



APPROVED Meeting Minutes
Nashua Region Solid Waste Management District Meeting
January 8, 2018

Attendees:

Jim Solinas	Town of Brookline	Jay Minkarah	NRPC
Bruce Berry	Town of Amherst	Jill Longval	NRPC
Marie Maruca	Town of Pelham	Tanya Reinert	NRPC
Sally Hyland	City of Nashua	Karen Baker	NRPC
Mike Fimbel	Town of Mont Vernon		

I. Call to Order

The meeting was called to order at 10:08 am by Hyland with introductions.

II. Approval of the September 6, 2017 Meeting Minutes

Hyland referred to the draft minutes of September 6, 2017 and asked for comments or if accurate, a motion to approve.

Berry motioned to approve the minutes of September 6, 2017 with a second from Solinas. The motion passed with Fimbel abstaining.

III. Update on NRSWMD Cooperative Agreement

Longval informed the NRSWMD members that she had met with all the municipalities from September-December and all municipalities have signed the agreement. She noted that the Chair will sign the Storage Facility Use Agreement and NRPC Scope of Work, once appointed at the meeting today. Lastly, Longval stated that fully executed Agreements will be sent to the members this week.

IV. Elect NRSWMD Chair for Term January 1 - June 30, 2018

Longval explained the reason for the short term for election of a Chair was due to the fact that the agreement was being executed in the middle of a fiscal year calendar. She added that at the June 2018 annual meeting, a Chair will be nominated and elected for the entire FY19.

Longval stated that she received 2 nominations for Chair: 1 for Hyland and 1 for Cudworth. She noted that she spoke with Cudworth and she said that she would defer to Hyland and take the position of Treasurer if Hyland wished to remain as Chair. Longval explained the responsibilities of the Chair per the Cooperative Agreement:

- Preside over meeting (Section 4.1)
- Check signing authority (Section 4.1)
- Authority to call special meeting (Section 4.2)

Fimbel motioned with a second from Berry that Hyland be elected Chair of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.

V. Elect NRSWMD Treasurer for Term January 1 - June 30, 2018

Longval reviewed the responsibilities of the Treasurer per the Cooperative Agreement:

- Check signing authority (Section 4.1)

Berry motioned with a second from Solinas that Cudworth be elected Treasurer of the NRSWMD for the period covering January 1, 2018 through June 30, 2018. All were in favor and the motion passed.

VI. Grant and Contract Authorization for Period of January 1 - June 30, 2018

Longval stated that on an annual basis, the Nashua Region Solid Waste Management District must affirm that the Nashua Regional Planning Commission is authorized to file applications, sign contracts and implement the annual work program on behalf of the Nashua Region Solid Waste Management District. She provided a proposed motion to the group (included in the agenda packet).

She also noted that the District cannot legally enter into contracts as it is formed under RSA149:M. Longval stated that the Cooperative Agreement specifies that NRPC will serve as the District's Fiscal Agent. Lastly, she noted that we are implementing the Cooperative Agreement mid-fiscal year. Therefore, this authorization will cover the period from January 1-June 30, 2018. The District will vote on a new Grant & Contract Authorization for FY19 at the June meeting.

Berry motioned with a second from Solinas that the Nashua Regional Planning Commission be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2018 work program of the Nashua Region Solid Waste Management District, and to execute agreements to receive funds for such purposes. All were in favor and the motion passed.

VII. Adopt Schedule A Scope of Work for NRPC for Period of January 1 - June 30, 2018

Longval stated that NRPC has been serving as the District's staff since its formation in the 1980s but has never had a contract for the work. Schedule A of the Cooperative Agreement formalizes the relationship and clearly documents the expectations of NRPC in its role as the District's staff. Since the District cannot sign contracts, the attorneys recommended this format. Due to the fact that we are implementing the Cooperative Agreement in the mid-fiscal year, the Scope of Work will cover the period from January 1-June 30, 2018. Going forward, the District will approve a new Scope of work for the following fiscal year at the June meeting. Longval stated that as with everything else in the Cooperative Agreement, this just puts into writing what we are already doing with the exception of Task 9 Hazardous Waste Coordinator Certification. At the October inspection of our permanent storage facility DES recommended that a staff person attend a Hazardous Waste Certification Course. Longval noted that the cost for her to attend would be \$300.

Hyland asked if there was a course scheduled before June 30th. Longval stated that there is one scheduled for March. She also noted that the cost for this is not included in the budget. Fimbel said that he has not seen a line item for compensation to NRPC. Longval stated that every June at the annual meeting, this line item is approved. At the July 2017 meeting, the district approved \$60,000. Berry asked if there was a contingency line. Longval noted that there is a miscellaneous expense line which covers eyewash, gloves, no smoking signs, etc. which is where the \$300 would come from since there is no line item for trainings. Berry asked if this can be pulled off in the FY18 budget. Longval said she could wait until FY19. Berry stated that he did not want her to wait and asked if a trainings line item could be added to the FY19 budget. Fimbel asked if this is an annual training. Longval said there is certification initially and then refreshers and specialty courses going forward. Longval noted that this was one of the pieces of the Agreement that the Chair would be signing.

Fimbel motioned with a second from Solinas to adopt the Schedule A Scope of Work for NRPC for the period of January 1-June 30, 2018. All were in favor and the motion passed.

VIII. Report on 2017 Collection Events

Longval informed the NRSWMD members that in 2017, a total of 1,808 households participated in the HHW collections District-wide; an increase from the 2016 total of 1,736 households. In addition, district-wide, participation rates were the highest they have been since 2006 and the November collection had highest participation at 355 households. 38% of the participants were first time attendees and transfer Stations continued to provide the largest source of information to participants. Longval also informed the group that the Solid Waste District manifested a total of 98,284 pounds of waste during the 2017 collection season; an increase of 4,899 pounds from the 2016 total. Paint continues to be the most common item received; 951 households District-wide (52.6%) brought paint to the 2017 collection events. This is slightly lower than the percentage of households who brought paint in 2016 (54.5%). Solvents and thinners were the second most common item again in 2017, with 757 households (41.9%) reporting to bring these materials and lawn and garden products were the third most common item again in 2017, at 558 households (30.9%).

Longval stated that she wanted to utilize social media more. There was discussion on local Facebook or news pages within towns that should be researched and reached out to. Hyland referred to the Code Red links/pages. Berry commented that most towns have a page to get the word out on important topics; some charge if it is not an emergency. Berry also noted that there are the automated calls systems that towns also have.

Solinas inquired if there were any specifications on location if transfer stations want to relocate their HHW Collection event signs. Longval said no and to use your discretion.

There was discussion on the price increase with the HHW vendor Veolia Environmental, the Districts HHW volume increase in 2017 and when the new price goes into effect. Longval stated that the new prices go into effect for the April 2018 event. Longval added that paint is still the number one item brought to the collections. Solinas asked if there was a fixed cost for the vendor. Longval said it is a flat fee from the vendor per event. Solinas suggested encouraging more attendees through social media.

IX. Review of 2018 Collection Schedule

Longval reviewed the FY2018 collection dates approved at the January 5, 2017 meeting with the group.

Date	Time	Address	City/Town
8/5/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
8/26/17	8:00AM-12:00PM	Pelham Municipal Building, 6 Village Green	Pelham
10/7/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/4/17	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/21/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/5/18	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford
6/7/18	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

Longval also reviewed the FY2019 collection schedule/dates approved at the September 6, 2017 meeting.

Date	Time	Address	City/Town
8/4/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
10/6/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
11/3/18	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
4/20/19	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
5/4/19	8:00AM-12:00PM	Pelham Municipal Building, 6 Village Green	Pelham
6/6/19	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua

Longval noted that the Pelham and Milford satellite collections will be on an alternating schedule due to the increase in vendor costs. She noted that Milford collections have been declining while the Pelham collections have been increasing. Longval noted that the group would revisit this for FY20 to see what to do going forward. Hyland felt that maybe increased social media outlets will help.

X. FY 2018 Mid-year Financial Report

Longval reviewed the FY2018 mid-year financial report. She noted the \$60,902.71 in the Capital Reserve fund. Initially, the cap was \$40,000 and then it was increased to \$60,000. Given that the increased cap has been exceeded, Longval asked the group how they would like to proceed. She suggested a new Capital Reserve cap of \$100,000 with an annual maximum of \$10,000. This would provide enough funds to replace the current storage facility. The District would need to vote on it at the March meeting.

Longval noted that the Cooperative Agreement states NRPC will invoice the District once a year to cover its expenses, as outlined in Schedule A. The estimate for January-June 2018 is \$101,500 to carry the second half of the FY18 fiscal year expenses. This includes such items as the 3 collections, the audit, police details, signage, fire suppression inspection, staffing, etc. Berry asked if there was enough money in the savings to cover this check. Longval stated that there was enough money in the savings to cover the FY18 balance transfer. Berry asked how that would work if there was a surplus. Reinert said she could make adjustments for the next fiscal year invoice.

XI. FY 2019 DES Grant Application

Longval stated that she would be submitting the DES grant application the next day. She also noted that the reimbursement rate is the same as the FY18 grant; \$49,395 and that she should know something by April.

XII. Other Business

Maruca asked if each community had an alternate like Pelham does. Longval stated that every year, she sends letters to the Board of Selectmen to re-affirm their members and appoint an alternate. She added that these letters will go out again in May. Maruca suggested noting the low attendance of the meetings in the letters. Hyland asked if Longval would have the names of representative by the June meeting. Longval said they are sent before the June meeting and she can include a deadline to return them. Longval stated that they needed to set the date for the March meeting. The group decided on March 7th at noon for the next meeting.

Hyland informed the group of the North American Hazardous Materials Management Association (NAHMMA) 2018 Annual Conference being held in Portland Maine in August.

Hyland welcomed Minkarah to the meeting and thanked him for working the last HHW collection event in November. Minkarah said he enjoyed being at the event and felt it was a good hands-on opportunity to be there and meeting with the public.

Motion to adjourn came from Fimbel with a second from Berry. The meeting ended at 11:22 am.