



APPROVED Meeting Minutes

2011 Nashua Region Solid Waste Management District Meeting

July 12, 2011

Attendees:

Sally Hyland	City of Nashua	Ron Hannon	Town of Pelham
Bruce Berry	Town of Amherst	Kerrie Diers	NRPC
Jeff Babel	Town of Hollis	Jill Longval	NRPC
Steve Doumas	Town of Merrimack	Karen Baker	NRPC
Mike Fimbel	Town of Mont Vernon		

I. Call to Order

The meeting was called to order at 12:10pm by Hyland. She questioned whether the “R” in NRSWMD stood for Regional or Region.

II. Approval of December 11, 2010 Meeting Minutes

Babel motioned to approve the minutes of December 11, 2010 with a second from Berry. There was discussion from Berry on how many T’s were in Tammy Scott’s name and that it was spelled both ways within the minutes. Berry also referred to the top of page 3 to have the “ed” removed from the word “deposited”. **Babel motion again to approve the minutes as corrected. Berry seconded. All were in favor with one abstention from Fimbel.**

III. Calendar Year 2011 Event Summary to Date

Longval passed around a sheet that summarized the events of the 2011 HHW collection events. She informed the group that there was less waste collected than in the 2010 collection events, but the number of vehicles was greater. She referred to the comparison of the 2010 vs. the 2011 events and reviewed the breakdown of households per town. Hyland asked how much it cost to hold an HHW event. Longval answered that it was \$12,500 per event. Longval reminded the group of the great rate that they had with Veolia. She also said that reports for each town were available online or from her.

IV. Discussion on Opportunities to Increase Participation in Collection Events

Longval asked for ideas on how to increase participation in the collection events. Fimbel said that representatives at the NRSWMD meetings should relay the information to their towns. Hyland felt that a lot of folks get the information on the events from the NRPC website and the newspaper and said she would like to get the information out to the schools. Hannon said that the theme for the Pelham Old Home Days being held on September 17th this year is recycling and felt this might be a good opportunity to generate more interest and participation in the collection events.

Berry questioned to Hyland that if the number of cars participating increased, would they be able to handle it. Hyland said yes. Berry added that they have a sign at the Amherst Transfer Station that only requires they change the date for each event and is always posted.

Fimbel suggested posters at Beaver Brook, Lull Farm, and Brookdale Farm. He suggested teaming up with the Red Cross when they hold their blood drives at the Nashua High Schools. Longval said all Garden Clubs are informed of the HHW events. Fimbel suggested something at Agway or Blue Seal Feed Store. Babel suggested Lowes, Home Depot or County Stores in Milford.

Hannon had some concerns with the low numbers and the distance for folks out in Pelham to get to the events. He suggested a satellite for non-hazardous materials if it was kept in a shed. Hyland said she would check to see about getting a DES representative (currently Dean Robinson), to come and talk to the group. She added that there has to be proper training on handling in other towns without a permanent storage facility and there is the opportunity to collect more at the sights, but there is the concern with handling. Hannon suggested starting with one item first like lead paint.

Another suggestion was to prepare and send out educational materials. Hyland said that Tom Thatcher who was originally with the Town of Goffstown and set up their HHW program would be a good resource and could provide ideas about waste pooling and on how to increase event participation. Prior to his time with Goffstown he was with Clean Harbors and now owns his own company. Hyland said she would try and set up a meeting with him. Hyland also suggested checking with businesses to see if HHW Event Posters could be put into businesses and if so what sizes. Hyland said she would also check with NTS as well as Souhegan Valley Rides, which runs in Amherst, Brookline, Hollis & Milford to see if she could put signs up in the busses.

V. Call for Volunteers

Hyland said recently, they seem to have the same volunteer for every event: Tim Dolan. In addition, there have also been volunteers from some of the schools. She suggested maybe tapping into some of the recycling committees or garden clubs to recruit some volunteers. Fimbel said he would get 1 of his children and himself to volunteer for the October event. There was a question on how many volunteers were needed the events. Longval said that 2 to 3 is good but 4 would be better for overlap. Longval added that she sends out emails for volunteers prior to each event. Berry said he was not familiar with that many folks that he feels would be interested in volunteering. Hannon said he would send an email to every department as well as the schools in Pelham for volunteers. Hyland thanked everyone and said any help would be great.

VI. FY 2012 DES Grant Review

Longval informed the group that they awarded the FY2012 DES Grant for Household Hazardous Waste Collections and that it should be on the Governor and Council's agenda for final approval tomorrow. Diers would follow up on this. Longval provided the FY2012 collection schedule to the group:

Saturday, August 6, 2011

Saturday, October 1, 2011

Saturday, November 5, 2011

Saturday, April 14, 2012

Saturday, May 5, 2012 (Milford)

Thursday, June 7, 2012

**The total amount awarded was \$53,988, which was based on population.

VII. Adoption of FY2012 Budget

Longval passed around balance and budget sheets. Diers reviewed the balance sheet and informed the group that \$12,500 plus \$1,300 in fees did not get recorded for June and therefore does not show on the sheet. Additionally, it also shows the investment pool and once the books are completely updated, she will send out an update. Diers asked if there were any question. There were none.

Longval referred to the budget sheet and provided detail. She reviewed the expenses pointing out that the fall collections with Viola were a set price. As far as the Spring collections, Longval said an RFP would need to be sent out. With that she estimated a 5% increase in the budget. She also pointed out the fire suppression work done this year. Total budget would be \$137,727. Diers said there should be \$40,000 and change left and we try to have a years' worth of event monies in the bank just in case the DES money goes away. Berry spoke saying he had been part of the interview process in the past for vendors and felt it is good to have a lot of people at the table. He added that he felt that the \$13,000 per event might be a little conservative and also suggested putting a provision in the contract for accepting collection items at local DPW garages. A suggestion was made to increase the cost per event to \$15,000.

Hyland reminded the group that Marty Gaffney who is currently with a firm in Framingham and used to be with EnviroSafe wanted to have the opportunity bid when we sent out the RFP. Hannon asked if Viola had hit the District with fuel surcharge. Hyland said "no, not in this contract as in past year's contracts". She added that she felt they did not because they were trying to get into the area of the market.

There was a some questions on whether to keep the \$5,000 contingency in the budget even though the group was opting to increase the per event amount. Babel questioned the difference in amounts in the summary. Diers explained that is the \$5.00 interest amount that had not been included in yet.

Hyland asked for a motion to approve the FY2012 Budget with the new numbers discussed amongst the group and revised by Diers and provided to the group with the new budget amount to include the \$15,000 per event change. **Fimbel motioned to accept the newly proposed and revised budget with the hope of getting the DES Grant. A second came from Babel. All were in favor and the motion passed.**

VIII. Adoption of the FY2013 Municipal Assessments

Longval referred to the Municipal Assessments portion at the bottom of the NRSWMD Budget sheet pointing out the options with and without an increase for the FY2013 dues. There was concern from Berry about not increasing the dues to municipalities for the fear that down the road if there is no DES grant monies and then we ask for an increase he did not want to see a huge spike in the amount of dues or to have events cut. Babel said he would rather deal with the spike later than the increase now. Hannon felt that asking for an increase a year from now may be better option if the economy improves. Berry's comments were very well taken by Hyland as well as the group. Berry referred to Hyland's difficulty with just a 3% increase in past years and the concern of trying to get folks to agree to a 5-7% increase later. Babel felt that if grant money went away, the District would be more justified in an increase. Hyland was for no increase and leaving the assessments the same as FY2012. **Babel**

motioned to approve the FY2013 Dues Assessments with the 0% increase. Berry seconded the motion. All were in favor and the motion passed.

IX. Proposed NRSWMD Bylaws Update

Longval explained that she had recently done research on the NRSWMD Bylaws and could not find a copy. Even if a copy existed, chances are they would need to be updated. Longval found bylaws for a Vermont Solid Waste District that could be used as a model. She handed out a copy for the group to review and suggested an update the NRSWMD bylaws partly due to the increase in the number of calls from folks out of the District that have asked to participate in our collection events. By updating the bylaws, it would give us the opportunity to set rules or guidelines for other towns to participate. Berry said that by letting other towns participate, there would be the possibility of getting other grant monies. Someone referred to the Lakes Region’s HHW and how they let other towns participate, but at a much higher cost. Hyland suggested doing an “out of district” participation fee. She suggested talking with Sarah Silk in the Lakes Region or Duncan Watson from Keene to see how they handle this. Hyland asked the group to take a look at the VT bylaws and to send in any suggestions or comments they might have.

X. Discussion of Bid Process for New HHW Vendor

Hyland said she felt the bid process for a new HHW vendor should start this fall. Berry agreed saying they had to scramble the last time and earlier would be better. Hyland said some of the questions to think about are:

1. How many years in the contract?
2. Flat fee?

Babel felt a 3 year contract was good with the possibility of a 1 to 2 year extension. Hyland suggested keeping the flat fee and liked when they clear everything out at the end of the event. Diers thought that contracts were 3 years with DES. Longval would send the existing scope of work to members for review. Berry referred to #1: Summary in the RFP from January 2009 (handed out at the meeting), pointing out the line item with contract options for 2010 & 2011, which was a 1 year contract with a 2nd & 3rd year option. Hyland said it was probably done this way due to the unknown of being awarded another grant as well as the pending of budget approval. Fimbel volunteered to be on RFP Committee. Berry also volunteered upon a request from Hyland for other volunteers. Hyland asked that comments be sent to Longval and that the RFP Committee would meet in early November. Babel said he just wanted to have extensions for up to 5 years. Berry wanted a fixed 3 year with the option of renewal. Babel suggested using both options to bid on.

XI. Other Business

Hannon asked where to go for certification for Transfer Stations. Hyland suggested NERRA and also suggested working with DES to do training. She added they do training for their workers at University of Lowell and it goes towards certification.

Motion to adjourn came from Berry and was seconded by Babel. The meeting adjourned at 1:40pm.