard with Veolia. Cudworth said she would.

Motion to adjourn came from Cudworth with a second from Berry. ***The meeting ended at 11:38am.***