



## Meeting Minutes

### Nashua Regional Solid Waste Management District Meeting

June 26, 2019

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#### Attendees:

|                |                   |
|----------------|-------------------|
| Joan Cudworth* | Town of Hollis    |
| Sally Hyland*  | City of Nashua    |
| Rhonda Martin  | Town of Pelham    |
| Jim Solinas    | Town of Brookline |
| Mike Fimbel    | Town of           |

|                  |      |
|------------------|------|
| Kate Lafond      | NRPC |
| Cassie Mullen    | NRPC |
| Sabrina Pedersen | NRPC |
| Mason Twombly    | NRPC |

#### I. Call to Order

The meeting was called to order at 10:05 am by Hyland with introductions around the table and on the telephone.

#### II. Approval of March 20, 2019 Draft Meeting Minutes

Hyland referred to the draft minutes of March 20, 2019 and asked for comments and if accurate, a motion to approve of a draft approval.

***Fimbel motioned to approve the minutes of March 20, 2019 with a second from Cudworth.***

Hyland commented that the word "satellite" should be added after HHW for item 3. In addition, Hyland asked that the word "insisted" be changed to "suggested" for item 6.

***Fimbel motioned to approve the minutes as corrected with a second from Cudworth. All were in favor. Fimbel abstained.***

### III. FY 20 District Elections

***Cudworth motioned to elect Hyland as Chairman of the Nashua Regional Solid Waste Management District with a second from Dookran. All were in favor. Hyland abstained.***

***Hyland motioned to elect Cudworth as Treasurer of the Nashua Regional Solid Waste Management District with a second from Fimbel. All were in favor.***

### IV. FY 20 Budget

Twombly explained that the FY 20 dues were set last year at the June meeting. The cost per event for Veolia will be fixed until the end of the 2020 calendar year. The total cost per event is priced at \$24,750. A total of 7 events will happen in FY20, including the Milford and Pelham satellite events. Then in FY21, there will be just 5 events due to the cycle.

User fee projections are based on 10-year attendance averages and multiplied by \$15 user fee. Estimates are conservative in order to not over-project.

Fimbel shared his observation that the checking account balance is sufficient, recognizing that there will be a loss due to the 7 events with a bounce back in the next year. He expressed approval about the balance.

Hyland shared that she will be working on educational postcards with Cudworth, Twombly, and Pedersen. In addition, she asked for "fire suppression inspection" to be added for the maintenance line. Fimbel added that it would be great to have the latex signs at each event.

Lafond shared that the budget is fair and accurate, with the premonition that changes will occur due to user fee projections and the closure of the Veolia contract.

Fimbel shared that the audit seemed too high of a cost, asking if NRPC has thought about it. Lafond shared that NRPC has thought about going out to bid or switch companies, explaining that it is typical for a community to switch auditors every three years. In this budget, Lafond budgeted what the current company states for auditing.

Hyland stated that this is the second year of the Veolia contract, explaining that the District needs a committee to begin an RFP for a vendor. With the expected increase in costs, the District may need to address the number of events too. Cudworth and Solinas expressed interest in joining Hyland on this committee.

***Cudworth motioned to approve the FY20 Budget as amended with a second from Dookran. All were in favor.***

### V. Annual Grant & Contract Authorization

***Fimbel motioned to allow NRPC be authorized to file applications with federal, state, and local governmental units and other agencies to implement the fiscal year 2020 work program for the district and to execute agreements to receive funds for such purposes.***

***Solinas seconded. All were in favor.***

Solinas asked about the dollar amount of grants out there. Twombly said they have the grant from the state and keep their eyes open for additional opportunities. Solinas offered to help with finding grants.

#### **VI. Schedule a Scope of Work**

Hyland acknowledged Item VI before Item V. Twombly shared that “2019” will be changed to “2020” in line 6. In addition, Twombly explained that the budget lines do not match up with the budget for FY20 and therefore he will amend this after the meeting.

Hyland asked that postcards be added to Task 1. Then, she explained how there is required training by the state as outlined in Task 9. Hyland is going to look into whether or not the whole \$300 needs to be spent on the review of that or the training needs to be done every year. If not, she suggested that a new person be trained. Lastly, Hyland asked that “suppression system” and “inspection” be added to Task 19.

***Dookran motioned to approve the Scope of Work as amended for FY2020 with a second from Solinas. All were in favor.***

#### **VII. Exhibit 3 Responsibilities of Host Communities FY20**

Hyland explained that Item VII is for NRPC and the Nashua, Pelham and Milford events in FY2020.

Fimbel asked about the postcards. Hyland explained that the postcards will be informational cards given to participants after giving their survey.

#### **VIII. Other Business**

Hyland highlighted that the next quarterly meeting is Thursday at 10:00 am on September 5<sup>th</sup>. This meeting will be especially important for members to vote on community assessments for FY2021. Hyland stated that they are anticipating a 10% increase in fees per community. Teleconferencing will be an option at this meeting.

Discussion carried on about NH DES’ “When Things Go Boom” presentation. Martin shared that NH DES is planning to do another presentation in the near future. Nashua and Pelham workers were able to attend the first presentation.

Twombly completed data entry for the last event and will share this data with the group. The next event is August 3<sup>rd</sup> in Nashua and the Pelham event will be August 24<sup>th</sup>.

***Solinas motioned to adjourn the meeting with a second from Fimbel. The meeting ended at 10:40 am.***