



Draft Meeting Minutes

2011 Nashua Region Solid Waste Management District Meeting

December 20, 2011

Attendees:

Sally Hyland	City of Nashua	Ron Hannon	Town of Pelham
Bruce Berry	Town of Amherst	Kerrie Diers	NRPC
Rick Seymour	Town of Merrimack	Jill Longval	NRPC
Mike Fimbel	Town of Mont Vernon		

I. Call to Order

The meeting was called to order at 12:18pm by Hyland.

II. Approval of July 12, 2011 Meeting Minutes

Berry noted the date under Item II should be changed from December 11, "2011" to December 11, "2010." Hyland noted that it should read Sarah "Silk" not "Sill" under Item IX. Berry motioned to approve the minutes as corrected. Hannon seconded. All were in favor.

III. FY 2011 Audit Report

Kerrie Diers passed out copies of the Nashua Region Solid Waste Management District Annual Financial Statements for FY2011, prepared by Melanson Heath & Co, PC. Diers informed the group that the audit had no adjustments and briefly reviewed each section of the audit.

IV. Review of Financial Reports and Budget

Longval noted that the FY2012 budget had been approved at the July 12, 2011 meeting and that no changes were being made to the budget at this meeting. During a discussion of future expenses, Hyland noted that the permanent storage facility is past warranty. Although it was repainted, it has rusted and possibly needs to be replaced in the near future. Hyland also noted that the manufacturer has gone out of business. Original funding for the building came from a \$25,000 EPA grant. The District also contributed \$10,000 for site work. Hyland recommended developing a task force to look into a new building and possible funding options, as she did not anticipate the availability of future grant money to purchase a new building.

Fimbel asked if the District could establish a capital reserve fund to replace the building and help to keep municipal fees flat. Hyland noted that the District does not currently have a capital reserve fund and was unsure if it had the ability to create one. Diers noted that the District can restrict funds (ex. \$5,000) and hold them in a separate line item within the District's overall budget. This would allow

these funds to accrue more interest than if they were moved to a separate account. Hyland thought this was a good idea and asked what a reasonable amount would be to set aside. Hannon said he supported having a capital reserve line item and wondered if the District could hold a 50/50 raffle at collections to raise money for it.

Hyland called for a vote on the subject. Fimbel motioned to create a capital reserve line item to fund the replacement or refurbishment of the permanent storage facility. Berry commented that due to the limited attendance at the meeting he wanted to give more members the opportunity to weigh in. Seymour recommended putting user fees toward the capital reserve fund to make the fee more palatable to participants. Hannon asked if there was an immediate need for building repairs. Hyland answered no. Berry recommended capping the capital reserve funds at a certain rate so that they do not become open ended. Fimbel motioned to assign funds that accrue from user fees to a restricted line in the NRSWMD account to be used for replacement or repair of the physical permanent storage facility building, until such time that the capital reserve reaches \$40,000. Berry seconded. Hyland reread the motion and called for a vote. The motion passed, with all present voting in favor.

V. Update on State Funding

Longval reported that per-capita rate for the FY2013 DES Grant for Household Hazardous Waste Collections remains the same as FY2012.

VI. Report on 2011 Collection Events

Longval passed out annual reports to each municipality present summarizing their individual participation as well as district wide participation trends for 2011. Longval noted that in 2011 a total of 1,032 households participated in the HHW collections district-wide, which was the lowest participation rate since 2002. She also noted that in 2011, the November event saw the largest decline in participation. One factor that may have contributed to this is that many people had just recovered power and were still cleaning up from a major snow storm that hit the week before.

Transfer Stations provided the largest source of information to participants; 380 households reported learning about the collections through their transfer stations. 214 households reported learning about the collections from the Nashua Telegraph, making it the second most used information source. Municipal websites were the third most used information source at 159 households.

A total of 71,348 pounds of material was collected during the 2011 Household Hazardous Waste program. Participants brought an average of 73 pounds per vehicle, the highest to-date. Paint continues to make up the largest volume of material collected at 43%; however, this is the lowest percentage since 2004.

VII. Review of 2012 Collection Schedule

Longval provided the calendar year 2012 collection schedule to the group:

Saturday, April 14, 2012	Saturday, August 4, 2012
Saturday, May 5, 2012 (Milford)	Saturday, October 6, 2012
Thursday, June 7, 2012	Saturday, November 3, 2012

VIII. Selection of New HHW Vendor

Longval noted that the NRSWMD received 4 proposals in response to their RFP for a new vendor from Clean Venture, Veolia (current vendor), APT, and Clean Harbors. Veolia offered the lowest pricing at \$12,250 per collection. The next lowest bid was Clean Harbors at \$14,000 per collection. Longval noted the Vendor Selection Committee, comprised of Berry, Hyland, and Longval, compared all bids based on price, disposal methods, references, citations, and general business practices. The Committee was most impressed with the Veolia bid and had interviewed John Turcogorge of Veolia, immediately prior to this meeting. Based on their proposal and interview, Berry motioned to have Veolia continue as the District's vendor for the next 3 years with an option to continue for years 4 and 5. Hyland seconded the motion and called for a vote. The motion passed with all present voting in favor. Longval will notify Veolia and begin the contract procedures.

IX. Electronics Vendor

Longval explained that the District has been using RMG Enterprises as their electronics vendor. They are a local company and their disposal methods are sound, however, their employees frequently arrive late to collections. Veolia employees had noticed this and during their interview for the HHW vendor contract, Turcogorge mentioned that Veolia could offer electronics recycling services. Turcogorge did not have pricing information with him at the interview so Longval could not provide this to District members to inform their vote at the meeting. Berry motioned to empower NRPC to make decision on the electronics vendor on behalf of the District and Seymour seconded it. Hyland called for a vote and the motion passed with all present voting in favor.

X. Call for Volunteers

Longval reminded District members that she is always looking for volunteers to help at collections. Hannon recommended writing up a description of volunteer duties for the members to distribute. Longval will provide this description before the start of the 2012 season.

XI. Transfer Station Sign Proposal

Noting that transfer stations provide the largest source of information to HHW participants, Longval asked if any municipality needed additional signage or outreach materials for their transfer stations. Those present felt that their current signs and outreach materials were sufficient. Longval noted that she would ask everyone if they needed additional outreach materials before the start of the 2012 collection season.

XII. Additional Business

Hyland recommended meeting after the new year with any municipality interested in discussing the option of holding additional satellite collections or "milk runs" on regular collection event days as a way to increase participation.

The meeting adjourned at 1:35pm.