



APPROVED Meeting Minutes

2015 Nashua Region Solid Waste Management District Meeting

June 22, 2015

Attendees:

Sally Hyland	City of Nashua	Tom Bayrd	Town of Hollis
Bruce Berry	Town of Amherst	Joan P. Cudworth	Town of Hollis
Stan Walczak	Town of Pelham	Tim Roache	NRPC
Mike Fimbel	Town of Mont Vernon	Jill Longval	NRPC
Rick Seymour	Town of Merrimack	Karen Baker	NRPC

I. Call to Order

The meeting was called to order at 12:14 pm by Hyland with introductions.

II. Approval of December 9, 2014 Draft Meeting Minutes

Hyland referred to the draft minutes of December 9, 2014 and asked for comment or if accurate, a motion to approve. ***Seymour motioned to approve the minutes of December 9, 2014 with a second from Fimbel. All were in favor.***

III. Calendar Year 2015 Event Summary to Date

Longval reviewed the events to date saying to date, they are up for the year. She pointed out that at the April 2015 event; they had 224 cars, compared to 230 in 2014. The Thursday June event was the biggest June event since 2005 with 201 cars.

IV. FY2016 DES Grant and Collection Event Dates

Longval informed the group that they would be reimbursed \$50,419 for the FY2016 Grant with event dates as August 1, October 3, and November 7 of 2015 and April 23, May7, and June 2 of 2016. She also informed the group 2 equations used to determine the reimbursement rate of 0.23 per capita, which was higher this year, based on population and 50% of the vendor cost.

V. NRSWMD Account Updates and Financial Review

Longval informed the group of the balance of \$93,040.73 currently in the NRSWMD PDIP account. She reminded the group of past discussion on closing this account and moving the money into a TD Bank money market account but had concerns that the money would not be FDIC insured if they exceeded \$250,000. She read language from TD Bank that addressed this concern. Roache said they looked into alternatives and found out they could do this and get higher interest rates using letters of credit as collateral. This means that the additional funds would be accessible if TD Bank

folded. Roache added that it is easier to manage as one account and reduces the risk for fraud. He added that the auditors also like this. There was a question on what the interest rate was. Roache said it was low, but higher than what the PDIP is. Hyland asked how the excess was insured. Roache explained that it comes from the Federal Home Loan bank and that they hold money besides just mortgages and it is like a line of credit with no cost to us. After further discussion, **Walczak motioned with a second from Berry that the NRSWMD PDIP balance of \$93,040.73 be moved to the TD Bank Money Market Account. All were in favor.**

Next, Longval reviewed the finances, informing the group of the current balance of \$216,590.31. She pointed out the accounts receivable amount of \$47,750 which was for the FY2015 DES Grant but would not arrive until the end of FY2015. She also pointed out the maximum amount of \$3,500 included in liabilities for the By Laws review and that by the end of FY2015, your final balance will be \$357,381.10.

Longval moved onto the Profit and Loss statement. She explained the 2 miscellaneous items which were for 2 fire inspections, painting of the HHW shed, t-shirts for volunteers and redesign of the NRSWMD logo. She continued by explaining that Veolia cost per event for the August, October and November 2014 events were \$12,250. She reminded the group that they went out for bid last year for a HHW vendor and chose Veolia again. Their new rate per event is \$16,250 and that started with the April 2015 event.

Longval reviewed transactions and informed the group that as of October 2014, they hit their \$40,000 max to transfer into the capital reserve fund and at the December 2014 meeting the NRSWMD members voted to up that amount to \$60,000. Currently, there is \$47,092.66 balance.

VI. HHW Storage Facility

Longval explained that there are 3 metal buildings at the DPW in Nashua used for HHW that are in pretty good shape except for the doors are rusty and hard to open. She added that they are commercial 3 hour rated fire doors. After researching she managed to find a company in North Carolina that carries them (Commercial Door and Frame), with a cost of \$2,927.53 for 3 sets which includes lift gate service and hinges. Longval informed the group that she was waiting to get a quote for installation from a Steve Shumsky of Hudson. In the meantime, she put in an estimate of \$1,000. Fimbel asked if the door frames in thresholds were in good condition. Longval thought they were. Fimbel said he would take a look at them. Hyland said the roof needs to be look at also. Longval suggested starting with the doors first and then looking at the roof later once the doors have been addressed. There was discussion on the comfort of the estimate for installation between Hyland, Berry and Fimbel and whether to increase it by \$500 and if this would come from the operating budget. There was also discussion on the shape of the doors, if they could be spot welded and looking at the roof as well between Hyland and Walczak. Fimbel said he would look at the roof too. Hyland commented that the building was \$25,000, 20 years ago. Berry asked Longval on her comfort of the estimate for installation. Longval said she had no comfort at all and it was strictly a guess. Longval said the doors are useable for the next 3 collections. **Berry motioned with a second from Walczak that they reserve \$4,500 to replace the storage facility doors, not to exceed, and to reevaluate the roof and not to proceed if it exceeds this amount. All were in favor.**

VII. Consideration of Additional Satellite Events and Dates

Longval informed the group that the Pelham was interested in doing a satellite event. She reminded the group that Litchfield had interest as well last year but did not have the proper set up and was unable to get a commitment from Hudson. Walczak said the Selectman McDevitt has been pushing to get an event for Pelham. They have a location to hold the event and can take care of the site. He added that they would like in place of an event already in. Hyland asked how many would come if there is a place in Pelham. Walczak felt that Pelham, Hudson, Windham & possibly Litchfield residents would come. Berry asked when it would be held. Cudworth suggested August. Walczak said in 2016 and agreed that August would be a good and give him enough time to advertise and get with Windham and Hudson to advertise. There was further discussion between the group on events, dates, times, and central locations. Hyland said she is reluctant to change Nashua events as people are used to the events. She suggested an additional event. Walczak asked if 2 could be held on the same day. Both Hyland and Longval said this can be done with proper notice and a discussion with the vendor.

Hyland asked how August worked out as far as participation rates. Longval said it is the 2nd highest or 1st in the last 4 years before 2014. Berry asked what the participation from Windham, Hudson and Pelham was for the August events. She said that Windham is high for August, Pelham is mostly in April, Hudson is big in October and Litchfield in October also. There was discussion on if there would be enough Veolia staff for 2 August events and holding the additional event in Pelham in either August or after Labor Day. Hyland felt that October would not be a good month but felt this was worthwhile to check into. Walczak asked if the \$16,250 cost per event was a coverall number or limit. Longval explained that it was a flat fee and set up this way to account for heavier events. Walczak asked about the cost being capped or lowered due to the fact that there may not be 300 cars. There was further discussion between Berry, Hyland, Walczak and Longval on factoring in past participation in and that they may lose money if participation is too low. They also discussed the benefits of getting folks to participate, especially first timers, if it is successful. Walczak asked if they could get more solid numbers and information from the vendor and bring it up again at the December meeting. In response to a question from Fimbel about the DES grant being affected, Longval said they are still reimbursed at the per capita rate so there would be no impact to the DES grant with 7 events rather than the 6 already held each year.

VIII. Adoption of FY2016 Budget

Longval reviewed the FY2016 Budget with the group, pointing out some additional items included in the budget. She informed the group that she had made a call to the Nashua Police Department about getting a police detail for the June collection events. She added that due to the time of day and location, there is and has always been significant traffic issues entering and exiting the area, most recently, the June 4th event. The cost to have a police detail is \$58.95 with a 4 hour minimum, with a total cost of \$256.00 for the June events. She added that they have never had to budget for a police detail before. Walczak felt this was a safety issue. Longval agreed and said a public relations issue as well.

There was a question which towns were in NRPC region are not part of the NRSWMD. Longval answered Lyndeborough who participates in the Wilton collection event, Wilton, & Mason. There was discussion on getting those towns to join the NRSWMD. Hyland asked if those 3 towns joined

the district, would it help. Fimbel felt it would be good for everyone if they joined. Longval said there would possibly be a contract change from Veolia if they were added. Longval continued on with her review of the budget, pointing out the additional \$250 that was factored in for more t-shirts. Total Expenses would be \$162,286 with \$4,979 total profit with and ending balance of \$221,570. **Berry made a motion with a second from Walczak that the NRSWMD move to adopt the FY2016 Budget. All were in favor.**

IX. Adoption of FY2017 Municipal Assessments

Longval provided several scenarios for the FY2017 Municipal Dues Assessment except for a 7th event. She reviewed all the scenarios with the group. Berry was disappointed in the meeting participation from other communities that belong to the district. Longval factored in the 7th event assuming participation would go up, the increase in user fees, additional audit cost for FY17, and adding the 3 towns that are not currently in the district. This resulted in no deficit. Berry suggested getting the participation numbers for the Wilton event and to first reach out to the 3 towns and see if there is any interest. Hyland suggested finding out how much it costs for folks to participate in the Keene event. There was further discussion on a 7th event and whether to increase the dues to municipalities. When factoring in no grant and no increase in the dues, the result was a \$41,930 deficit. Berry was not for increasing the dues. Longval provided a scenario with a 5% increase of dues and not getting the grant which still showed deficit. Hyland referred to the paint legislation that would be coming up again and if it happens, there would have to be a whole reworking of the financial aspect of the program. Hyland thanked Longval for her work on this. **After further discussion, Walczak motioned with a second from Berry that the FY2017 Municipal Dues Assessments remain flat and be adopted by the NRSWMD.**

X. Adoption of Bylaws

Longval apologized for the untimely distribution to the group of the Bylaw and the lack of time for the group to review. Longval suggested forming a sub-committee to review the Attorney Waugh's notes. Fimbel and Hyland volunteered. She added that currently there are no NRSWMD Bylaws and asked the group, per a question from Waugh, if they had a district agreement. Berry said that it would pre-date everyone here. Hyland elaborated on how things were back in the 80's when towns were mandated to close the landfills in order to proceed with a waste energy plant. Longval said we would check the NRPC Archives. Hyland asked if there were any others that wished to be on the subcommittee. Seymour said he would. Longval said to forward any questions to her once the subcommittee reviews the Bylaws.

XI. Additional Business

Longval talked about Veolia who was starting their 7th year with the NRSWMD. She wanted to thank them and recognize them for their good work and professionalism. She specifically told the group about their most recent effort assisting a disabled veteran from Hudson who had a large amount of HHW but had no way to get to the events and how Veolia got permission from DES and went out of their way to help this veteran and at no charge. Longval added that it shows you what a good company they are. Hyland suggested writing a letter. Longval said she would work on it. Hyland pitched for volunteers and invited all members to attend the events. Fimbel would be volunteering for the October event. **Motion to adjourn came from Fimbel and seconded by Seymour. The meeting ended at 1:59pm**