



Approved Meeting Minutes

2014 Nashua Region Solid Waste Management District Meeting

December 9, 2014

Attendees:

Sally Hyland	City of Nashua	Tad Putney	Town of Brookline
Bruce Berry	Town of Amherst	Kerrie Diers	NRPC
Stan Walczak	Town of Pelham	Jill Longval	NRPC
Mike Fimbel	Town of Mont Vernon	Karen Baker	NRPC
Rick Seymour	Town of Merrimack		

I. Call to Order

The meeting was called to order at 12:05 pm by Hyland with introductions.

II. Approval of June 18, 2014 Meeting Minutes

Hyland referred to the draft minutes of June 18, 2014 and asked for comment or if accurate, a motion to approve. Hyland questioned if the Bylaws had been reviewed by legal counsel. Longval said it is a topic on the agenda for the meeting. ***Seymour motioned to approve the minutes of June 18, 2014 with a second from Berry. All were in favor.***

III. Approval of August 8, 2014 Meeting Minutes

Hyland then asked for approval of the minutes of August 8, 2014. ***Seymour motioned to approve the minutes of June 18, 2014 with a second from Berry. All were in favor.***

IV. Collection Events Report of 2014

Longval provided a summary of the 2014 collection events, pointing out first that people continue to get information on events from transfer stations. Overall, she said it was a good year with town-wide participation up from last year and really good participation at the April, August, October and November events. A total of 1,623 households participated, an increase from last year's participation of 1,532 households. District-wide, participation rates in 2014 were the 3rd highest they have been in the past 10 years and the highest they have been since 2007 when the District began charging a \$10 user fee per vehicle. She added that there are still a large number of people that show up with Latex Paint even though we do not except it.

Longval also informed the group that a total of 84,799 pounds of waste was collected during the 2014 season. Of this, 76,554 pounds were hazardous and 8,245 were non-hazardous.

Hyland asked if the City of Nashua gets this information to put into their town reports. Diers said they don't usually do anything like what the other towns do or request information for a published report.

V. Review of the 2015 Collection Schedule

Longval informed the group of the 2015 collection schedule.

2015 Confirmed Collection Event Dates	2015 Event Dates - Pending Funding
April 18, 2015 (Saturday 8-Noon)	August 1, 2015 (Saturday 8-Noon)
May 2, 2015 (Saturday 8-Noon)	October 3, 2015 (Saturday 8-Noon)
June 4, 2015 (Thursday 3-7pm)	November 7, 2015 (Saturday 8-Noon)

In response to a question from Hyland about posting the last 3 dates publicly for the 2015 collection season, Longval said there is money in the budget available to cover the events if funding were to fall through and Veolia is also available for all the dates.

Hyland asked members present who if anyone was going to be at these collection events. Fimbel said he would try and be there as a volunteer and Putney said he would be there participating. Hyland emphasized the need for more volunteers or groups that would like to volunteer for either an entire event or in 2 hour increments. She mentioned high school students as well. Longval reminded that an adult needs to accompany any high school students who wish to participate.

VI. Volunteer Program-Expanded Participation and Thank You Gifts

Longval informed the group of the repeat group of volunteers that have been working the HHW events since she took over. She felt that reaching out personally to thank these volunteers would be appropriate. She suggested starting a Thank You program and purchasing a \$10 gift card for each volunteer from the past season. Going forward, Hyland suggested giving T-Shirts and having Jill use them as incentives. Pheonix Screen Printing can produce them for under \$5.00 per shirt. Longval said she would like to start first by getting approval for the gift cards. Walczak made a motion to purchase the gift cards for volunteers from the past household hazardous waste season as a thank you, but to make it \$20 gift cards instead of the \$10. Putney seconded the motion. All were in favor

There was discussion on providing T-Shirts to people as an incentive to volunteer. Details of the program would be determined by NRPC staff prior to 2015 collection season. Walczak made a motion to allow the District to spend up to \$250 on 100% cotton T-Shirts to be used as incentives for people who volunteer for Household Hazardous Waste Collection events in 2015. Berry seconded the motion. All were in favor.

VII. Updates to the FY2015 Budget

Longval referred to the FY 2015 adopted budget which included 2 events in the spring for the May collection date per the request of the NRSWMD Litchfield representative, to be held in Hudson. Litchfield was not able to get a commitment from Hudson to host an event, but asked that we revisit this in 2016. The price per collection event went up from what had been budgeted because at the time the budget was adopted a new HHW vendor contract had not been signed and the exact costs were

unknown. However, now that there will only be 3 spring collection events, the overall budget for HHW contractor services went down. Additionally, she informed the group that the district had to dip into the contingency budget for painting the entire storage shed after rotting boards were replaced in the 2014 budget season. The cost to paint the entire shed was \$675.00.

In response to a question on moving money into the investment pool, Longval informed the group that the PDIP is not federally insured. Hyland commented that \$40,000 would not pay for replacing the building that houses household hazardous waste materials. She added that moving the building off the pad alone would be more than \$1,500 which was how much it cost when done originally. Hyland asked Longval to research this but in the meantime, the doors would likely need to be replaced as they are rusty.

VIII. Capital Reserve Fund Review

Longval informed the group that the Capital Reserve Fund was not currently a separate account. Diers explained the accounts and moving the money that is in them. She said the interest rate on the PDIP is low and suggested moving the \$40,000 into a different account. There was talk from Hyland about raising the limit of \$40,000 which came from a December 2011 meeting that was motioned by Fimbel and seconded by Berry for repair or replacement of the storage facility. Hyland added that this money is from user fees from the events. In regards to moving the money into a PDIP, Diers informed the group that it is not FDIC insured but there is less risk because it is in a State pool. She added that opening another account with TD Bank is an option, but again still has a low interest. Diers said it might have to be a different bank to be under the \$250,000 FDIC insurance limit. Hyland asked if all accounts were under one bank. Diers said yes except for the PDIP. She added you also need multiple signers if you have more accounts which results in more administration. Longval said it was a benefit having TD Bank because of the convenience of doing deposits after collection events. After further discussion, Walczak motioned to move the \$40,000 from the reserve checking account into the PDIP account with a second from Putney. All were in favor.

Berry motioned to increase the capital account ceiling to \$60,000 and continue to depositing into the reserve account with a second from Walczak. All were in favor.

Longval informed the group that there was a total of \$15,306 in deposits from the collection events in 2014 and that she did not see them exceeded the extra \$20,000 added to the ceiling in 2015. Hyland asked if there was any need to research other accounts. Diers said she would be looking into this for NRPC and would share any info with the District and they can decide if they want to go further.

IX. Review of NRSWMD Bylaws

Longval informed the group that the Bylaws had not been reviewed. A City of Nashua legal staff member had offered to review them but ultimately could not do it. Longval suggested paying to have them reviewed and asked for thoughts from the group. Diers said they we could have Primex take a look at them, adding that they are just Bylaws which are rules of procedure, not a contract. There was a question on how to deal with a member not paying their NRSWMD dues and that model language was needed to address this and include in the Bylaws. Putney suggested using language that is used in the NRPC Bylaws. Hyland asked what NRPC does in a case where a member does not pay dues. Diers said they don't get any services. Hyland questioned how much the cost would be for legal review.

Longval said that it was \$1,500 to have the electricity contract reviewed by Bill Drescher. Diers suggested borrowing NRPC language and having Primex review them in the meantime. Berry asked if there should be an emergency contingency for a resident who wants to attend an event whose town does not pay their dues. Longval said that in the grant it says it is on the discretion of the NRSWMD on how to handle it. Hyland felt that a lot of work had gone into this and it is a legal document and should be reviewed by counsel. Walczak suggested doing a RFP. Diers said she would check with Drescher. Berry said that Bernie Waugh did legal review for the Souhegan Watershed Bylaws in upper valley. After further discussion, Fimbel motioned to incorporate NRPC Bylaws language into the NRSWMD Bylaws and have Primex review and set a ceiling of \$3,500 for legal counsel to review the Bylaws. All were in favor.

X. FY2016 DES Grant Application

Longval informed the group that the FY2016 HHW Grant is due February 1st and she it would be done prior to that and submitted. She also informed the group that there was the same reimbursement rate of 0.22 per capita based on population. She added that the August, October and November events are covered plus 3 events in 2016 (April 23, May 7, & June 2). Hyland asked if it mattered whether we do 7 events and Longval said she did not think so. Longval explained what is submitted with the application for HHW every year referring to the letter of support from Hyland saying that all want to participate. In response to a question on dues amounts, Longval said every year a notice of dues goes out with information on the next FY dues as well.

XI. Additional Business

Hyland referred to a training she attended for HHW Coordinators and was informed by Vicki Davis about a future training that will open up to for District members to attend for a cost. When she received the information, she would pass that along to her. Hyland also referred to the universal waste training that DES had in November and that there would be another on April 23rd in Grantham.

Longval referred to a USDA grant for additional HHW money and said she would look into it.

Longval informed the group of discussions that she and Sally had regarding “donations” from towns and that these should count toward the number of household participating in each collection event.

Lastly, Longval informed the group she would be leaving NRPC but would continue to work on the HHW program so it would not affect the group. She would still work on the grants, at the events and be available for any questions in regards to HHW and the District. Hyland commented that she appreciates all that Longval does.

Motion to adjourn came from Walczak and seconded by Berry at 1:16pm.