



Approved Meeting Minutes

2014 Nashua Region Solid Waste Management District Meeting

June 18, 2014

Attendees:

Sally Hyland	City of Nashua	Dave Mellen	Town of Litchfield
Bruce Berry	Town of Amherst	Jason	Town of Litchfield
Tom Bayrd	Town of Hollis	Kerrie Diers,	NRPC
Joan Cudworth	Town of Hollis	Jill Longval	NRPC
Rick Seymour	Town of Merrimack	Karen Baker	NRPC

I. Call to Order

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

II. Approval of December 17, 2013 Meeting Minutes

Hyland referred to the draft minutes of December 17, 2013 and asked for comment or if accurate, a motion to approve. ***Berry motioned to approve the minutes of December 17, 2013 with a second from Bayrd. All were in favor.***

III. Calendar Year 2014 Event Summary To-Date

Longval provided a summary to-date for calendar year 2014 of participation by event vs participation for 2013. Overall, participation was up from the 2013 with Transfer Stations still the number one source of information on the collection events and paint is still the most common item received at the events. The exception is the May Milford event which had lower participation this year, adding that last year Milford participation was significantly higher than the normal.

Event	2014		2013	
	Households	Vehicles	Households	Vehicles
APRIL	312	230	246	219
MAY	133	117	219	175
JUNE	211	184	205	159

IV. FY2015 DES Grant and Collection Event Dates

Longval informed the group of the max amount for the FY 2015 grant as \$51,878 with the amount based on dollar amount of 0.244 per capita with a population rate of 212,615 or 50% of collection expenses. She reviewed the remaining dates for calendar year 2014 and informed the group of the first 3 event dates for calendar year 2015.

2014 Remaining Event Dates	2015 Event Dates
August 2, 2014	April 18, 2015
October 4, 2014	May 2, 2015
November 1, 2014	June 4, 2015

Longval responded that fall events are all set with Veolia with the fixed price per event in response to a question from Hyland.

V. Consideration of Additional Satellite Events and Dates

Longval summarized participation at the collection events starting with 2008 when collection event dates become consistent. She pointed out that April is the most popular event, with June events increasing every year as well slight increases in August each year. Hyland asked about town participation. Longval showed participation from all 11 towns in the NRSWMD for the Milford, May 2013 event. She pointed out that the vast majority of the Milford event participation comes from Milford residents, but she provided the numbers to the group:

AMH	BRK	HOL	HUD	LIT	MER	MIL	MTV	NAS	PEL	WIN
60	12	8	7	1	11	96	13	9	1	1

Mellen felt the low Litchfield numbers were likely due to folks unwilling to drive to Milford and that having a satellite collection in Litchfield could possibly draw folks from Pelham, Hudson and Windham. Berry asked if every community had a collection event sign. Longval said yes. He also thought that facilities had to have a certificate to collect household hazardous waste. Hyland said that you still do have to have a certificate to collect HHW and referred to a course available to do so. She added that when there used to be 8 events, there were more satellite events held. Mellen felt it would be beneficial to Hudson and the towns east of the river to hold a collection event in Litchfield. There was a suggestion from Berry to swap out a Nashua event or add an event. Cudworth asked if municipalities would still be able to bring stuff that gets left at the landfills to the events going forward. Hyland said she did not foresee anything different. Berry said he has only had stuff dropped in Amherst 2 times. Hyland commented that there are compliance issues with established regulations in place to address these situations, but no legislation has been passed to enforce it. Berry commented that they do not have a Still Good area anymore unless there is a volunteer to oversee it and this has helped eliminate HHW just getting left there. Cudworth asked if their HHW certification would still be honored. Hyland said she was unsure and mentioned the HHW Coordinator Certification Program course she attended. Longval suggested keeping the Milford May event and do a half day in Milford and a half day in Litchfield or other town. Mellon asked about the requirements. Longval said you have to have thru bays to ensure flow of traffic. Mellon said that could be an issue due to the highway garage traffic. Longval asked if there was a possibility to hold a weekday event. Mellon said maybe Hudson would be willing to cover and event for the east side of the river. Longval said she can look into that. Hyland suggested maybe having it the same day as a regularly scheduled event. Longval answered a question from Berry, saying there would have to be something written into the contract after 2014 and with the new contractor. Berry suggested a Fall event. Both Hyland and Longval said Fall events are the most popular and a little bit more of a struggle but agreed that same day split events are a good idea. Hyland commented that they are done in the Lakes Region. There was further discussion and Hyland did not have an answer but said it could be added into the RFP for 2015 to include an additional

satellite collection on the east side of the river. Mellon asked if it would help if he contacted the towns on the east side of the river for a potential site. Longval said yes, absolutely. She added that the group would be meeting again in December and that if anyone wanted to include input into the RFP to let her know.

VI. Adoption of FY 2015 Budget

Longval reviewed the FY 2015 Budget adding that financial statements are also included in with the budget. The consolidated investment of \$93,000 includes interest even though it does not show the interest and \$12,250 not paid to Veolia and NPR May/June event. The additional cost to hold a satellite event would be the cost for staff and advertising and a letter of commitment from the towns who want to host one. Hyland asked if they were close to the Capital Reserve funds cap of \$40,000. Longval said yes it was getting close. Longval reviewed other line items included in the budget that were paid out or outstanding including shed repair, fire inspection, HHW event participants who had not paid. Longval informed the group that after all the deposits and transfers are made, user fees are deposited into the Capital Reserve Fund. She proceeded by reminding the group that the municipal dues assessments have already been set for FY 2015 and reviewed the budget income and expenses, pointed out the audit costs and the increase factored in for a new HHW contractor. There was discussion between Longval, Berry & Hyland on a total budget figure of 205,202 if another event was added for the spring. Longval provided a comparison to the previous year's budget. Berry asked if this would increase the money from DES and Longval said yes. Hyland asked about any other anticipated costs and asked about an educational handout referring to and passing around an example from DES.

Berry proposed a motion to increase the budget to \$205,202 by adding a 4th spring collection event for 2015, bringing the estimated expense for spring collections to \$64,000 and the new bottom to \$205,202. Seymour seconded the motion. All were in favor.

Berry made a motion to approve the FY2015 Budget with a second from Bayrd. All were in favor.

Berry asked for confirmation that the municipal assessments would not change. Longval confirmed saying that they had already been voted on.

VII. Adoption of the FY 2016 Municipal Assessments

Longval provided 4 scenarios for municipal assessments and their associated ending balances: no DES grant and no increase in municipal dues, no DES grant and a 5% increase in municipal dues, DES grant and no increase in municipal dues, and DES grant and a 5% increase in municipal dues. There was further discussion on the budget, lines items and the final numbers with and without DES grants. One result was a \$93,000 change in the savings account. Hyland asked if there was any indication on the availability of DES money. Longval said no. Diers commented that there is just talk at DES on where to allocate resources and the possibility of starting a focus group. Diers informed DES that NRPC would be interested in being involved. Hyland spoke of Goffstown and how they are touted as having the most cost effective way of handling HHW and are set up to handle and take in all the time with one pickup.

After further discussion, Seymour motioned to keep the assessments at the current rate with no increase. Bayrd seconded the motion. All were in favor.

VIII. Update on Bylaws

Longval reviewed the process taken to date on the NRSWMD Bylaws. It was suggested that the bylaws be reviewed by an attorney and Attorney Celia Leonard with the City of Nashua is currently reviewing them. Longval added that they should be ready by the December meeting and if she gets them sooner she will email the group. Longval said they should be able to vote on them at the December meeting.

After further discussion, a motion came from Fimbel and was seconded by Berry to have a Legal Review of the NRSWMD Bylaws. All were in favor and the motion passed.

Fimbel suggested that the RFP for a new vendor also be reviewed by the insurance company as it might bring in a lower amount.

IX. HHW Vendor Bid Process

Longval informed the group that she had a decent RFP put together and would like to put it out earlier than the fall so that a decision can be made on a vendor before the December meeting in order to get the dates we want for the collection events. She added that she would like to get the group together earlier to review the bids. Berry said they should not be concerned with vacation time and to send the draft RFP by email by the 24th of June to review & comment and have due back in a week by July 1st. Have it issued on July 2nd with a 30 day response date of August 1st. Berry suggested a district meeting be held on August 4th to review bids and have the top 3 bids in for interviews on August 5th and 6th. Longval asked if the group was still good with a 3 year contract with the chosen HHW vendor and a flat rate. All agreed. She also commented that Veolia has been really good in the way they handle the collection events. Hyland asked that all respond ASAP with their comments on the Draft RFP and to read all the vendor bids once in.

X. Paint Care Legislation

Hyland summarized the paint care legislation explaining that it would be a fee on paint sold in the state to ensure proper disposal. This legislation passed in MA and ME and just passed in VT and it comes from the people who make the paint (**not** paint used on cars). This would help capture more of the paint out there if passed. Hyland continued saying that the house committee passed the bill but it failed in the senate but the group that introduced it will be back to re-introduce it. Longval asked if as an individual if she could write a letter in support of the bill. Diers said they could write in as a district in support.

XI. Additional Business

There were discussions on the process that Hollis & Amherst recently went through with the Department of Labor's town-wide inspections. Berry commented that he felt it was very routine, and the Town Administrator was notified prior to the inspection. He added that the last inspection was 13 years ago.

Motion to adjourn came from Berry and seconded by Bayrd at 1:55pm.