



Approved Meeting Minutes

2012 Nashua Region Solid Waste Management District Meeting

December 11, 2012

Attendees:

Sally Hyland	City of Nashua	Kerrie Diers	NRPC
Bruce Berry	Town of Amherst	Jill Longval	NRPC
Jeff Babel	Town of Hollis	Karen Baker	NRPC
Rick Seymour	Town of Merrimack		

I. Call to Order

The meeting was called to order at 9:08am by Hyland who declared that there was a quorum.

II. Approval of June 21, 2012 Meeting Minutes

Hyland said the minutes are accurate. Berry motioned to approve the minutes of June 21, 2012 with a second from Hyland. Both Babel and Seymour abstained. All were in favor.

Hyland said that the minutes of December 20, 2011 also needed approval as there was no quorum at the June meeting and they were done conditionally in June by Berry and Hyland. Berry motioned with a second from Seymour. All were in favor.

III. FY 2012 Audit Report

Diers reviewed the FY 2012 Nashua Region Solid Waste Management District audit. She informed the group that there were no findings and that the financial statements referred to in the audit present fairly in all material aspects. Diers continued by explaining the increase of \$37,999 from 2011 and that it had to do with deposits coming in, accepting fees, paying the contractor, new signs for the transfer stations and the yearly required fire suppression inspection. Hyland asked if a line item could be shown reflecting the \$10,000 that gets transferred each year into the capital reserve fund. Diers pointed out the line item in the audit report showing the \$10,000 had been committed and the fund had been started. Diers also informed that the \$22,000 included June collection that had not been paid to the contractors as of June 30th when the audit was done. Hyland wanted confirmation on this as the numbers did not add up. She also wanted to read through the Audit before approving it. Diers said it can't be final until it is approved by the NRSWMD and that it could be approved contingent on any financial or other issues. Hyland asked the group if it was okay to wait until the June meeting to approve it. The members present agreed.

IV. Endorse FY2013 Budget

Hyland said in addition to the endorsing of the FY2013 Budget, the FY2014 Municipal Assessments needed to be approved. Longval reviewed with the group pointing out that the contractor fee per collection event in the FY13 Budget went down to \$12,250 from \$12,500. There was the \$10,000 from user fees for the Capital Reserve Fund, \$10,000 for educational materials, and \$5,000 for the contingency fund. Hyland asked if the cost for the signs for the transfer stations came out of the contingency fund. Longval confirmed that it came out of the FY 2012 contingency fund and that monies from the FY 2013 fund could be used for any new signs for the events. Longval added that the FY2013 Budget was adopted at the June 21st 2012 meeting by Berry and Hyland subject to review and audit at the December 2012 meeting. With this information, Babel moved to approve the FY2013 Budget with a second from Berry. All were in favor.

Longval reviewed the FY2014 Municipal Assessments with the group pointing out that it was with the assumption that they get the DES grant and continue a zero increase in municipal fees. Seymour motioned to approve the FY2014 Municipal Assessments with a second from Babel. All were in favor. Hyland asked if approval of the FY 2014 budget would come in June. Longval confirmed this.

V. Update on State Funding

Longval informed that the NH DES HHW grant was available for FY 2014 and that the funding level increased from \$0.22/capita to \$0.23/capita from FY 2013. The grant application is complete and ready for submittal upon Hyland's approval and signature.

VI. Report on 2012 Collection Events

Longval reported on the 2012 collection events pointing out that the August and November collections had the highest participation rates this year with 270 households at the August event and 271 at the November event. She also informed the group that based on the surveys that are handed out at each event, Transfer Stations showed as the biggest source for information on the events with municipal websites and the Telegraph being 2nd and 3rd. This year, word of mouth showed up as a new source of information regarding the HHW events. Longval also pointed out that several people find out about the events when driving by and seeing the event going on. Longval reviewed the materials collected. Hyland asked why there was Asbestos listed as collected when the contract says that we do not take it. Longval said there is probably trace amounts in some of the products that we do take. Longval also mentioned that in Brookline, Hollis, Mont Vernon, & Windham participation had gone up over the past 10 years.

VII. Review of 2013 Collection Schedule

Longval provided the dates for the 2013 collection year pointing out that the first 3 were guaranteed and covered by the FY 2013 DES grant. **The last 3 were tentative.

April 20, 2013	May 4, 2013	June 6, 2013 (Thursday)
**August 3, 2013	October 5, 2013	November 2, 2013

Hyland asked if we commit to the last 3 dates even though the grant is not approved. She had concerns with posting the dates without the grant. Berry asked if there were enough funds in the budget to cover the events even if we did not get the grant. Longval said yes. Berry said just put tentative after those dates in response to Hyland's concern.

Hyland wanted to point out the comment card that the City of Nashua received at the Tax Office on services and how it was a great card raving about the Nashua HHW event.

VIII. Recommendations for NRSWMD Bylaws

Longval passed around a draft Bylaw document for the group to review and comment on. She suggested everyone read through and email her any comments or suggestions. Diers asked the group who should be authorized to sign checks through the District. She informed the group of who the current signers were and asked if they wanted to continue with the list or limit it. She also suggested adding the treasurer of the Commission as another signer for cases where 2 signatures are required (anything over \$1,000) where currently, Roache and Hyland sign. She added that our treasurer is in frequently to sign Commission related checks. Berry recalled it being mentioned in a previous audit that the member not part of the NRPC be added as a signer. Diers informed that she does not sign as she is an approver of the checks. Babel motioned to leave the 4 members currently listed as signers for the NRSWMD and add the NRPC Commission Treasurer. Seymour seconded. All were in favor.

IX. Collection Event Signs

Longval referred to the Transfer Station (TS) signs informing them that she would be ordering the new numbers for event dates for the signs at a cost of \$15 per sign. In addition, she brought up the replacement of the clunky, heavy Nashua event A-Frame sign and a new sign for the Milford event as well. Total new signs would be 4 for Nashua and 2 for Milford. Hyland explained reason for 4 signs and the location that each would be placed at for the Nashua events. Longval provided information on the locations for the signs for the Milford event. Hyland suggested a lightweight, campaign-type sign made of corrugated plastic with arrows and event times mounted on metal wires that could easily be put into the ground and removed. Berry had concerns that the signs would blend and people would not pay attention to them as much if they were the campaign type looking signs. Hyland said the sawhorse a-frame sign is a nuisance and can't be washed. Babel liked the Hyland's idea. There was question on how much the Transfer Station signs were. Longval said they were about \$195 each. There was discussion on how much for these new signs. Babel motioned to order the corrugated campaign-type signs as discussed with the arrows and event times, but not to exceed \$500 for all 6 signs. Berry seconded. All were in favor.

X. Additional Business

Longval reviewed the educational materials and said they would all be included in the grant application. She pointed out the new "Latex Paint" flyer, and the "What Do I Do With It" flyer.

Hyland referred and briefly summarized the 2011 NHDES inspection letter regarding a fine due to violations found after their inspections with Veolia, which were all paperwork related. She also informed the group of the November 26, 2012 letter of compliance of which would be kept on file at DES. Hyland said even with these violations, she has complete faith in Veolia and this happened during

a staff transition. She referred to their new compliance manager who is really on top of things in regards to regulations. Berry asked who paid the fine. Hyland said that Veolia paid the fine because they hold the permit adding that it is the generator that gets the penalty. She pointed out that DES would continue their review of Veolia.

Hyland asked if the new meeting time was good for the group. The group said it worked because there were no other meeting conflicts.

There was discussion about having the governing bodies appoint representatives to the NRSWMD and sending a letter notifying who is currently the representative, how many meetings they have attended to date and if they want to keep or reappoint them.

Motion to adjourn came from Hyland with a second from Berry. The meeting adjourned at 10:13am.

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