



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to the requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: 09/14/17

Date of Meeting: 11/16/17

Submitted by: Nashua Regional Planning Commission & Town Councilor Bill Boyd

Time Required: 20 Minutes

Department:

Background Info. Supplied: Yes  No

Speakers: Jill Longval

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<i>Public Hearing:</i>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

**NRSWMD Cooperative Agreement**

## DESCRIPTION OF ITEM

Nashua Region Solid Waste Management District's Household Hazardous Waste program and the updated Cooperate Agreement that unites the District's 11 member municipalities

## REFERENCE (IF KNOWN)

RSA: RSA 149-M:19

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A:

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input checked="" type="checkbox"/>

## CONTACT INFORMATION

Name: **Karen Baker**

Address: **9 Executive Pk Dr., Merrimack**

Phone Number: **603-424-2240 Ext. 11**

Email Address: **karenb@nashuarpc.org**

## APPROVAL

Town Manager: Yes  No

Chair/Vice Chair: Yes  No

Hold for Meeting Date:

## Becky Thompson

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**From:** Paul Micali  
**Sent:** Tuesday, September 12, 2017 12:42 PM  
**To:** Becky Thompson  
**Subject:** FW: Household Hazardous Waste Dues / Agreement  
**Attachments:** SKonica\_C3617090814250.pdf

*Paul J Micali*

Finance Director/Assistant Town Manager  
(603) 424-7075

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**From:** Kyle Fox  
**Sent:** Friday, September 8, 2017 2:31 PM  
**To:** Eileen Cabanel; Paul Micali  
**Cc:** Steven Dumas  
**Subject:** Household Hazardous Waste Dues / Agreement

Hi Eileen/Paul,

As you know, Steve Dumas represents Merrimack on the Nashua Region Solid Waste Management District. For some months, the committee has been reviewing the Cooperative Agreement and making revisions. They are at the point where they are hopeful that they can get it signed by all of the member towns. The copy of their work is attached to this email. NRPC will be presenting this topic to all of the select boards/councils to inform about the changes and answer questions. They are planning to request to be on the November 16 TC Agenda.

As part of the HHW Group discussion, future budget needs are falling short of existing revenues. For Merrimack's proposed share, our budget would need to increase next fiscal year from \$12,168 to \$13,315. The analysis for the proposed increase is also included in the attachment. We will carry the increase when we prepare our proposed FY19 budget.

Please let me know if you have any questions,  
Kyle

**Kyle Fox, PE**

Public Works Director  
Public Works Department  
6 Baboosic Lake Road  
Merrimack, NH 03054  
(603) 424-5137

<https://www.facebook.com/MerrimackDPW>

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**COOPERATIVE AGREEMENT FOR  
HOUSEHOLD HAZARDOUS WASTE COLLECTION  
WITHIN THE NASHUA, NEW HAMPSHIRE REGION**

**THIS COOPERATIVE AGREEMENT** (the “Agreement”) is entered into as of the date the first signatory signs below (which day shall be the “Effective Date”), by and between certain New Hampshire municipalities (hereinafter referred to as the “Members”).

**1.0 PARTIES TO THE AGREEMENT**

- 1.1 Original Members. This Agreement is made by and between the undersigned to recognize and agree to the formation of a cooperative agreement pursuant to RSA 149-M:19 which shall hereinafter be referred to as the Nashua Region Solid Waste Management District or the “District”. The Members shall be those New Hampshire municipalities of Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham, as well as other municipalities which may join subsequent to the Effective Date as provided herein below, who by executing this Agreement agree to perform the responsibilities of Members hereunder for the purposes stated herein, including specifically the agreement to collectively engage the Nashua Regional Planning Commission (“NRPC”) to serve as the District’s administrative and financial agent under this Agreement, the terms and conditions thereof set forth in **Exhibit 1** attached hereto.
- 1.2 Additional Members. Other New Hampshire municipalities may become Members upon consent of a majority of existing Members following application to the District’s agent, NRPC, and following consent upon execution of an Amendment to this Agreement, ratifying the terms and conditions and agreeing to abide by the requirements of membership as set forth herein.
- 1.3 Termination or Withdrawal. Any Member may withdraw upon written notice to NRPC and the District no later than January 1 of each year for the upcoming fiscal year. Failure to provide such notice shall obligate the Member to pay the Membership Assessment for the following year. Any Member which fails to timely pay its allocated Membership Assessment shall be considered to have withdrawn from the terms and conditions of its Agreement, unless alternative arrangements are made by written agreement and approved by unanimous vote of the Members. Members determined to have withdrawn hereunder due to non-payment of the Membership Assessment shall be obligated to pay the Membership Assessment for the following year.

**2.0 PURPOSE AND OPERATIONS**

- 2.1 Purpose and Acceptable Uses of Funds. Since the mid-1980s, various communities have acted as the District and operated a household hazardous waste collection program (the “HHW Collection Program”) for residents of some or all of the Member communities. The HHW Collection Program was opened to small



quantity generators after construction of the permanent storage facility in Nashua in 1996. The HHW Collection Program's objectives include: (a) provide convenient options for residents to safely and properly dispose of HHW, (b) utilize contractor services in the most cost-effective manner possible, (c) maximize first-time participants and minimize repeat participants through education efforts, (d) accept a wide array of HHW while encouraging alternative disposal methods for universal wastes, and (e) discourage actions that lead to unsafe disposal of HHW.

The Members acting as the District have obtained public funds designated for support of the HHW Collection Program and had historically made disbursements in furtherance of the HHW Collection Program's mission to provide convenient options for residents to safely and properly dispose of HHW and it is the purpose of this Agreement to allow the District to continue to obtain and receive funds for such purpose. Funds obtained or received by either NRPC or the District for the collection of HHW have been maintained in a bank account maintained by NRPC and there currently remain funds in such account and future funds will continue to be used to support the HHW Collection Program. Appropriate uses of all funds obtained or received include, but are not limited to, operating expenses for the HHW Collection Program and maintenance expenses associated with a permanent storage facility for the collected HHW.

All amounts previously received and currently held by NRPC or the District for HHW purposes as well as all future amounts received for HHW purposes - including municipal assessments paid pursuant to Section 2.4 below, and any grant or other revenues received by the District for the purposes set forth herein -- shall be held by the District's agent, NRPC, in a separate fund (the "HHW Collection Program Fund") not commingled with other funds. Any amounts remaining in the HHW Collection Program Fund at the end of the fiscal year shall not lapse, but shall be carried forward from year to year to be used for the purposes set forth herein, in accordance with subsequent years' budgets. No amount in the HHW Collection Program Fund shall be refunded to any Members except in unusual circumstances and by 2/3rds vote of all Members of the District.

- 2.2 Budgeting. Annually, at its June meeting, the District shall adopt an annual operating budget for the following fiscal year. The District's fiscal year shall be from July 1 through June 30. The number and location of collection events to be held in the following fiscal year will be determined at the December meeting. The budget must be passed by a majority vote of the Representatives present at the legally noticed meeting, as described in RSA 91-A.

Neither the District or any Member shall spend or otherwise obligate the District to pay for an amount or amounts exceeding the balance in the HHW Collection Program Fund nor shall any Member authorize or permit anyone to do so.

- 2.3 Annual Grant and Contract Authorization. As it may be reasonably requested, the District shall affirm to any requesting third party that the NRPC is authorized to



file applications and sign contracts on behalf of the District in accordance with its Scope of Work.

As it may be reasonably requested, the District shall affirm to any requesting third party, that the NRPC is authorized to file applications and sign contracts in support of the District's responsibilities for the permanent storage facility, or such replacement facility use agreement as may be approved by the District for subsequent years.

- 2.4 Municipal Assessments. Each Member agrees to be subject to and pay promptly an annual assessment (the "Membership Assessment") to be used to fund in part the HHW Collection Program. Twenty-five (25) percent of the total member fees shall be distributed equally among all Members. The remaining seventy-five (75) percent shall be distributed at a percentage consistent with each Member's portion of the District's total population. Membership Assessment calculations shall be updated annually to reflect potential changes in population. Membership Assessments shall be approved by a majority of the Members present at the District's June meeting, two (2) fiscal years in advance to allow Members to plan accordingly.

The adoption of Membership Assessment levels by the District shall not, by itself, create an enforceable legal obligation on the part of any Member, and payment of such Membership Assessment shall be subject to the normal budgeting procedures applicable to each Member. However, if a Member does not pay its allocated Membership Assessment for a particular fiscal year, the citizens of the Member municipality will be unable to participate in the HHW Collection Program for that year, unless alternative arrangements are approved by unanimous vote of the Members. Also see Section 7 below.

### **3.0 RESPONSIBILITIES OF MEMBERS**

- 3.1 Representation. The governing body of each Member shall annually appoint a representative ("Member Representative") and an alternate (if desired) to serve as the Member's representative to the District for a period of one (1) fiscal year (July 1 - June 30). The alternate (if appointed) shall have voting privileges in the absence of the Member's Representative from the respective Member.
- 3.2 Responsibilities of City of Nashua. In addition to the responsibilities outlined in Section 3.1 above, the City of Nashua (the "City") agrees to provide access to the District, its agents and contractors, to the City's permanent HHW storage facility for the purposes of implementing the District's HHW Collection Program. The terms of this Agreement are outlined in **Exhibit 2 - Permanent Storage Facility Use Agreement.**
- 3.3 Responsibilities of Municipalities Hosting HHW Collections. In addition to the responsibilities outlined in Section 3.1 above, any municipality that consents or requests to be a host for an HHW collection agrees to provide the District's agent, NRPC, with event support and services and to enter into a written agreement (the

“Host Agreement”) for such support and services as outlined in **Exhibit 3 - Responsibilities of the HHW Host Municipality**. Except for the City of Nashua, the Member Representative from the host municipality shall have the authority to enter into the Host Agreement with the District and NRPC. The Division of Public Works Director of the City of Nashua shall have the authority to enter into a Host Agreement on behalf of the City of Nashua.

- 3.4 In the event the District was to require alternative or additional facilities for the HHW Program, the District upon unanimous vote of the Members shall have the authority to contract for the use of such facilities, within the limits of its budgetary authority as set forth herein. The District shall not have authority to own any HHW facilities. Responsibility for regulating the use of such facilities shall at all times be the responsibility of the owner of such facilities, subject however to the provisions of this Agreement and any mutually agreed upon Host Agreement.

#### 4.0 DISTRICT ORGANIZATION

- 4.1 Organizational Meeting and Election of Officers. The first meeting of the Members shall be on the second Monday of the month following the date of signature of the last Member. At the organizational meeting, the Members shall elect a Chairperson and a Treasurer who shall have a term through June 30, 2018, or until a successor shall be elected, whichever shall be the later date.

Annually at the June meeting of the District, Members shall nominate and elect a Chairperson, who shall take office July 1 and serve until June 30 of the following year. The Chairperson shall be elected by a majority vote of the Members present at the June meeting. The Chairperson shall preside at the meetings of the Members and the Chairperson and Treasurer shall have authority on behalf of the District to sign checks or authorize the agent, NRPC, to sign checks.

- 4.2 Meetings. Unless otherwise specified by the Chairperson of the District, meetings shall be held quarterly. A quorum for a meeting of the Members shall be six (6) Members present. The Chairperson shall have the authority to call a special meeting. Special meetings shall also be held by petitions to the Chairperson by six (6) Members, on 48 hours' notice. The purpose of the special meeting will be the only subject on the agenda. The Annual Meeting shall be held in June for the purpose of electing a Chairperson and Treasurer, adopting the annual operating budget, and approving the grants and contract authorizations.

- 4.3 Voting. Each Member shall receive one vote on actions related to the District. An alternate shall have voting privileges in the absence of the Member Representative, if one has been formally appointed in writing by the respective party.

A majority vote of the Members present at a legally noticed meeting is required to approve all formal District actions.

A majority vote of the Members present at a legally noticed meeting is required to approve the annual budget or other expenses not included in the annual budget. NRPC shall not have voting privileges.

Voting on amendments to the Agreement shall follow procedures outlined in Section 5.0.

- 4.4 HHW Vendor Selection. Prior to the expiration of any current vendor contract with NRPC as agent for the District, the District shall issue a Request for Proposals (RFP). In its role as staff support and fiscal agent to the District, NRPC (or its voted successor, if any) shall be responsible for drafting the RFP and associated timeline. NRPC shall also be responsible for obtaining a list of vendors licensed in the State of New Hampshire to handle, package, store, transport, and dispose of HHW. The RFP shall only be issued to vendors who meet this requirement. NRPC shall issue the RFP to these potential vendors via email and hard copy. Potential vendors shall be given at least thirty (30) calendar days to respond. Members shall form a RFP evaluation subcommittee consisting of three (3) Members. A representative of NRPC shall coordinate with and assist the RFP evaluation subcommittee. The RFP evaluation subcommittee shall develop evaluation methodology, review and score proposals, interview candidates, and recommend the highest ranking proposal to the full District. Members shall then vote at a regular or special meeting to authorize NRPC to enter into a contract with the selected vendor provided, however, NRPC reserves the right to reject the District's selected vendor and request that the evaluation process be revisited if NRPC deems that entering into a contract with the selected vendor is not in the District's or NRPC's best interest.

## **5.0 AMENDMENTS TO THE AGREEMENT**

This Agreement may be amended by two-thirds (2/3rds) of all the Members of the signatories to this Agreement upon authorizing vote from each Member's municipality, provided that all Members must receive at least sixty (60) days written notice of the proposed amendment(s) and opportunity to provide comment to all other Members. A legal review of the proposed amendment shall be required and comments thereto (if any) must be distributed to all Members along with the written notice. All amendments shall be consistent with New Hampshire State law.

**IN WITNESS WHEREOF**, the parties have executed this Cooperative Agreement as of the effective date set above.

**[SIGNATURE PAGES TO FOLLOW]**



**TOWN OF AMHERST, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF BROOKLINE, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF HOLLIS, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).



**TOWN OF HUDSON, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF LITCHFIELD, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF MERRIMACK, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Town Council on \_\_\_\_\_ (date).



**TOWN OF MILFORD, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF MONT VERNON, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**CITY OF NASHUA, NEW HAMSHIRE**

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James W. Donchess, Mayor

---

Date



**TOWN OF PELHAM, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**TOWN OF WINDHAM, NEW HAMPSHIRE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Representative as authorized by vote of the Board of Selectmen on \_\_\_\_\_ (date).

**EXHIBIT 1**  
**ENGAGEMENT OF THE NASHUA REGIONAL PLANNING COMMISSION**

Nashua Regional Planning Commission, 9 Executive Park Drive #201, Merrimack, NH 03054 (“NRPC”) will provide the District’s day-to-day staff support and serve as its fiscal agent. The terms of NRPC’s engagement are as follows:

1. **Scope of Work:** NRPC’s responsibilities to the District are outlined in **Schedule A** attached hereto “Scope of Work”. Schedule A, the Scope of Work, shall be completed and submitted to the Member Representatives in January of each year as part of budget process to be approved by the District at its June Meeting for the following fiscal year (July 1 through June 30).
  
2. **Period of Engagement and Renewal:** The initial term of engagement shall be for three (3) years from the Effective Date of the Cooperative Agreement. This term shall be renewed automatically unless two-thirds (2/3rds) of all the Members vote to terminate at the end of each three year period.

NRPC’s acceptance of the engagement by execution of this **Exhibit 1** shall serve as NRPC’s consent to provide the services as outlined. NRPC represents and warrants that it has the full right, power, and authority to enter into this **Exhibit 1** and each agreement, document, and instrument to be executed and delivered by NRPC pursuant to this **Exhibit 1** and to carry out the transactions contemplated hereby and thereby. No waiver or consent of any person, entity, or governmental unit is required in connection with the execution, delivery, and performance by NRPC of this **Exhibit 1** and each agreement, document, and instrument to be executed and delivered and performed under by NRPC pursuant to this **Exhibit 1**.

**ACCEPTED:**

**NASHUA REGIONAL PLANNING COMMISSION**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCHEDULE A**  
**SCOPE OF WORK FOR THE NASHUA REGIONAL PLANNING COMMISSION**

This document outlines Nashua Regional Planning Commission's (NRPC) annual work task in fulfillment of its terms of engagement with the Nashua Region Solid Waste Management District (the District) established through the Cooperative Agreement for Household Hazardous Waste Collection within the Nashua, NH Region. This document shall be updated and executed annually.

NRPC shall perform the following tasks in FY2018 on behalf of the District. Whereas the effective date of the Cooperative Agreement is after the start of FY2018 (July 1, 2017), as of the effective date of the Cooperative Agreement, NRPC shall receive the balance of the FY 2018 HHW Program Expense Funds to implement these tasks. During all subsequent years, NRPC will receive these funds at the beginning of the fiscal year.

**1.0 HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION PROGRAM**

**1.1 Creation and Dissemination of Outreach Materials**

NRPC is responsible for fulfilling the public education component of the HHW Collection Program. Educating the public on sound purchasing decisions and ways to most efficiently utilize the materials they already have can help to reduce the amount of HHW that is generated. In addition, it is important to incorporate lessons on the potential dangers of HHW and the need to dispose of it properly. The following tasks are anticipated:

**Task 1**—Create Outreach Materials—NRPC develops outreach materials including fliers, brochures, website, press releases, posters, presentations, and display boards that address ways to reduce HHW generation, the potential dangers of HHW, and proper disposal methods. *(FY18 District budget line items 15, 21)*

**Task 2**—Disseminate Outreach Materials—NRPC distributes outreach materials in a manner that is tailored to each municipality based on input received from HHW surveys. Outreach methods may include NRPC's HHW website, NRPC's email newsletter, NRPC's Facebook and Twitter accounts, local press, local cable TV, municipal websites and social media accounts, direct communication with public, mailings to municipalities, transfer station signs, and presentations to civic groups and Board of Realtors. *(FY18 District budget line item 15)*

**Task 3**—Update Transfer Station Signs—NRPC purchases and delivers new lettering and numbering as needed to update HHW Collection program signs as transfer stations. *(FY18 District budget line item 19)*

**1.2 Organize and Manage Household Hazardous Waste Collection events**

NRPC will organize and manage the HHW collection events according to the schedule established by the District members per Section 2.2 of the Cooperative Agreement. Residents from any participating municipality can attend any of these events. Preregistered Small Quantity Generators ([as defined by NH Code of Administrative Rules Env-Hw 503.01](#)) may also attend. Events scheduled for FY18 include:

<b>Date</b>	<b>Time</b>	<b>Location</b>
August 5, 2017	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
August 26, 2017	8:00AM-12:00PM	Pelham Municipal Building, 6 Village Green
October 7, 2017	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
November 4, 2017	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
April 21, 2018	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive
May 5, 2018	8:00AM-12:00PM	Milford Public Works, 289 South Street
June 7, 2018	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive

*(Note: Schedule to be set annually per section 2.2 of the Cooperative Agreement)*

The following tasks shall be undertaken by NRPC:

**Task 4**—Event Preparation—NRPC notifies emergency management in host community, hires police detail (as necessary), coordinates with HHW vendor, sets up cash box, packs for event, facilitates pre-event meeting with HHW vendor and representative from host community. *(FY18 District budget line item 16)*

**Task 5**—Event Staffing—NRPC provides 4 staff members per event (including 1 staff with Hazardous Waste Coordinator Certification status), arrives at site at least 1 hour in advance of start to setup for event as outlined in Exhibit 2, is responsible for management during operation of event, breaks down after event as outlined in Exhibit 2, accounts for and deposits user fees collected into the District’s account according to audit standards. *(FY18 District budget line item 16)*

**Task 6**—Post Event Summary—NRPC tallies surveys, tallies receipt books, completes cash box and deposit paperwork according to audit standard. *(FY18 District budget line item 16)*

**Task 7**—HHW Vendor Payments—NRPC make payments to HHW vendor following each collection event. NRPC works with the HHW vendor to develop Operations and Safety Plans. NRPC facilitates communications between participating Small Quantity Generators and the HHW vendor. *(FY18 District budget line items 10, 11)*

**Task 8**—Purchase Supplies—NRPC purchases supplies as needed to run the HHW Collection program, including but not limited to receipt books, pencils, rubber gloves. *(FY18 District budget line item 27)*

## **2.0 DISTRICT PROGRAM MANAGEMENT**

NRPC manages the day-to-day business of the District. The following tasks shall be completed along with any other necessary or advisable tasks:

**Task 9**— Budget and Accounting—NRPC prepares the District’s annual budget. NRPC is also responsible for the District’s accounting and financial administration, in accordance with audit standards, including receiving and reviewing bank statements, maintaining financial records, and

providing quarterly financial updates. NRPC shall hold the Districts funds in a separate account not to be comingled with other funds. *(FY18 District budget line item 17)*

**Task 10**—Reporting—NRPC provides annual HHW Collection event participation reports to the District and NH DES. *(FY18 District budget line item 17)*

**Task 11**—Audit—NRPC is responsible for contracting with a certified public accounting firm approved by the State of New Hampshire to conduct an annual audit of the District’s financial records. *(FY18 District budget line item 23)*

**Task 12**—NH DES HHW grant—NRPC applies for the NH Dept. of Environmental Services HHW grant, administers grant according to contract (if awarded), and applies for reimbursement at the end of the contract period. Reimbursement is then transferred from NRPC’s financial account to the District’s financial account. *(FY18 District budget line item 17)*

**Task 13**—Collect Municipal Fees—NRPC drafts letters to District member municipalities to request dues payments. Dues payments are sent to NRPC and NRPC deposits them directly into the District’s financial account. *(FY18 District budget line item 17)*

**Task 14**—HHW Vendor Contract—NRPC conducts a bid process and selects a qualified HHW vendor in coordination with the District and as outlined in the District’s Cooperative Agreement Section 5.4. NRPC enters into a contract with the qualified HHW vendor on behalf of the District and oversees the contract. *(FY18 District budget line item 17)*

**Task 15**—Insurance—NRPC maintains adequate insurance coverage, as required by New Hampshire law and/or more specific donor or grant imposed requirements. Additionally, NRPC will ensure that the vendor-provided liability insurance lists NRPC and all District members as additional insured parties. *(FY18 District budget line item 17)*

**Task 16**—Planning—NRPC develops plans as appropriate for the District, such as strategic planning and MOUs with emergency responders. *(FY18 District budget line item 17)*

**Task 17**—District Meetings—NRPC is responsible for scheduling and noticing quarterly meetings of the District and documenting meeting minutes in accordance with applicable laws. *(FY18 District budget line item 17)*

### **3.0 TERMS AND CONDITIONS**

#### **3.1 Ownership of Material:**

All materials and other work products prepared by NRPC in its engagement to the District shall be owned by the District, provided, however, that NRPC may retain file copies of any or all of the above for its own use, which use shall not be in contravention of the goals and purpose of the HHW Collection Program or those of the District.

#### **3.2 Compensation:**

Whereas the effective date of the Cooperative Agreement is after the start of FY2018 (July 1, 2017), as of the effective date of the Cooperative Agreement, NRPC shall invoice the District for the balance of the FY 2018 Household Hazardous Waste Program Expenses portion of the District's annual budget. NRPC shall maintain an accounting of all funds expended. At the end of the fiscal year NRPC will credit any unspent funds and/or invoice any additional regular operating costs. Any additional expenditures appropriated by special meeting will be invoiced separately. During all subsequent years, NRPC will invoice these funds at the beginning of the fiscal year.

**3.3 Project Officer:**

The project officer for NRPC shall be the Executive Director. No other member of the Commission or staff may make representations or binding commitments for the Commission unless authorized by the Director.

***NASHUA REGIONAL PLANNING COMMISSION***

\_\_\_\_\_  
*Jennifer Czysz, Interim Executive Director*

\_\_\_\_\_  
*Date*

***NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT***

\_\_\_\_\_  
*Chairperson*

\_\_\_\_\_  
*Date*



**EXHIBIT 2**  
**PERMANENT STORAGE FACILITY USE AGREEMENT**

**ROLES AND RESPONSIBILITIES**

**Who is the City of Nashua granting access to?**

The City of Nashua agrees to provide the Nashua Regional Planning Commission (NRPC), the HHW vendor (in FY2018, currently Veolia Environmental Services), and emergency management personnel access to the City's permanent household hazardous waste ("HHW") storage facility for the purposes of implementing the HHW Collection Program.

The HHW permanent storage facility is located at the Nashua Division of Public Works, Street Department, 9 Stadium Drive, Nashua, NH. The storage facility was manufactured by Carlisle Building Systems, Inc. (Model CBS-FR10-24). Its exterior dimensions are 25'8" x 11'0" x 8'8". It is a steel building consisting of 3 bays, each with 3-hour fire rated double doors.

Access is available to the entities identified above for the purposes of storing HHW at any point during which weekly inspections are being conducted by the HHW vendor. Weekly inspections begin after the first HHW collection event of the calendar year (typically in April) and end after the last HHW collection event of the calendar year (typically in November).

**Who is responsible for identifying maintenance issues and entering into maintenance contracts?**

NRPC and its HHW vendor shall work with the City of Nashua to identify maintenance concerns at the permanent storage facility. NRPC shall be responsible for entering into maintenance contracts per Section 2.3 of the Cooperative Agreement.

**Who is responsible for paying for maintenance of the storage facility?**

Routine maintenance, such as annual fire inspections, shall be included in the District's annual budget. Unanticipated maintenance not included in the District's annual budget shall be approved at a special meeting of the District, as provided for in Section 4.2 of the Cooperative Agreement.

Payments for maintenance of the permanent storage facility shall be made directly to the appropriate vendor by the Nashua Regional Planning Commission using District funds. The District Chairperson shall be responsible for authorizing these payments.

**What other responsibilities does the District have for the storage facility?**

The District agrees to maintain the key protocol for the storage facility and gates as set forth below, and schedule bi-annual fire inspections for the storage facility. The HHW vendor agrees to obtain required fire permits and carry liability insurance for claims resulting from pollution,



bodily injury or death, and property damage evidenced by a Certificate of Insurance naming NRPC, the City of Nashua, and the District Members as additional insured. This will be executed by the Nashua Regional Planning Commission on behalf of the District, in coordination with the City of Nashua and the HHW vendor.

## KEY PROTOCOL

### Key Description

Tab Color	Appropriate Lock	Description
Black	Gate Padlocks	There are 3 padlocks— 2 on the gates and 1 on the fire suppression system box on the right side of building. The black tab key fits all 3 of these padlocks.
Yellow	Hazardous Waste Storage Facility Doors	There are 3 sets of double doors on the hazardous waste storage facility building. The yellow tab key fits all 3 door locks.
Blue	Supply Shed Door	The blue tab key fits the padlock on the supply shed door, located inside the gate next to the hazardous waste storage facility.

### Key Distribution

Agency	Location where Keys are Kept	Black Key	Black Key #	Yellow Key	Blue Key
Nashua Fire Rescue	Knox Box at Nashua Street Dept.	✓ (issued 4/21/16)	5206, log 06	✓ (issued 4/11/16)	✓ (issued prior to 2016 protocol, reissued 4/25/16)
Nashua Streets Department	Office of Nashua Streets Dept. Superintendent	✓ (issued 4/21/16)	5206, log 05	X	✓ (issued prior to 2016 protocol, reissued 4/25/16)
Nashua Solid Waste Department	Office of Nashua Recycling Coordinator	✓ (issued 4/21/16)	5206, log 04	✓ (issued 4/8/16)	✓ (issued prior to 2016 protocol)
HHW Vendor	Office of Veolia Environmental Services	✓ (issued 4/21/16)	5206, log 03	✓ (issued 4/21/16)	✓ (issued prior to 2016 protocol)
Nashua Region Solid Waste Management District	Office of Nashua Regional Planning Commission	✓ (issued 4/21/16)	5206, log 01; 5206, log 02	✓ (issued 2/4/16)	✓ (issued prior to 2016 protocol)

### Key Holder Rules

The Key Holder shall:

- Report missing key(s) immediately to the Nashua Region Solid Waste Management District through the Nashua Regional Planning Commission.

- Return key(s) upon request of the Nashua Region Solid Waste Management District.
- Provide accounting of key(s) held upon request of the Nashua Region Solid Waste Management District.

The Key Holder shall not:

- Loan or transfer a key to another person.
- Duplicate a key without first contacting the Nashua Region Solid Waste Management District through the Nashua Regional Planning Commission.
- Alter keys, locks, or mechanisms.
- Damage, tamper, or vandalize locks or hardware.
- Prop open secure doors while unattended.
- Admit unauthorized person(s) into locked areas.

***NASHUA REGIONAL PLANNING COMMISSION***

\_\_\_\_\_  
*Jennifer Czysz, Interim Executive Director*

\_\_\_\_\_  
*Date*

***CITY OF NASHUA, NEW HAMPSHIRE***

\_\_\_\_\_  
*James W. Donchess, Mayor*

\_\_\_\_\_  
*Date*

***NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT***

\_\_\_\_\_  
*Chairperson*

\_\_\_\_\_  
*Date*

**EXHIBIT 3**  
**RESPONSIBILITIES OF THE HHW HOST MUNICIPALITY**

The Municipality of \_\_\_\_\_ desires to support the Nashua Region Solid Waste Management District (the District) by hosting a household hazardous waste collection (HHW) event (“host municipality”). The Nashua Regional Planning Commission holds the contract with the licensed HHW vendor and is the main administrator of the HHW collection event. However, the host municipality agrees to provide the services outlined below.

**HOST MUNICIPALITY RESPONSIBILITIES**

1. **Site**—the collection site must have a flat surface for the HHW vendor to set up tables and containers along with parking for a 22 foot truck and up to 12 workers’ vehicles. The site must have sufficient space for traffic to safely line up off the street. Municipalities that have not previously hosted a HHW collection event must complete a site tour with the HHW vendor and a representative from the local police department to ensure this condition is met. Restroom facilities for event staff and volunteers must be available. The site must also have a breakroom or office space with internet access for the HHW vendor to set up a computer to process the manifest.
  - *Optional:* A paved site that can accommodate two lanes of traffic is preferable. A sheltered location in the event of rain is also preferable.
  
2. **Staff**—the host municipality must provide a paid municipal staff member familiar with household hazardous waste, such as a Transfer Station Manager or Recycling Coordinator, who will remain on-site during the entire collection event. Staff responsibilities include:
  - Attending a pre-event meeting one week prior to collection event with NRPC staff and HHW vendor
  - Unlocking facility by 6:30AM
  - Conducting final check of vehicles prior to their disposing of waste with the HHW vendor
  - Remaining at the facility until the HHW vendor has cleaned up and left
  - Providing radios for communication between municipal staff and NRPC (*Nashua only*)
  
3. **Roll-off bin**—the host municipality must provide a roll-off (minimum size 30 yards) prior to the event and dispose of waste contained in the roll-off after the event. The HHW vendor is responsible for lining roll-off.
  
4. **Cones or other traffic aides**—the host municipality must set up the site on day of event as needed to ensure proper traffic flow. This may include:



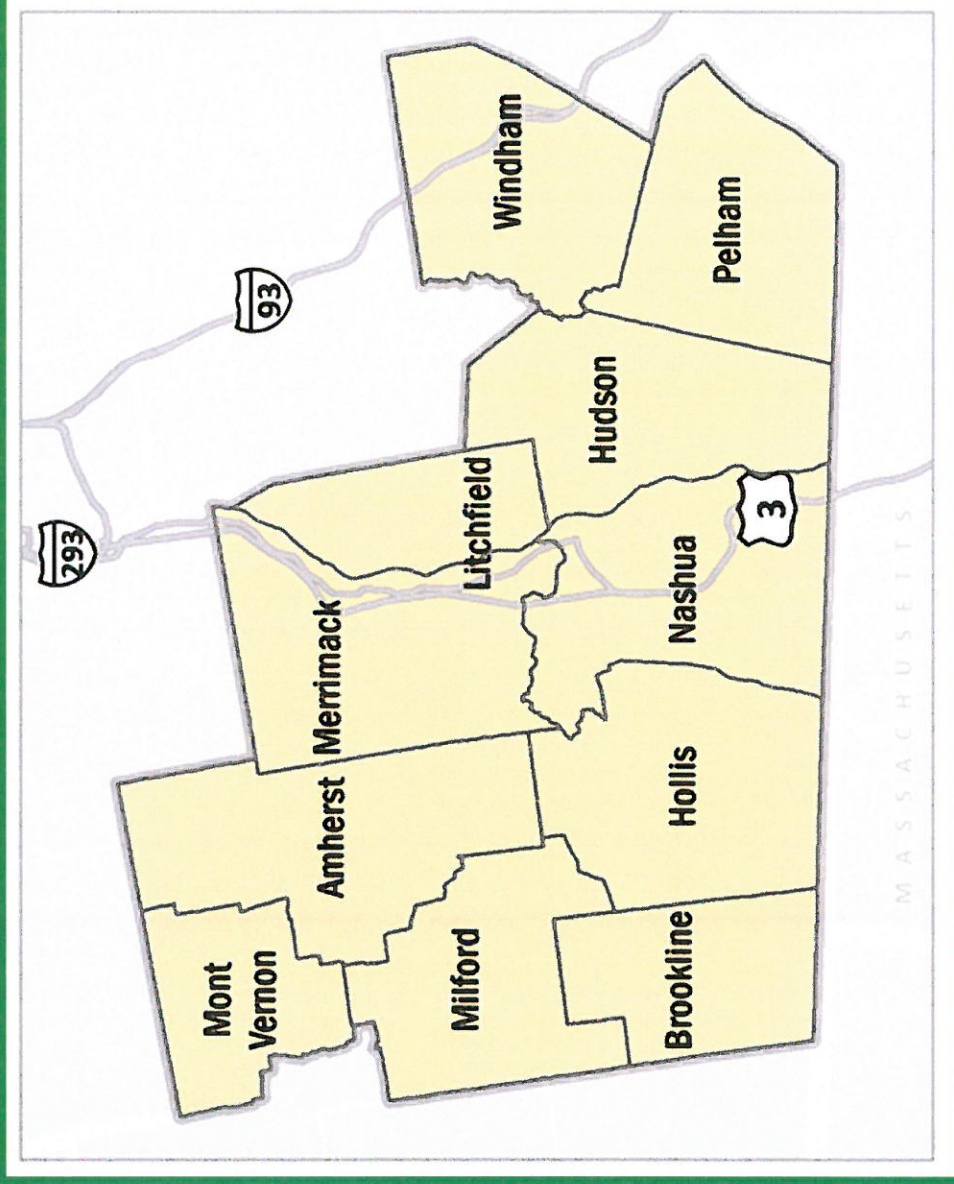




# Nashua Region Solid Waste Management District



# Who belongs to the Nashua Region Solid Waste Management District?





# What does the District do?

- Household Hazardous Waste (HHW)



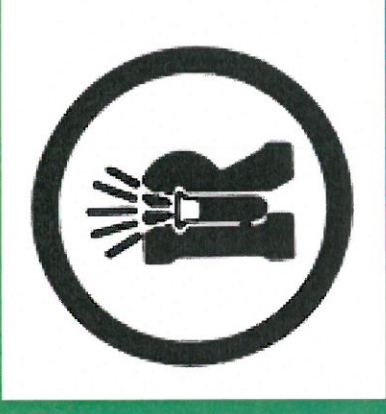
Corrosive



Flammable



Toxic



Reactive











# How is the District funded?

- User Fees
- NH Dept. of Environmental Services Grant
- Municipal Dues



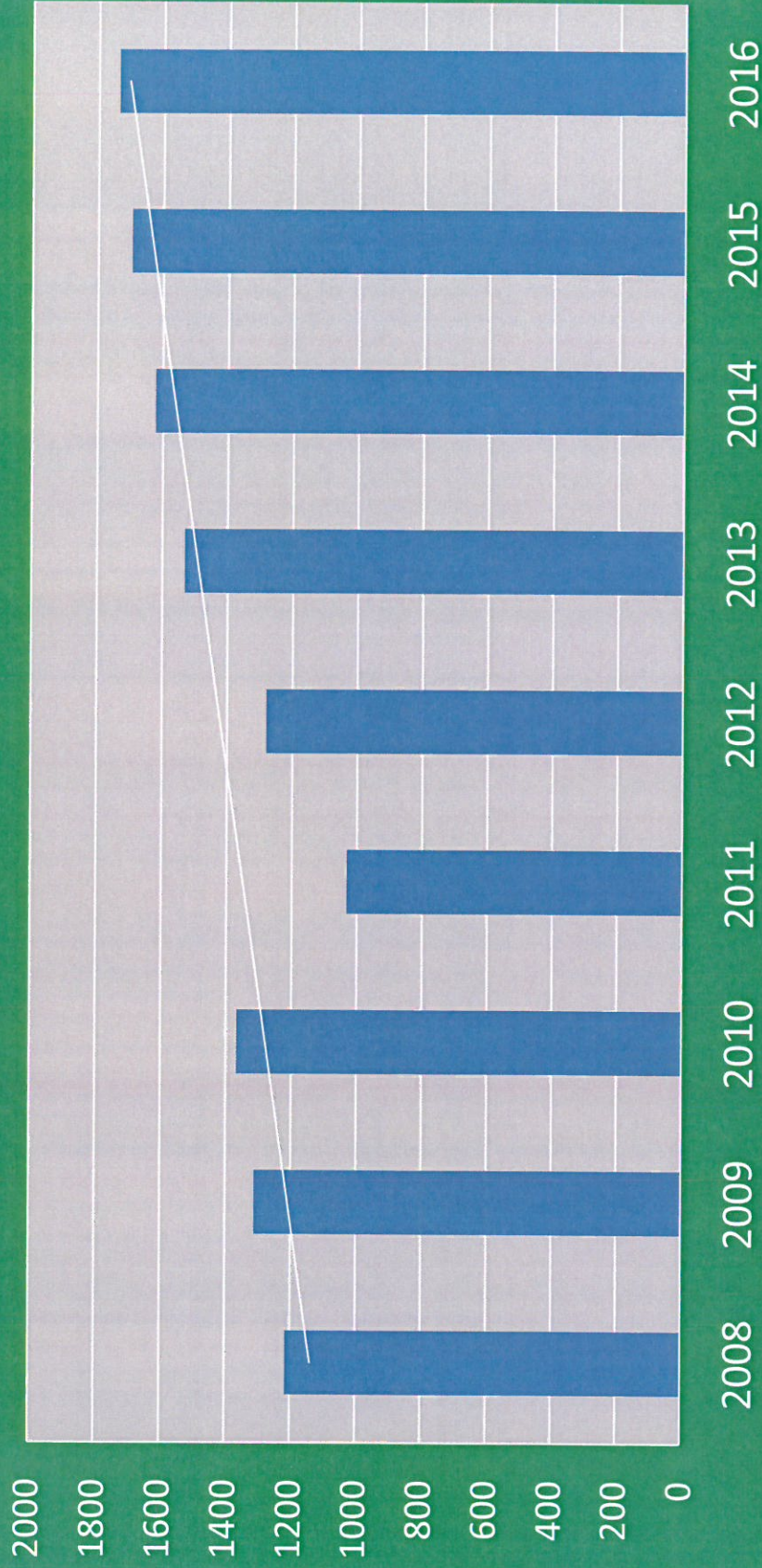
# What does NRPC do for the District?

- Staffing for all aspects of the District
- Outreach and Education
- Organize HHW Collection Events
- Accounting and Financial Administration
- Reporting
- Fiscal and Contractual Agent



# Why is the District Important?

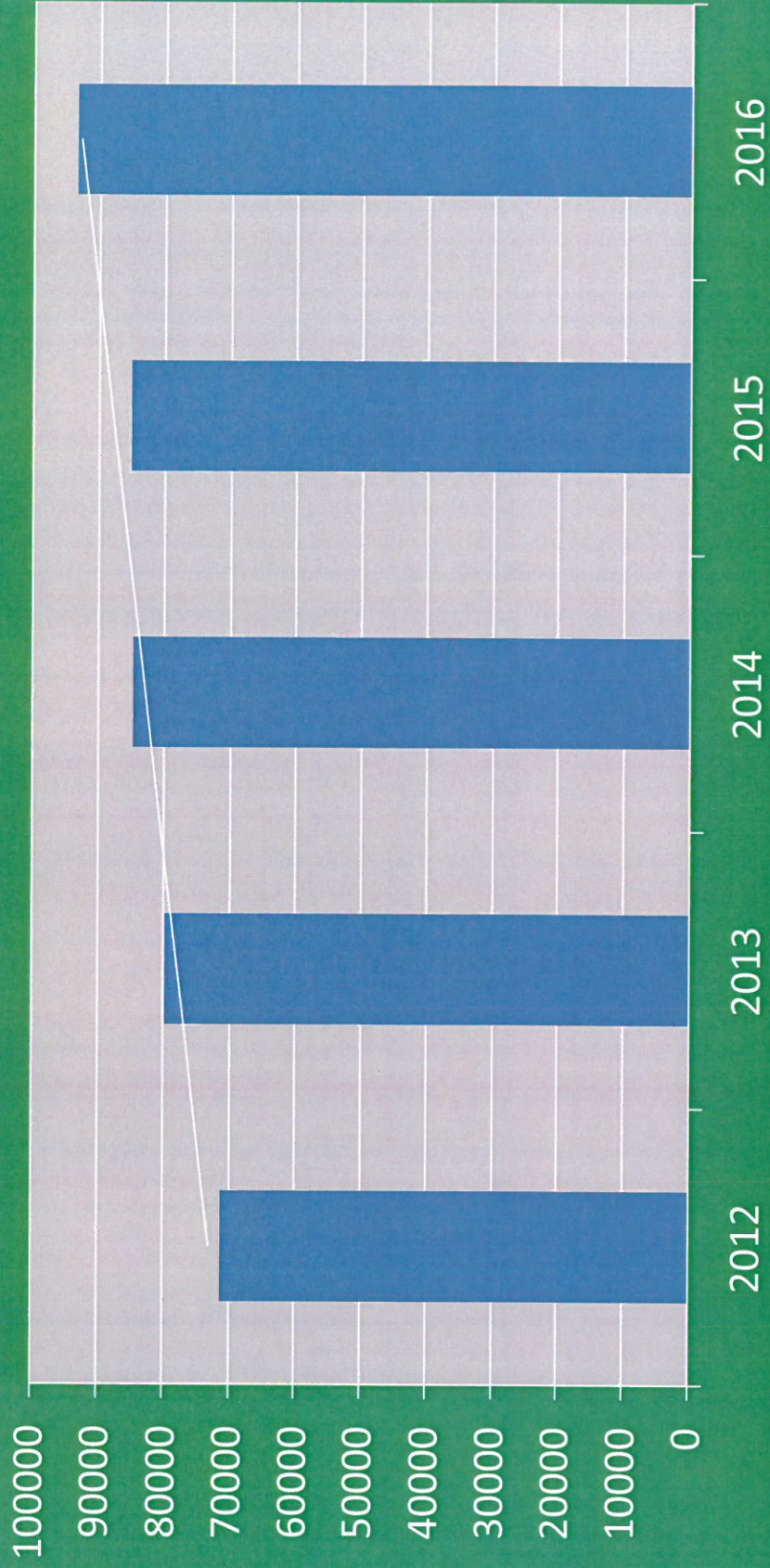
District-wide Participation (households)





# Environmental Benefits

Pounds of materials collected





# Additional Benefits

- Financial Benefits
  - Access to 6-7 collection events
  - Use of permanent storage facility
  - Higher grant funding rates
- Regulatory Benefits
  - Keeps hazardous waste out of landfills and transfer stations
  - Serves as a Best Management Practice for MS4 Stormwater compliance



# What is the Cooperative Agreement?

- Simply puts the District's current practices in writing
- Defines relationship between NRPC and the District
- Outlines terms of use for the Permanent Storage Facility in Nashua
- Describes responsibilities and benefits of host communities



# Doesn't the District Already Have an Agreement?

- Yes
  - Cooperative Agreement under RSA 149:M-18-20 signed in 1983 for some members
- No
  - Original enabling legislation no longer exists
  - Not all current members were included
  - Purpose for the District has changed



# What Happens Next?

- Meetings in each municipality through December
- Otherwise, business as usual
  - November 4—last HHW Collection of 2017



**Introduction**

This report highlights overall participation in the Nashua Region Solid Waste Management District’s (NRSWMD) 2016 Household Hazardous Waste Program. This program was funded by municipal assessments, user fees, and a grant received by the Nashua Regional Planning Commission from the NH Dept. of Environmental Services. The following charts and figures reflect data from collection events held during the spring, summer, and fall of 2016.

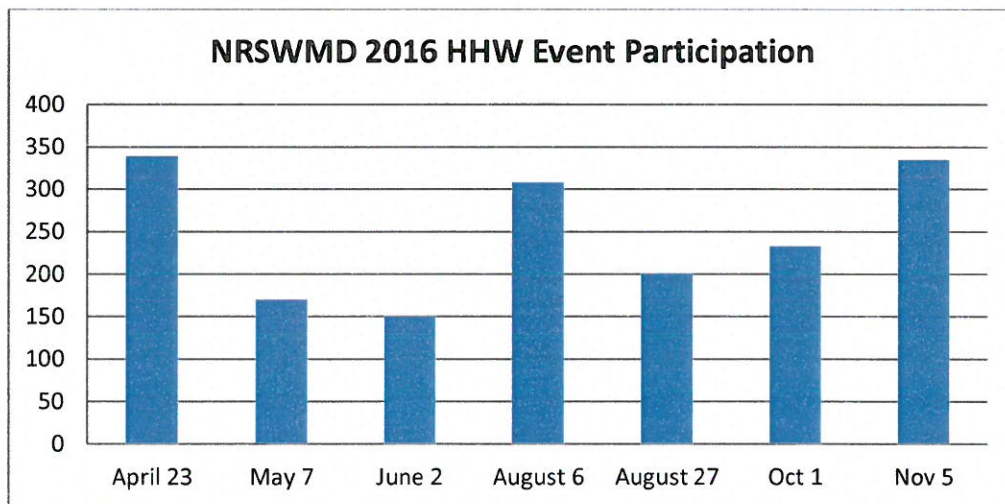
**2016 Collection Overview**

Seven (7) collections were held during the 2016 HHW season. Five of the events were located at the Nashua Public Works Garage and one was held in Milford. New this year, the NRSWMD sponsored a second satellite collection event in Pelham. Residents from any NRSWMD member municipality can participate in every event.

Saturday April 23, 8am-12pm, in Nashua	Saturday August 27, 8am-12pm, in Pelham
Saturday May 7, 8am-12pm, in Milford	Saturday October 1, 8am-12pm, in Nashua
Thursday June 2, 3-7pm, in Nashua	Saturday November 5, 8am-12pm, in Nashua
Saturday August 6, 8am-12pm, in Nashua	

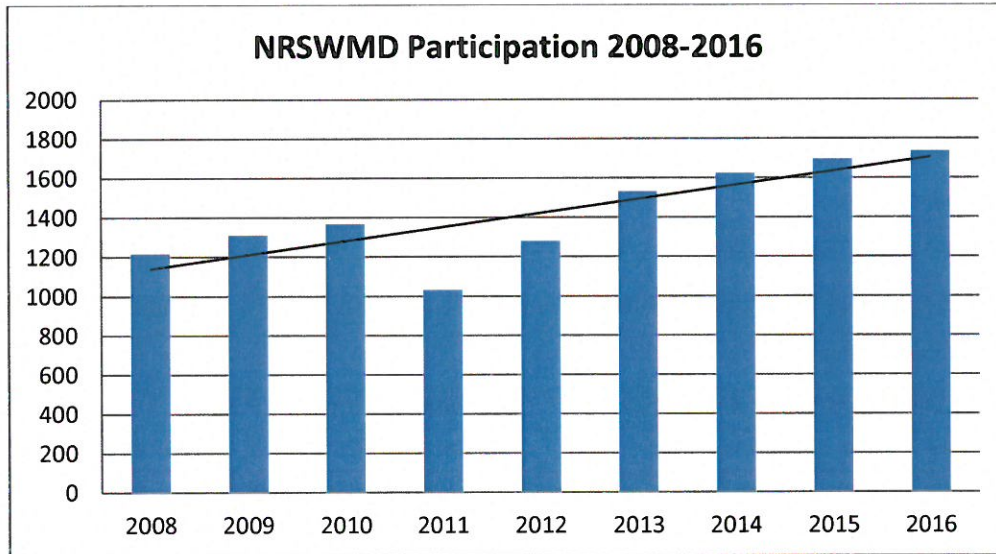
**2016 Total Participation**

In 2016, a total of 1,736 households participated in the HHW collections District-wide. This was an increase from the 2015 total of 1,696 households. 37% of District-wide participants were first time attendees.



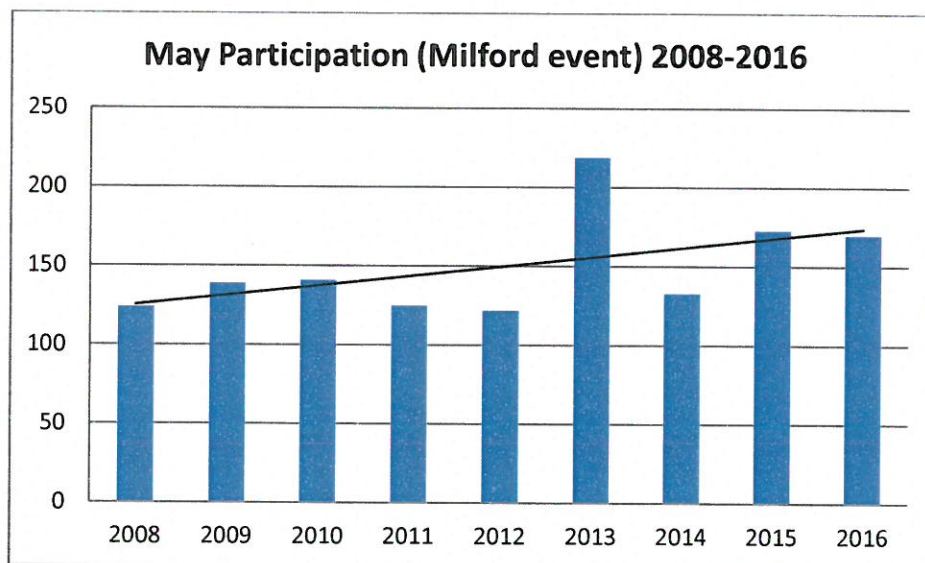
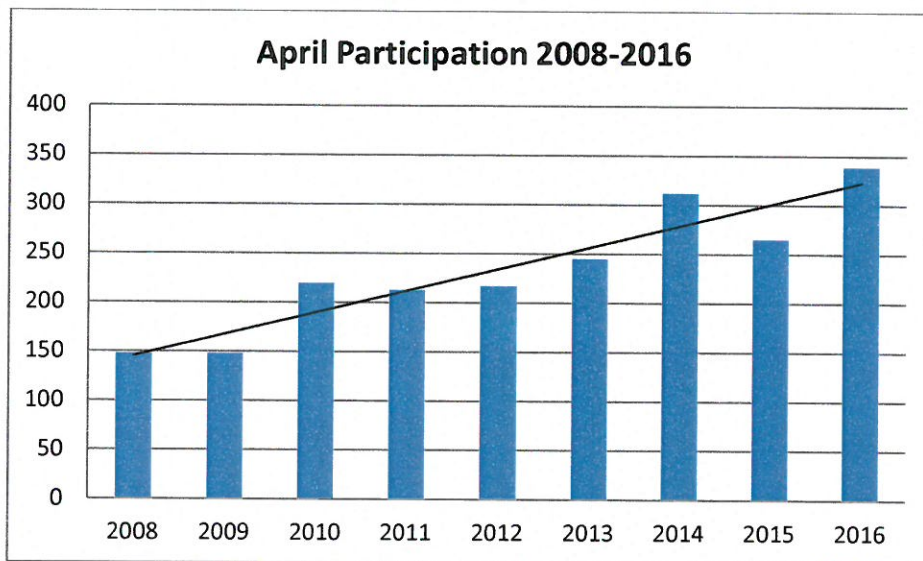
### Historic Participation Trends

The Nashua Region Solid Waste Management District has charged a \$10 user fee per vehicle since 2008, so it is a relevant start date for making historical comparisons. District-wide, participation rates in 2016 were the highest they have been since 2006.

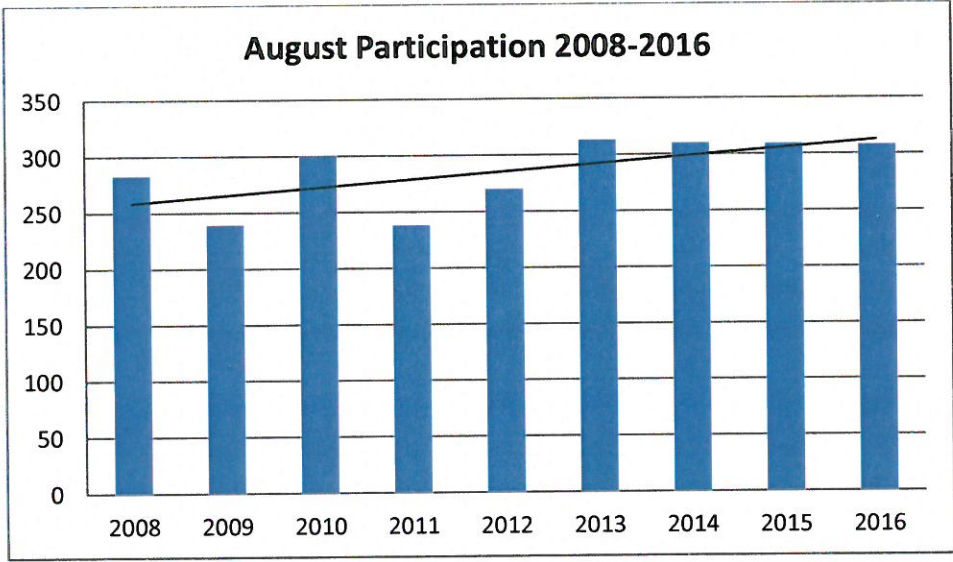
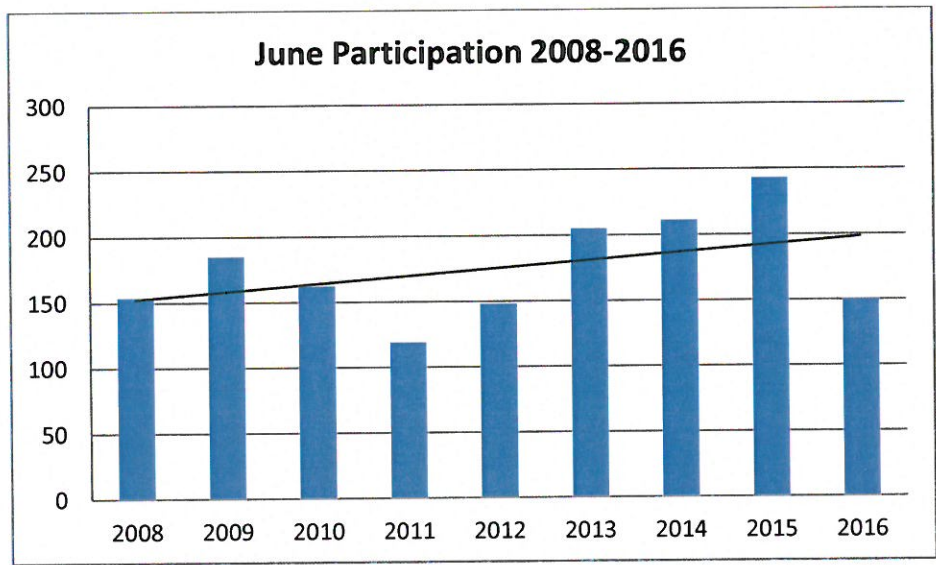


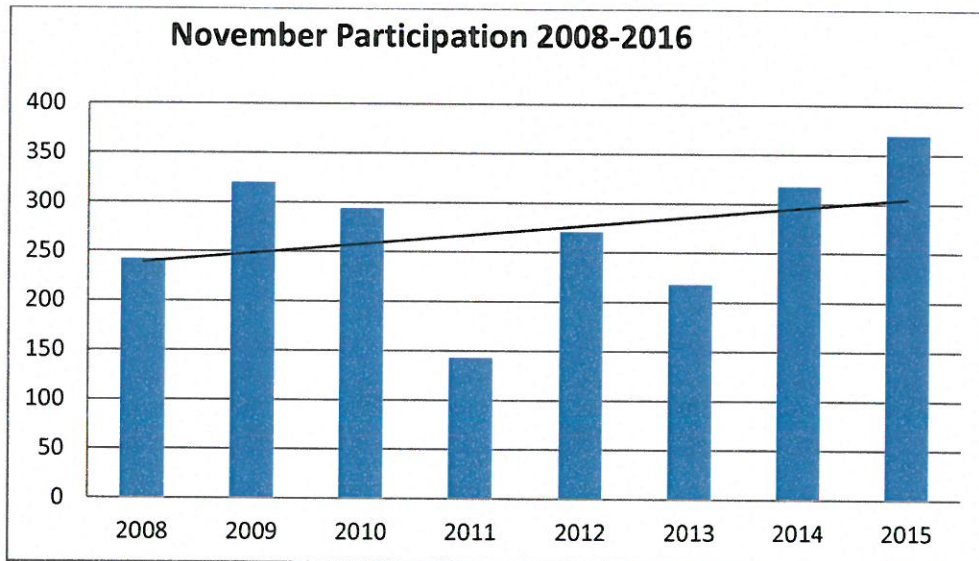
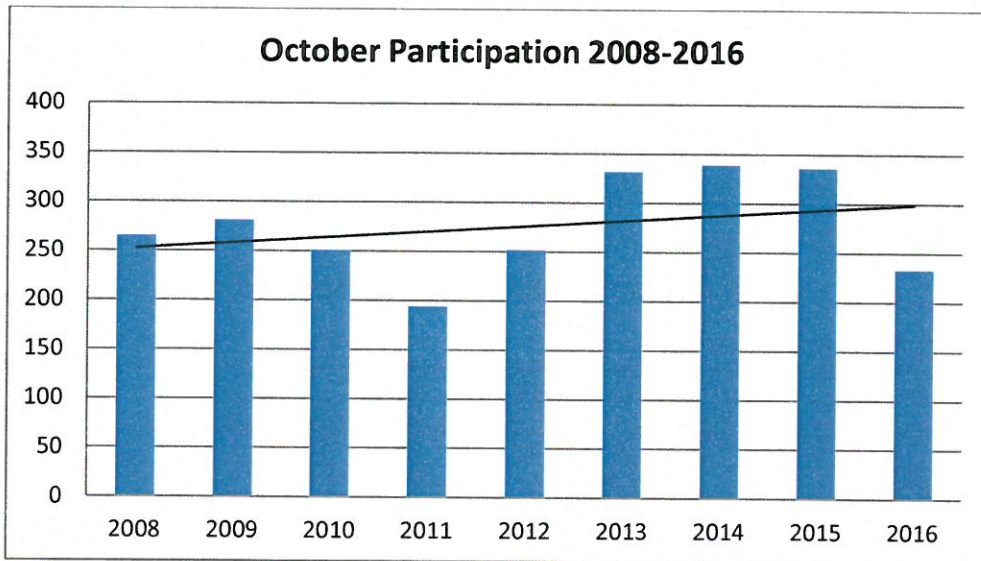
In 2016, the April and November collection events had the highest participation rates at 339 households and 335 households respectively. The April 2016 event also had the highest participation rate of any April event held to-date.

Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
<b>2016</b>	339	170	150	308	201	233	335	<b>1,736</b>
<b>2015</b>	265	173	243	309	N/A	336	370	<b>1,696</b>
<b>2014</b>	312	133	211	310	N/A	339	318	<b>1,623</b>
<b>2013</b>	245	219	205	313	N/A	332	218	<b>1,532</b>
<b>2012</b>	217	122	148	270	N/A	252	271	<b>1,280</b>
<b>2011</b>	213	125	119	238	N/A	194	143	<b>1,032</b>
<b>2010</b>	220	141	162	300	N/A	251	294	<b>1,368</b>
<b>2009</b>	148	139	185	239	N/A	281	320	<b>1,312</b>
<b>2008</b>	148	124	154	283	N/A	265	242	<b>1,216</b>



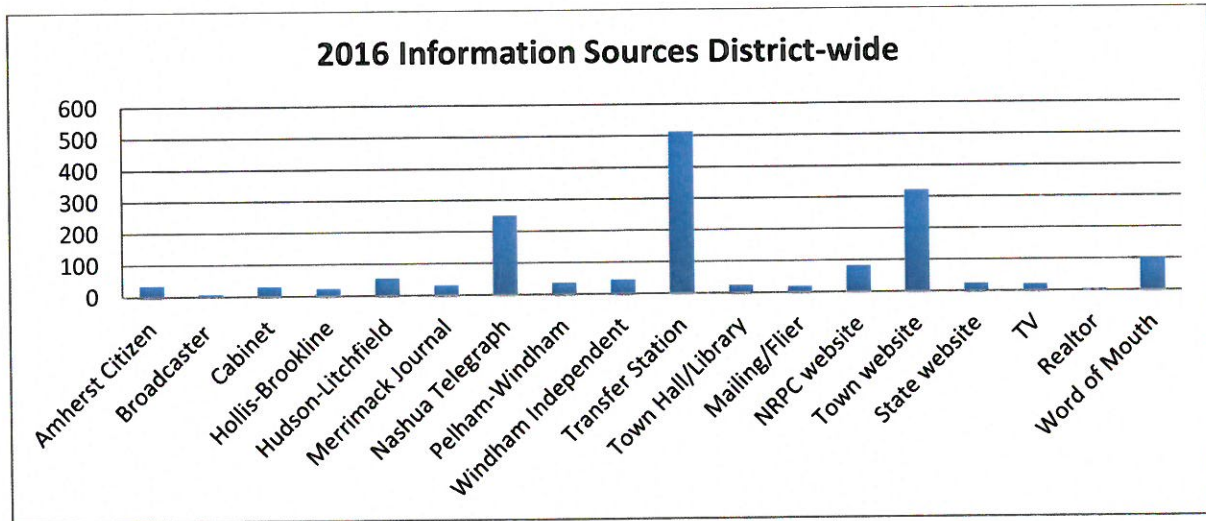






**Information Sources**

Transfer Stations continued to provide the largest source of information to participants; 511 households reported learning about the collections through their transfer stations. 321 households reported learning about the collections from their municipal website, making it the second most used information source. The Nashua Telegraph was the third most used information source at 250 households. These three resources were also the most popular sources of information in 2015, 2014, and 2013.



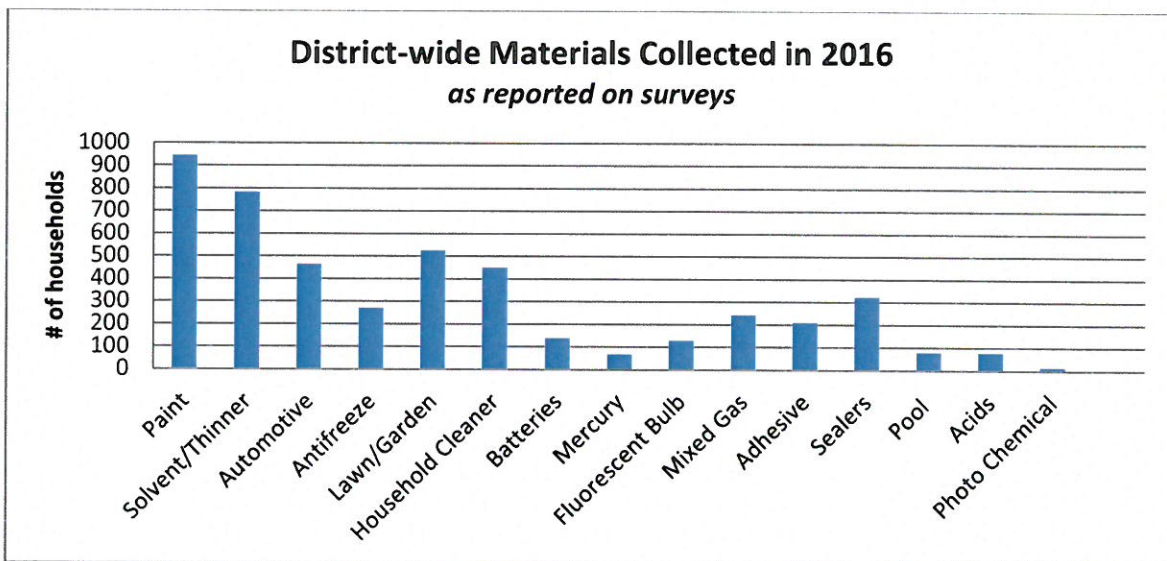
**Materials Collected**

The Solid Waste District manifested a total of 93,385 pounds of waste during the 2016 collection season. Of this, 82,237 pounds were hazardous and 11,148 pounds were universal wastes. This is an increase of 8,231 pounds from the 2015 total (85,154 total pounds of waste in 2015; 67,260 pounds hazardous and 17,894 pounds universal).

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
April 23, 2016	14,475	2,460	16,935
May 7, 2016 (Milford)	6,820	845	7,665
June 2, 2016	7,790	945	8,735
August 6, 2016	16,700	2,933	19,633
August 27, 2016 (Pelham)	9,210	760	9,970
October 1, 2016	10,905	1,510	12,415
November 5, 2016	16,337	1,695	18,032



Participant surveys provide more detailed information on the types of waste being collected from each municipality. This information can be used to target community-specific outreach and education efforts on the most prominent types of waste being collected. The composition of total waste collected through the 2016 HHW Collection Season, as reported on participant surveys, is shown below. Paint continued to be the most common item received; 946 households District-wide (54.5%) brought paint to the 2016 collection events. This is higher than the percentage of households who brought paint in 2015 (51.4%). Solvents and thinners were the second most common item again in 2016, with 784 households (45.2%) reporting to bring these materials. Lawn and garden products were the third most common item again in 2016, at 526 households (30.3%).





**Introduction**

This report highlights the benefits to the Town of Merrimack from its participation in the Nashua Region Solid Waste Management District’s (NRSWMD) 2016 Household Hazardous Waste Program. This program was funded by municipal assessments, user fees, and a grant received by the Nashua Regional Planning Commission from the NH Dept. of Environmental Services. The following charts and figures reflect data from collection events held during the spring, summer, and fall of 2016.

**2016 Collection Overview**

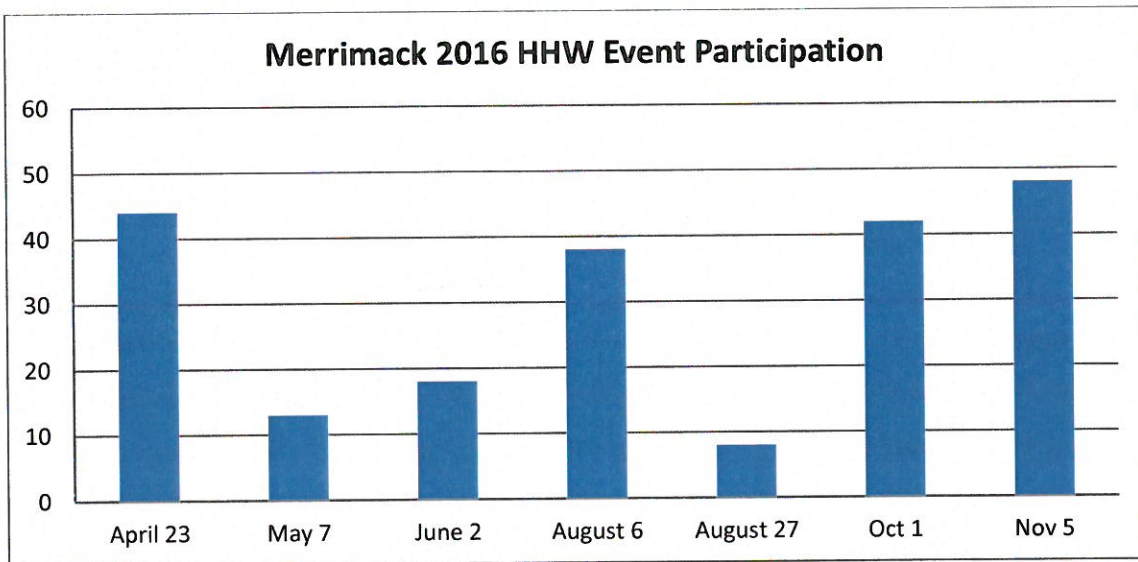
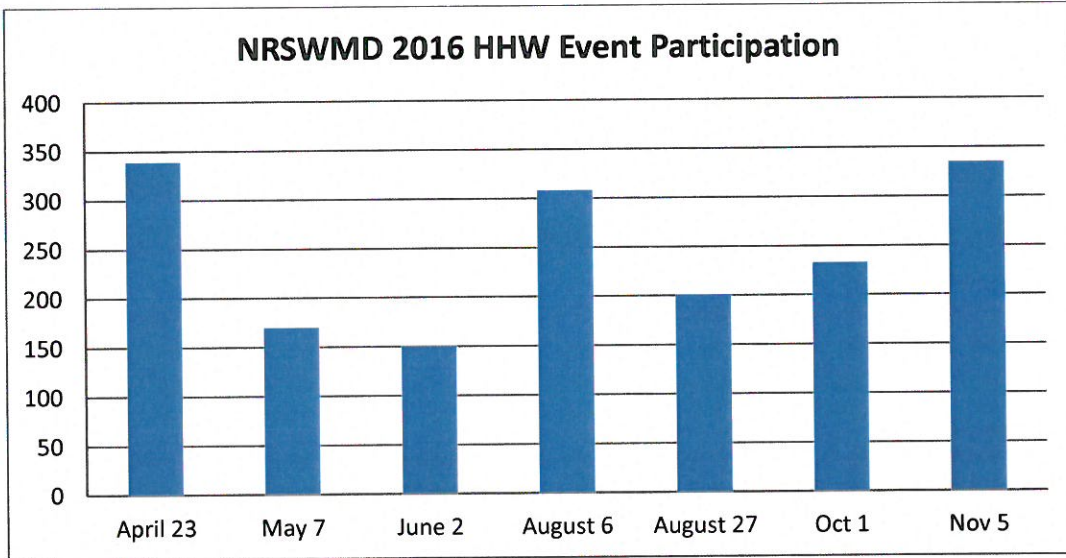
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Saturday November 5, 8am-12pm, in Nashua	

**2016 Total Participation**

In 2016, a total of 1,736 households participated in the HHW collections District-wide; of those, 211 households or 12.15% came from Merrimack. This was the highest annual participation from Merrimack residents to-date. According to the 2015 NH Office of Energy and Planning estimates, the population of the NRSWMD region is 215,460. The 2015 OEP population estimate for the Town of Merrimack is 25,427, which is 11.8% of the District’s total population. Thus, Merrimack residents utilize the collection events at a higher rate than expected based on their population. 39% of Merrimack participants were first time attendees.

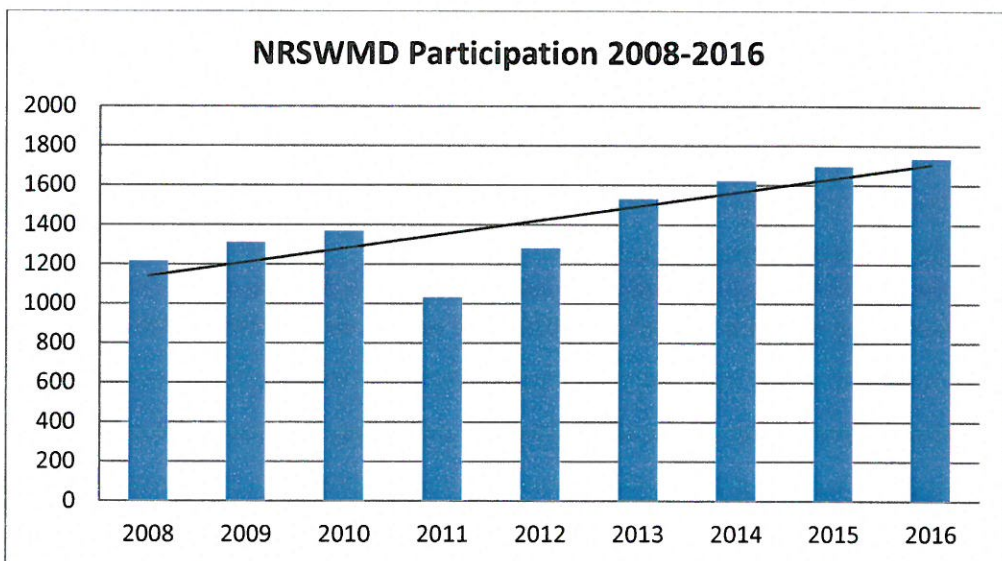
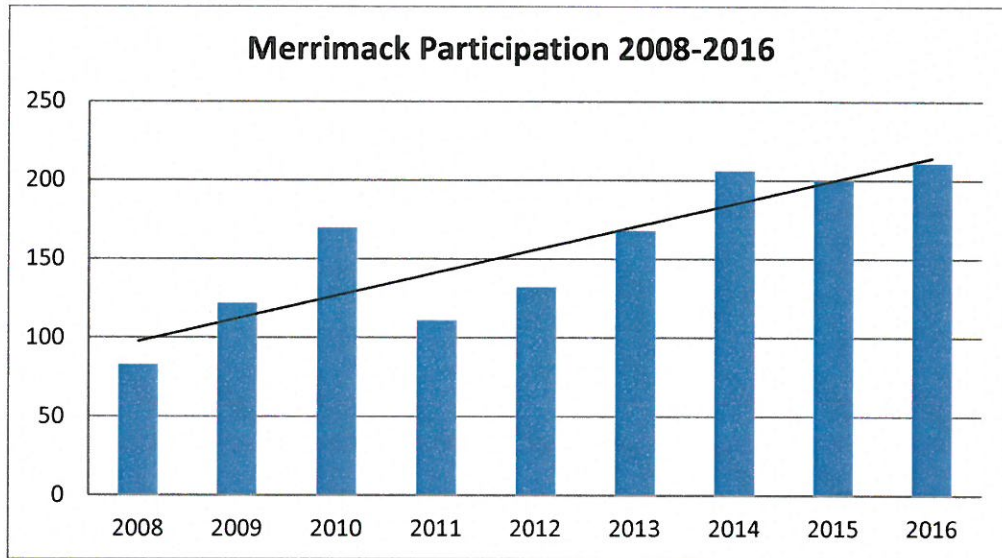
Households	April 23	May 7	June 2	Aug. 6	Aug. 27	Oct. 1	Nov. 5	Total	Percent Participation	Percent Population
<b>NRSWMD</b>	339	170	150	308	201	233	335	1,736	N/A	N/A
<b>Merrimack</b>	44	13	18	38	8	42	48	211	12.15%	11.8%



**Historic Participation Trends**

The Nashua Region Solid Waste Management District has charged a \$10 user fee per vehicle since 2008, so it is a relevant start date for making historical comparisons. 2016 saw higher participation rates District-wide than any other year during this period. Merrimack participation rates by household have also trended upward since 2008.

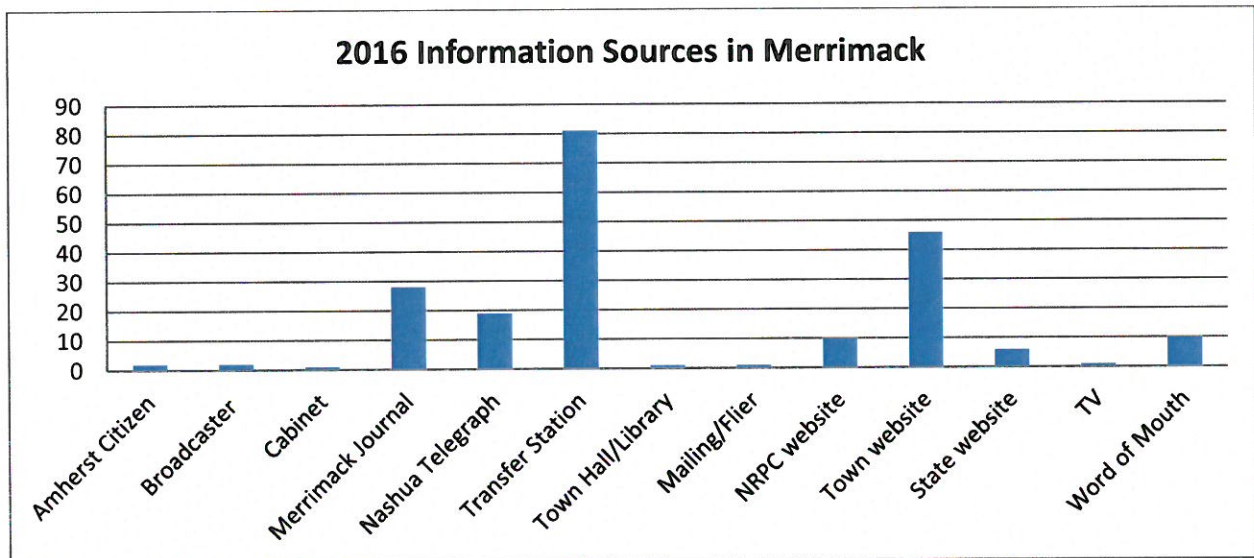
Households	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Merrimack</b>	83	122	170	111	132	168	206	200	211
<b>District</b>	1,216	1,312	1,368	1,032	1,280	1,532	1,623	1,696	1,736
<b>Merrimack % of Total</b>	6.83%	9.30%	12.43%	10.76%	10.31%	10.97%	12.69%	11.79%	12.15%





### Information Sources

By tracking how participants learn about HHW events, we can better target our marketing and outreach. In 2016, most Merrimack residents learned about HHW collections through the Transfer Station (81 households), and Merrimack town website (46 households).

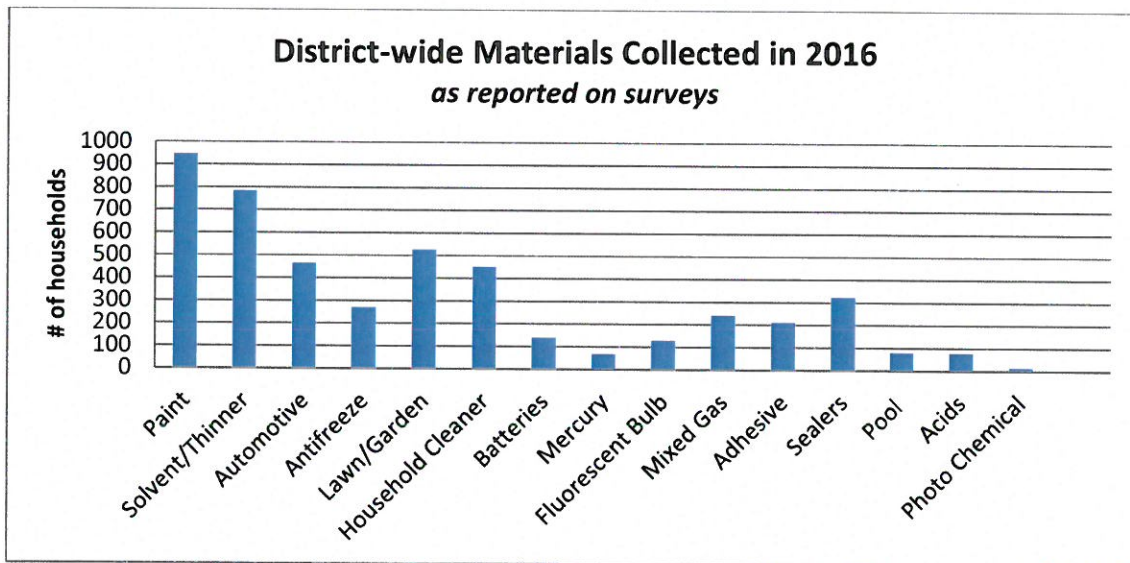
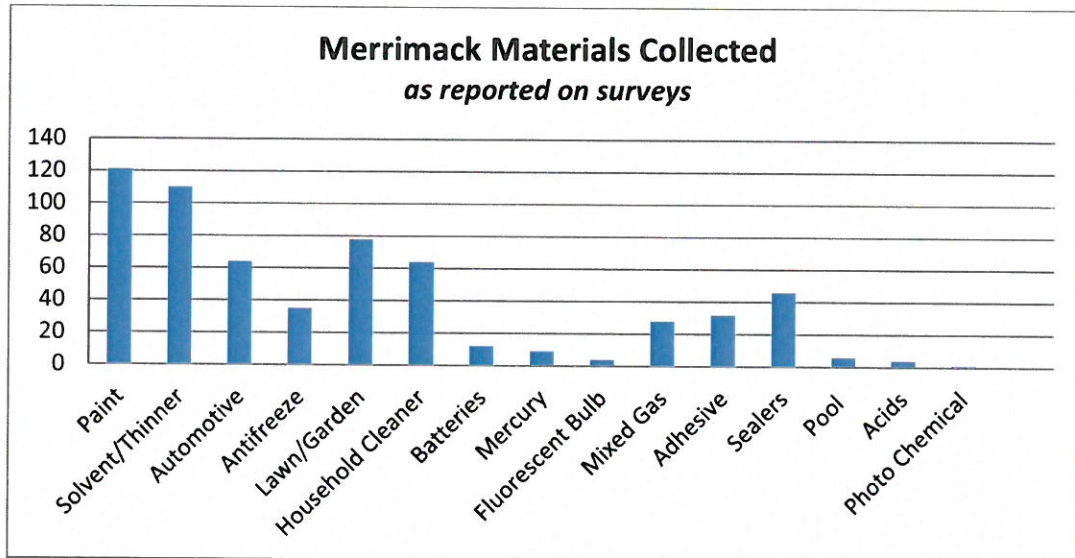


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The composition of waste collected through the 2016 HHW events, as reported on participant surveys, is shown below. Paint continued to be the most common item received; 946 households District-wide (54.5%) brought paint to the 2016 collection events. This is higher than the percentage of households who brought paint in 2015 (51.4%). Solvents and thinners were the second most common item again in 2016, with 784 households (45.2%) reporting to bring these materials. Lawn and garden products were the third most common item again in 2016, at 526 households (30.3%).

Merrimack residents reflected this pattern. Among Merrimack residents, 121 out of the 211 participating households (57.3%) brought paint to the collection events, 110 households (52.1%) brought solvents and thinners, and 78 households (37%) brought lawn and garden products.







## Nashua Fire Rescue

Administrative Office

70 East Hollis Street, Nashua, NH 03060

[www.nashuafire.com](http://www.nashuafire.com)

Deputy Chief Karl Gerhard  
Group 3 Shift Commander  
Nashua Fire Rescue  
(603) 594-3636  
[GerhardK@nashuanh.gov](mailto:GerhardK@nashuanh.gov)

August 16, 2017

To: City of Nashua Board of Aldermen

From: Deputy Chief Gerhard

RE: Household Hazardous Waste Collection Program Support

Dear Alderman,

I am writing on you this letter of support of the Household Hazardous Waste Collection Program (HHWCP). The regional program provides a valuable service to the City of Nashua and greatly reduces the amount of household hazardous waste that could otherwise be improperly disposed of. Improper disposal of household hazardous materials can result in a multitude of negative events including; hazardous materials incidents, hazardous materials contamination of people, property, or the environment. Just last year the HHWCP collected just under 100,000 pounds of waste from just over 1700 households (HHWCP 2016 stats).

As the coordinator of the City of Nashua Hazardous Materials Team I am in regular contact with the HHWCP managers prior their collection events held at the Department of public works. While most hazardous waste collected at these events has been routine, we have had instances of more serious chemicals have been brought by residents for disposal. Especially in these instances, I am most thankful for this program where these materials are being placed in the custody of a HHWCP contractor who is a properly trained professional to handle these (and all other waste) items.

If it were not for the HHWCP program, I am certain these materials would be improperly disposed of, or remain in improper environments where negative occurrences are more likely to happen. Residents need a methodology to properly dispose of household hazardous waste. The HHWCP is the only program of this type that meets this community need.

Nashua Fire Rescue supports the HHWCP and we hope the Board of Alderman will consider doing so as well.

Any questions please contact me.

Very Respectfully,

Karl Gerhard  
Deputy Fire Chief  
Nashua Fire Rescue

## **Benefits of Participating in the Nashua Region Solid Waste Management District**

### **Overview**

This memo highlights the benefits to municipalities from their participation in the Nashua Region Solid Waste Management District's Household Hazardous Waste (HHW) Program. The program is funded by municipal assessments, user fees, and a grant received by the Nashua Regional Planning Commission from the NH Dept. of Environmental Services. The District organizes 6-7 household hazardous waste collection events each year. Five of these events are held at the Nashua Public Works Garage. The District also offers satellite events in Milford and Pelham. Residents from any municipality in the District can participate in any event. In 2016, a total of 1,736 households participated in the HHW collections District-wide.

### **Financial Benefits**

HHW collection events are expensive to run. The amount that any municipality pays in annual dues to participate in 6-7 regional collection events each year would barely be enough to run 1 event annually on its own. In addition, the NH Dept. of Environmental Services encourages regional cooperation and provides a higher grant funding rate to programs with more than 1 HHW collection per year or that serve more than 1 community. Furthermore, if municipalities only held 1 event per year on their own, they could not utilize the District's permanent storage facility. This would further increase their hazardous waste vendor costs, as all waste would need to be shipped on the day it was collected, regardless of whether it was in a full container.

### **Regulatory Benefits**

The District manifested a total of 93,385 pounds of waste during the 2016 collection season. If HHW collection events were not readily available, municipalities would see more hazardous materials showing up at their transfer stations, which are highly regulated and not permitted to accept hazardous waste. Participation in the HHW Program also helps municipalities to comply with the NPDES Phase II Small MS4 Stormwater Permit. For example, Nashua utilizes the HHW Collection Program as an Illicit Discharge Detection and Elimination Best Management Practice.

### **Environmental and Public Health Benefits**

When hazardous waste is improperly disposed of — in the trash, on the ground, down the sink, or into a storm drain — it poses a threat to water quality, human health, and wildlife. HHW collections allow residents to properly dispose of these materials, decreasing the chances of environmental exposures and poisonings. Reducing toxins in the home is a public health priority because household hazardous products pose a real and documented danger to children. According to the Health Resources and Services Administration, there are 2,200,000 human poison exposures annually. Of those, nearly 50% involved children younger than 6 years. Furthermore, common household items such as cleaning products and medicines are the leading cause of poisonings in this age group.



# Member Services

Nashua Region Solid Waste Management District



## OUTREACH

### **Creation of Outreach Materials**

- HHW Alternatives Flip Book
- HHW Buyers Guide
- What do I do with it?
- HHW Collection full-page flier
- HHW Collection 1/3 page flier
- HHW post card
- DIY Automotive Products brochure
- Battery Basics flier
- Compact Fluorescent Bulbs flier
- Fertilizers and Pesticides brochure
- Latex Paint Disposal Guide
- Tri-fold display board

### **Outreach Dissemination**

- NRPC HHW website
- Civic Groups
- Board of Realtors
- NRPC email newsletter
- NRPC Facebook & Twitter
- Local press
- Local cable TV
- Answer questions directly from public
- Mailings to municipalities
- Transfer station signs
- Facilitate updates to municipal websites

## HHW COLLECTIONS

### **7 Collection Events in FY2018**

- 5 events at Nashua permanent facility
- 1 satellite event in Milford
- 1 satellite event in Pelham

### **Event Preparation**

- Notify emergency management
- Request police detail
- Coordinate with HHW vendor
- Set up cash box
- Pack for event
- Facilitate pre-event meeting
- Coordinate with SQGs

### **Event Staffing**

- 4 NRPC staff members per event
- Event setup
- Event management
- Event break down
- Accounting and deposit of user fees

### **Post Event**

- Tally surveys
- Tally receipt books
- Complete cash box and deposit paperwork according to audit standards

## NRSWMD MANAGEMENT

- Preparation of budget
- Facilitation of quarterly meetings
- DES grant application
- DES grant reimbursement request
- Accounting and financial administration
- Annual reports
- Collaboration with statewide HHW coordinators
- Vendor bids and contractual oversight
- Strategic Planning
- Operations and Safety Plans
- Bylaws and governing documents
- Permanent storage facility management:
  - Maintenance as needed
  - Maintain key protocol
  - Schedule fire inspections
  - Obtain fire permits

