



H·R·R·A
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Old Town Hall
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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Regular Meeting

Thursday, February 23, 2017, 10:30 p.m.

Room 209 Brookfield Town Hall

100 Pocono Rd, Brookfield, CT 06804

AGENDA

1. Call to order, determination of quorum, pledge of allegiance
2. Public comment
3. Chairman and members' comments
4. Director's and tonnage reports (Attachment A)
5. *Administrative approvals
 - a. Minutes of December 16, 2016 (Attachment B)
 - b. Financial statements through January 31, 2017 (Attachment C)
 - c. Transfer of \$10,000 from line item Contingency in the 2016-17 budget to line item Professional Services for possible legal fees through April for contract negotiations.
 - d. Additional appropriation of \$10,000 from Fund Balance to Professional Services line item in the 2016-17 budget for partial legal fees associated with developing a model recycling ordinance
 - e. Authorize Chairman to sign and Secretary to certify resolution to accept DEEP grant (Attachment D)
6. Old business
 - a. Review RFP Responses – Executive session anticipated for at least part of this item
 - i. *Appointment of Negotiating Committee
 - b. Local model recycling ordinance update
7. New business
 - a. Municipal recycling audits and CEO support (Attachment E)
 - b. Additional HHW event discussion (To be handed out at meeting)
 - c. *Clarification of HRRA Investment Policy (Attachment F)
8. *Adjournment

*Possible action items

cc: HRRA members and alternates
Town clerks and FOI list



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HRRR Director's Report January – February 2017

MSW and Recycling Tonnage Reports

- The MSW and recycling tonnage reports through January 31st are attached.
- MSW tonnage year to date is running at 111% compared to the same time last year.
- Recycling tonnage is running at 88% compared to the same time last year.
- E-waste tonnage through January 31st is 72% higher than last year at the same time.

Public Education

- Public education programs conducted since the last HRRR meeting include 7 schools and 11 presentations at:
 - Danbury – Western CT AIS Magnet, Veterans Park Elementary, King Street Intermediate, Great Plain Elementary, South Street Elementary, Park Avenue.
 - Redding – Redding School.

Meetings /Activities

- HRRR received responses for the Regional Solid Waste and Recycling System RFQ on or before the January 17th deadline. Information will be reviewed at the HRRR meeting.
- HRRR received the paperwork for the \$20,000 CT DEEP grant J. Heaton-Jones applied for last spring for backyard composting workshops and recycling bins for schools.
- J. Heaton-Jones and C. Reedy have been working with the Regional Recycling Task Force to implement a new collection program to collect plastic bags and film at each municipal transfer station and or recycling center. HRRR purchased a collection system called a Rack 'n Pak for those towns interested in participating in the program. Ten of the eleven towns took advantage of the system and all towns will soon be collecting the material as a convenience to residents if they are not already doing so. Residents are still encouraged to bring plastic bags and film to their local grocery store or retailer. The state wide kick-off program of WRAP will take place on Tuesday, February 21st in Middletown. Senator Kennedy will be there to show his support. J. Heaton-Jones will attend on behalf of HRRR.
- C. Reedy received clarification from DEEP regarding the department's requirement for a new site plan sealed by a PE in order to approve a town's plans to accept food waste. As long as no, new permanent structures or design changes are made to the transfer station there is no need to submit a revised site plan sealed by a PE. The process for informing DEEP of new materials to be accepted at local transfer stations operating under the State's municipal general permit was sent out to all chief elected officials in the region.

- S. Von Holt from New Milford reported that a Boy Scout compass was dropped off at the New Milford recycling center which ended up costing the town of New Milford \$10,000 for disposal since it contained a small amount of radioactive material and set off the wand alarm at Winters Bros. when All American took the container across the scale. Due to staff cuts at DEEP, no one was able to come out. All American was prevented from tipping the load and had to take it back to their yard, go through it, find the offending item and then hire a company out of Bridgeport to properly dispose of the material. The Town was charged for all of that. J. Heaton-Jones and C. Reedy feel there needs to be a statewide solution to the problem.
- J Heaton-Jones and C. Reedy have been working with the RRTF to review the state's CMMS and municipal responsibilities. Task Force members have been asked to determine how each municipality is doing regarding recycling and compliance with the law and what needs to be done over the next few years to improve and hit the CMMS benchmarks. They were given an updated HRRRA Municipal Recycling Checklist which includes all the requirements now included in state law so members can use that as a self-evaluation tool. The goal is to have all evaluations done by April 1st and will be presented at the April 27th HRRRA meeting. There was considerable discussion from RRTF members about the road blocks they face, their frustration and the lack of support they feel they receive in their towns for recycling compliance. From basics like providing a recycling bin in every office, to ensuring that custodial staff properly empties those bins, to more recent requirements like recycling available next to every MSW container in public spaces, there are still considerable shortcomings in every municipality in the region in meeting those requirements in all municipal buildings and facilities.
- J. Heaton-Jones attended CT DEEP's meeting on Public Space Recycling. The focus was best practices for placement of recycling containers alongside trash receptacles. The type of container, signage and placement are all key to getting individuals to use the right container.
- The Product Stewardship Institute held a free webinar for municipalities on the power of local governments and product stewardships. HRRRA staff encouraged RRTF members to participate.
- NERC (Northeast Recycling Council) received a grant from CT DEEP to increase education and outreach for textile recycling and has asked HRRRA to partner with them on a regional program to be the test area for the State of Connecticut.
- T. Carlson has been working hard at facilitating the 10th annual recycling billboard contest. Over 20,000 templates have been distributed to regional schools. The deadline for artwork to be completed is Friday, February 24th. The annual award ceremony will take place Wednesday, April 26th at Union Savings Bank on North Street in Danbury.
- J. Heaton-Jones met with B. Adams and his transfer station operators to discuss increasing recycling at the Kent transfer station and the transition of full single stream recycling.
- J. Heaton-Jones has worked with the A. Miles from Newtown on banners for HHW and Organics.
- J. Heaton-Jones has worked with S. Conn to help increase recycling at the Police Department with educational material and posters.
- J. Heaton-Jones has been working with the Town of Brookfield to implement a school wide waste audit with town volunteer C. Praissman.
- J. Heaton-Jones has been researching the cost and location of an additional HHW event for the region.

- C. Reedy and J. Heaton-Jones have been working with the Connecticut Product Stewardship Council on several legislative bills. Testimony was submitted on behalf of HRRRA. C. Reedy sent a brief summary of each bill to HRRRA Members, Alternates and Chief Elected Officials with a copy of the testimony submitted to the Environment Committee. Testimony was submitted for the following items.
 - SB 505 – AAC Revisions to the Paint Stewardship Legislation
 - HB 6352 – AAC Tire Stewardship
 - HB 5857 - AA Requiring Certain Retail Food Establishments to Have Recycling Bins on the Premises
 - HB 5077 – AAC The Return of Unused Prescription Drugs to Pharmacies
- J. Heaton-Jones and C. Reedy have been working with towns to help curb contamination from the organics programs. It is important that each town's local champion work with HRRRA to utilize the tools provided for a successful program like Constant Contacts for communication and Survey Monkey for registration to help increase participation.
- C. Reedy and J. Iannucci attended the annual CRC (Connecticut Recyclers Coalition) conference held in Southington. C. Reedy moderated the panel on State Legislative Update. The panel was made up of State Representatives Mike Demicco, Mary Mushinsky and Joe Gresko.
- J. Heaton-Jones attended the CRC January meeting.
- J. Heaton-Jones and C. Reedy attended the January CT DEEP SWAC meeting via webinar.
- CT DEEP is now doing a pilot with two towns in the state mixing food waste with leaves. It is a possible option for local municipalities if the pilot works out well. It should be noted that Municipalities would need to be in compliance with their leaf composting permits in order to participate in a future program.
- HRRRA Staff would like to remind HRRRA Members, Alternates and Chief Elected Officials to add the HRRRA meeting schedule to their calendars. The 2017 meeting dates are April 27, June 22, September 28, December 15

HRRAWES MSW Tonnage

	2010	2011	2012	2013	2014	2015	2016	2017	YTD as % of Prior YTD
Jan	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	
Feb	9,082.72	9,656.34	9,759.96	8,305.92	7,648.06	7,070.96	7,626.85		
Mar	12,008.02	11,809.91	10,632.01	9,199.49	8,507.43	8,415.64	9,077.68		
Apr	13,461.21	11,212.42	10,269.20	10,373.68	10,330.16	8,796.55	8,669.38		
May	11,285.47	12,081.01	11,825.87	11,536.19	10,632.45	10,095.92	9,103.14		
Jun	12,956.37	12,998.70	11,246.95	11,665.08	9,908.25	10,776.39	9,977.93		
Jul	12,118.43	11,142.45	11,818.05	11,885.87	11,457.12	10,613.73	8,978.65		
Aug	12,195.33	12,835.18	12,154.61	10,442.51	9,504.43	9,308.83	10,088.70		
Sep	11,601.53	12,916.11	10,816.64	10,090.83	9,830.16	9,562.86	9,024.18		
Oct	11,516.97	11,226.64	11,417.38	11,022.28	10,320.11	9,101.82	8,877.85		
Nov	11,829.98	12,497.05	12,158.28	9,445.19	8,872.00	9,051.83	9,570.73		
Dec	11,949.55	11,610.69	10,727.36	10,068.41	10,111.75	9,176.60	9,434.03		
Total Tons YTD	140,418.20	140,190.73	133,643.29	124,945.35	116,642.97	110,681.10	108,622.38	9,060.62	110.6%
% of WSDA Benchmark Annual Tonnage (115,284)	122%	122%	116%	108%	101%	96%	94%		

HRRAWES MSW Program Fee

	Calendar 2010	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017
Program Fee Earned YTD	\$96,888.56	\$107,946.86	\$102,905.33	\$98,706.83	\$94,480.81	\$110,681.10	\$108,622.38	\$9,060.62
Program Fee Pd To HRRRA YTD	\$92,369.68	\$107,522.00	\$102,905.00	\$98,707.00	\$94,481.00	\$111,729.59	\$110,343.05	\$11,250.00
Annual Contract Program Fee	\$99,999.00	\$100,858.00	\$102,472.00	\$103,498.00	\$104,379.00	\$104,138.00	\$104,540.50	\$105,443.00
Total Over/Under Prog Fed Settled 12/31/10		\$6,664.00	\$433.00	-\$4,791.00	-\$9,898.00	\$7,591.59	\$5,802.55	

HRRRA/WES MSW Tonnage

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	YTD as % of Prior YTD
Jan	13,991.82	13,727.56	11,998.20	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	
Feb												
Mar												
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total Tons YTD	13,991.82	13,727.56	11,998.20	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	110.6%
% of WSDA Benchmark Tonnage (115,284)												

Transfer Station Tonnage By Month/Year

	Newtown TS			Danbury TS			Ridgefield TS			Total HRRR TS		
	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	
January	823.91	950.27	7,392.91	6,606.53	7,462.73	493.15	782.94	647.62	8,709.97	8,193.26	9,060.62	
February	687.03	781.73	5,976.89	6,159.69		407.04	685.43		7,070.96	7,626.85		
March	812.95	927.90	7,095.61	7,230.78		507.08	919.00		8,415.64	9,077.68		
April	999.48	901.22	7,088.91	6,864.01		708.16	904.15		8,796.55	8,669.38		
May	1,121.21	976.24	8,147.37	7,146.44		827.34	980.46		10,095.92	9,103.14		
June	1,024.63	1,054.19	8,920.66	7,796.85		831.10	1,126.89		10,776.39	9,977.93		
July	996.48	1,002.85	8,785.18	7,040.11		832.07	935.69		10,613.73	8,978.65		
August	926.13	1,052.01	7,556.60	8,291.78		826.10	744.91		9,308.83	10,088.70		
September	930.10	939.80	7,684.14	7,355.58		948.62	728.80		9,562.86	9,024.18		
October	881.39	926.41	7,308.11	7,333.52		912.32	617.92		9,101.82	8,877.85		
November	878.24	1,018.74	7,177.60	7,827.14		995.99	724.85		9,051.83	9,570.73		
December	947.11	1,003.34	7,178.40	7,745.49		1,051.09	685.20		9,176.60	9,434.03		
Total YTD	11,028.65	11,388.22	90,312.38	87,397.92	7,462.73	9,340.06	9,836.24	647.62	110,681.09	108,622.38	9,060.62	
% of Total Tonnage												

Rolling 12 Month Total

11,534.70

88,254.12

9,700.92

108,489.74

Tons YTD 17/ Tons YTD 16

118%

113%

83%

111%

E-waste Tons by Municipality by Month

2015	BE	BK	BW	DA	KE	NF	NM	NE	RE	RI	SH	Total '15	Total '14	Total '12
15-Jan	1.63	0.00	0.00	13.71	1.41	2.61	4.84	7.87	4.09	7.62	0.00	42.48	28.75	43.94
15-Feb	2.80	0.00	0.00	2.91	0.00	1.45	2.02	6.33	0.60	2.43	0.00	18.54	20.83	34.72
15-Mar	1.92	0.00	0.00	7.77	0.00	1.10	2.38	5.30	2.22	5.12	0.00	25.81	37.44	37.98
15-Apr	2.54	0.00	1.73	7.48	0.00	3.57	5.03	6.31	3.03	6.80	0.00	36.48	33.57	43.88
15-May	4.48	0.00	2.34	17.04	0.00	3.08	7.88	10.11	2.74	7.54	0.00	55.22	41.10	38.81
15-Jun	3.32	0.00	1.27	12.61	0.00	3.74	8.33	11.41	3.88	7.72	0.00	52.39	35.72	31.79
15-Jul	4.06	0.00	0.00	8.28	0.00	4.08	9.80	9.59	2.07	5.49	0.00	43.35	51.15	41.18
15-Aug	3.38	0.00	1.56	9.25	0.00	2.27	7.40	14.92	1.84	9.19	0.00	49.90	52.27	39.73
15-Sep	1.93	0.00	1.43	12.04	0.00	3.54	7.25	7.51	2.08	6.62	0.00	42.39	48.04	42.56
15-Oct	3.48	13.93	0.00	8.50	0.00	4.91	8.44	7.02	2.00	9.53	0.00	57.83	57.83	40.89
15-Nov	4.10	0.00	1.48	4.78	0.00	0.74	4.00	10.98	2.62	6.22	0.00	34.93	32.48	36.79
15-Dec	2.32	0.00	1.41	7.68	0.00	3.17	9.32	12.78	1.32	6.12	0.00	44.11	47.47	40.37
Total Tons	35.95	13.93	11.21	112.04	34.25	76.78	110.12	28.71	80.40	603.40	395.69	470.62		

2016	BE	BK	BW	DA	KE	NF	NM	NE	RE	RI	SH	Total '16	Total '15	Total '14
16-Jan	1.28	0.00	0.00	10.83	1.41	5.05	5.80	12.68	2.13	11.85	0.00	60.83	42.46	26.75
16-Feb	4.01	0.00	1.11	7.67	0.00	1.52	4.16	8.42	2.99	6.22	0.00	36.08	18.54	20.83
16-Mar	2.43	0.00	0.00	8.10	1.32	1.87	4.10	8.33	2.93	4.80	0.00	33.69	25.81	37.44
16-Apr	2.72	0.00	1.75	6.59	1.13	4.16	9.59	8.63	1.95	8.21	3.84	48.56	36.48	33.57
16-May	0.75	0.00	1.87	13.64	1.43	1.34	5.07	12.68	0.58	7.84	0.00	43.87	55.22	41.10
16-Jun	3.48	0.00	1.05	11.13	0.00	3.37	4.65	6.62	4.22	6.68	0.00	43.20	52.39	35.72
16-Jul	2.70	0.00	1.34	9.26	1.83	3.18	8.94	8.15	1.90	10.43	0.00	47.71	43.35	51.15
16-Aug	2.70	0.00	0.00	15.78	0.00	4.25	6.91	10.18	2.89	7.55	0.00	50.27	49.90	52.27
16-Sep	2.35	0.00	2.03	12.52	1.82	3.04	6.57	8.74	1.28	8.08	0.00	46.43	42.39	48.04
16-Oct	2.23	0.00	1.25	15.72	1.68	3.24	5.13	8.32	1.78	5.88	0.00	45.21	57.83	57.83
16-Nov	1.11	0.00	0.00	10.20	0.00	2.37	4.89	11.09	0.88	8.57	0.00	39.10	34.93	32.48
16-Dec	2.81	0.00	1.44	12.73	2.13	3.65	6.62	11.28	1.74	8.38	0.00	50.74	47.47	40.37
Total Tons	28.56	0.00	11.82	134.14	12.73	38.85	72.23	117.14	25.27	94.54	3.84	535.68	506.76	481.55

2017	BE	BK	BW	DA	KE	NF	NM	NE	RE	RI	SH	Total '17	Total '16	Total '15
17-Jan	1.69	0.00	0.00	9.36	0.00	2.60	5.96	7.84	3.03	6.18	0.00	36.65	50.83	42.46
17-Feb														
17-Mar														
17-Apr														
17-May														
17-Jun														
17-Jul														
17-Aug														
17-Sep														
17-Oct														
17-Nov														
17-Dec														
Total Tons	1.69	0.00	0.00	9.36	0.00	2.60	5.96	7.84	3.03	6.18	0.00	36.65	50.83	42.46

E-waste Payments by Municipality by Quarter

	BE	BW	DA	NF	NM	NE	RE	RI
Jan - Mar 2014	\$ 210.57	\$ 54.45	\$ 1,070.94	\$ 94.50	\$ 898.02	\$ 923.94	\$ 208.17	\$ 725.97
Apr - Jun 2014	\$ 267.60	\$ 81.21	\$ 1,320.57	\$ 221.52	\$ 671.19	\$ 1,274.04	\$ 273.03	\$ 1,119.18
Jul - Sept 2014	\$ 463.74	\$ 269.64	\$ 2,009.86	\$ 427.47	\$ 1,027.32	\$ 1,903.26	\$ 380.07	\$ 1,316.72
Oct - Dec 2014	\$ 372.69	\$ 230.91	\$ 1,480.92	\$ 438.00	\$ 1,164.84	\$ 1,217.04	\$ 217.35	\$ 1,109.82
Total	\$ 1,314.60	\$ 636.21	\$ 5,882.29	\$ 1,181.49	\$ 3,761.37	\$ 5,318.28	\$ 1,078.62	\$ 4,271.69
Jan - Mar 2015	\$ 266.46	\$ -	\$ 1,276.32	\$ 231.90	\$ 518.76	\$ 864.39	\$ 299.70	\$ 730.62
Apr - Jun 2015	\$ 449.73	\$ 183.51	\$ 1,617.12	\$ 509.40	\$ 808.83	\$ 1,373.91	\$ 445.26	\$ 960.03
Jul - Sept 2015	\$ 382.38	\$ 40.80	\$ 1,462.95	\$ 466.89	\$ 1,335.24	\$ 1,458.39	\$ 280.62	\$ 989.13
Oct - Dec 2015	\$ 426.03	\$ 124.11	\$ 1,091.97	\$ 402.03	\$ 1,171.20	\$ 1,549.11	\$ 284.76	\$ 1,117.98
Total	\$ 1,524.60	\$ 348.42	\$ 5,448.36	\$ 1,610.22	\$ 3,834.03	\$ 5,245.80	\$ 1,310.34	\$ 3,797.76
Jan - Mar 2016	\$ 322.89	\$ 55.74	\$ 1,402.47	\$ 386.31	\$ 788.01	\$ 1,383.15	\$ 356.37	\$ 1,065.03
Apr - Jun 2016	\$ 318.54	\$ 204.62	\$ 1,649.40	\$ 415.50	\$ 1,107.27	\$ 1,437.81	\$ 314.25	\$ 1,054.62
Jul - Sept 2016	\$ 373.11	\$ 120.30	\$ 2,021.58	\$ 510.81	\$ 1,238.55	\$ 1,326.63	\$ 277.83	\$ 1,281.06
Oct - Dec 2016	\$ 279.54	\$ 102.63	\$ 2,048.22	\$ 459.78	\$ 937.14	\$ 1,497.87	\$ 233.46	\$ 1,144.08
Total	\$ 1,294.08	\$ 483.29	\$ 7,121.67	\$ 1,772.40	\$ 4,070.97	\$ 5,645.46	\$ 1,181.91	\$ 4,544.79
Jan - Mar 2017								
Apr - Jun 2017								
Jul - Sept 2017								
Oct - Dec 2017								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Textiles Recycled by Town by Month in Pounds

HRRRA Textile Weights in Lbs. 2017 YTD

2017	Total weight	Rebate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Kent	480	\$24.00	480											
New Fairfield	60	\$3.00	60											
Ridgefield	160	\$8.00	160											
Bridgewater	180	\$9.00	180											
Bethel	320	\$16.00	320											
Redding	560	\$28.00	560											
Brkfield:H.H.	680	\$34.00	680											
Brkfield: M.S.	60	\$3.00	60											
Brkfield: H.S.	0	\$0.00	0											
Total	2500	\$125.00	2500	0	0	0	0	0	0	0	0	0	0	0

HRRRA Textile Weights in Lbs. 2016 YTD

2016	Total weight	Rebate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Kent	13240	\$662.00	940	880	1140	960	1600	2180	1140	1100	820	780	700	1000
New Fairfield	2170	\$108.50	140	180	120	80	60	460	300	310	120	0	160	240
Ridgefield	9220	\$461.00	880	460	880	500	1080	1380	830	1150	420	800	500	340
Bridgewater	2020	\$101.00	0	0	0	360	380	0	420	220	0	320	0	320
Bethel	5880	\$294.00	680	240	560	140	120	660	490	580	610	520	780	500
Redding	15330	\$766.50	1160	1060	1260	800	1560	2660	1430	1840	1200	1100	440	820
Brkfield:H.H.	2880	\$144.00	620	100	600	180	500	880	320	320	520	500	320	460
Brkfield: M.S.	470	\$23.50	140	0	240	0	60	30	0	180	160	0	460	180
Brkfield: H.S.	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0
Total	51210	\$2,560.50	4560	2920	4800	3020	5360	8250	4930	5700	3850	4020	3360	3860

All

Food Scrap Tonnage by Town

2016	BE	BK	BW	DA	KE	NF	NM	NE	RE	RI	SH	Total '16
16-Jan												
16-Feb												
16-Mar												
16-Apr												
16-May												
16-Jun												
16-Jul			0.70	12.66								13.36
16-Aug			1.03	15.06						0.38		16.47
16-Sep			0.62	12.29						0.23		13.13
16-Oct			0.57	18.71		0.08				0.34		19.70
16-Nov			0.40	17.18		0.20				0.32		18.10
16-Dec			0.57	18.54		0.16			0.16	0.40		19.83
Total Tons			3.89	94.44		0.44			0.16	1.66		100.59
2017	BE	BK	BW	DA	KE	NF	NM	NE	RE	RI	SH	Total '17
17-Jan				0.32		0.16			0.16	0.28		0.92
17-Feb												

WES MSW Tonnage by Town

Municipality	1993-94 Benchmark	08-09 MSW Tons	09-10 MSW Tons	10-11 MSW Tons	11-12 MSW Tons	12-13 MSW Tons	13-14 MSW Tons	2014 CY MSW Tons	2015 CY MSW Tons	2016 CY MSW Tons	CY 16% of Benchmark Tons
Bethel	7,606	10,068	9,236	8,664	9,690	9,452	8,281	8,311		8,025	105.5%
Bridgewater	597	798	795	722	677	523	468	437		560	93.8%
Brookfield	9,984	11,209	8,454	9,151	9,797	11,013	8,044	7,294		5,103	51.1%
Danbury	48,622	69,560	64,929	58,125	56,428	53,043	50,105	48,141		45,331	93.2%
Kent	1,624	2,184	1,233	1,364	1,191	801	719	682		817	50.3%
New Fairfield	3,940	5,996	5,183	5,461	5,370	5,335	5,162	5,171		4,946	125.5%
New Milford	16,913	18,089	17,977	16,951	16,250	15,419	13,033	13,151		11,272	66.6%
Newtown	10,854	16,509	16,806	17,367	16,566	14,791	14,308	14,452		14,253	131.3%
Redding	2,987	3,928	3,362	3,181	2,246	2,000	2,124	2,094		2,085	70.1%
Ridgefield	11,152	17,372	16,303	16,606	17,870	17,425	16,292	16,136		15,744	141.2%
Sherman	1,005	1,448	1,308	1,572	1,614	1,263	951	760		476	47.3%
Unspecified	0	0	0	0	0	0	0	14		0	0.0%
HRRR Total	115,284	157,161	145,586	139,165	137,699	131,065	119,487	116,643		108,622	
% of Benchmark	100.00%	136.3%	126.3%	120.7%	119.4%	113.7%	103.6%	101.2%		94.2%	

Regional Recycling Facility Tonnage By Town*

Municipality	08-09 RTI Tons*	09-10 RTI Tons*	10-11 RTI Tons*	11-12 RTI Tons*	12-13 Winters Tons*	13-14 Winters Tons*	2014 CY Winters Tons*	2015 CY Winters Tons*	2016 CY Winters Tons*
Bethel	635	561	596	750	781	763	815	859	827
Bridgewater	50	78	51	54	51	184	244	235	179
Brookfield**	145	145	262	512	392	1,187	1,160	1,108	928
Danbury	2,988	4,013	1,997	2,760	2,359	3,146	2,938	2,503	2,698
Kent	177	205	215	196	190	286	217	211	199
New Fairfield	758	600	561	772	860	757	701	724	735
New Milford**	711	784	798	983	766	1,232	1,625	1,836	1,249
Newtown	1,711	1,713	1,757	2,015	1,997	2,065	2,059	2,083	2,204
Redding	59	44	40	32	186	455	506	534	573
Ridgefield***	648	599	434	346	563	1,133	1,222	1,422	1,532
Sherman**	93	146	109	84	58	215	386	458	227
HRRR Total	7,882	8,742	6,711	8,420	8,145	11,208	11,873	11,973	11,351
Other CT Towns	210	200	163	163					
Other NY Towns	2,986	1,346	130	130					
HRRR Credited Total	11,078	10,288	7,004	8,713	8,145	11,208	11,873	11,973	11,351

*This is only the recycling tonnage for items delivered to the Regional Recycling Center on White Street in Danbury

**Brookfield and Sherman residents without a hauler use the New Milford Recycling Center. Tons are not tracked separately.

*** Ridgefield has a municipal recycling center that is not a part of the HRRR system.



H·R·R·A
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162 Whisconier Road
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HOUSATONIC RESOURCES RECOVERY AUTHORITY
SPECIAL MEETING MINUTES

Thursday, December 16, 2016, 10:00 a.m.
Danbury Crowne Plaza Hotel
18 Old Ridgebury Road, Danbury CT 06810

Members or Alternates Present

Bethel, Matthew Knickerbocker	8
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
Kent, Bruce Adams	1
New Fairfield, Mike Gill	6
New Milford, David Gronbach	12
Newtown, Herbert Rosenthal	12
Redding, Jeff Hansen	4
Sherman, Ruth Byrnes	2
	<hr/>
	88

Others Present:

Lynn Waller, Public
 Robert Metzler, HRRRA Legal Counsel
 Ed Spinella, AAW Legal Counsel
 Ben Canino, Winters Bros.
 Robert McNamara, Wheelabrator Technologies
 Phil Schwer, Wheelabrator Technologies
 Kevin Nolan, Winters Bros.
 Glenn Nanavaty, Auditor
 Suzanne Von Holt, New Milford
 Pat Llodra, Newtown
 Sheldon Conn, Brookfield
 Jen Iannucci, HRRRA Director

Members Absent: Bridgewater, Ridgefield

Call to Order: The meeting was called to order by Chairman Gill at 10:02 a.m. with a quorum of 88 votes present from nine municipalities. He led everyone in the pledge of allegiance. D. Gronbach arrived at 10:38 a.m. during discussion of the item 7bi.

Public Comment: There were no comments made by the public.

Chairman and Members' Comments: Chairman Gill shared that Ryan Bingham from Winters Bros. left the company. HRRRA's new contact will be Ben Canino. The Chairman announced that the HRRRA office renovation is complete and thanked Steve Dunn and Sheldon Conn for their efforts and generous support during the transition and renovation work and welcomed anyone who would like to take a tour to please do so.

Director's Report: J. Iannucci highlighted the following items from her written report:

- MSW is running at 98% of the same time last year, recycling tonnage at 96% and e-waste tonnage at 106% of the same time last year.
- M. Gill pointed out the calculation in the tonnage report for textiles in Bethel and organics for Bridgewater need to be corrected.
- T. Carlson has been busy since the last meeting with several programs in 6 communities.
- J. Iannucci announced that Paintcare has given HRRRA \$500 for highlighting Paintcare and paint recycling in the new WOW guide.

- The 10th Annual Billboard recycling contest is underway. J. Iannucci asked members to save the evening of Wednesday, April 26th for the annual award ceremony.

Administrative Approvals

- Minutes - Motion** by H. Rosenthal, second by S. Von Holt, to approve the minutes of the September 22, 2016 meeting. **Vote:** All in favor except R. Byrnes abstained. (86 yes votes and 2 abstaining vote.)
- Financial Statements - Motion** by J. Urice, second by B. Adams, to approve the financial statements through November 30, 2016 as presented. **Vote:** All in favor. (88 yes votes.) J. Urice asked why the budgeted revenue for haulers fees were higher than was received to date.

Old Business

- Town of Brookfield Lease** – M. Gill shared that the Brookfield lease for the office space was finalized. Although the Executive Committee was granted permission to approve the lease, due to the timing of its receipt and the meeting date, the Chairman asked the full Authority to give him permission to sign it. He reviewed it in detail with the Authority. It is similar to the lease HVCEO/WestCOG had with the Town of Brookfield with the addition of the added detail of what the town will provide to HRRRA for services such as cleaning, internet, trash removal etc. **Motion** by M. Knickerbocker, second by J. Urice, to authorize the Chairman to sign the lease with the Town of Brookfield. **Vote:** All in favor except S. Dunn abstained. (81 yes votes.)
- DEEP decision in MSW Associates permit intervention case** – J. Iannucci shared that CT DEEP granted MSW Associates the state permit to construct and operate a new combined transfer station and volume reduction plant at 14 Plumtrees Road, Danbury CT. H. Rosenthal pointed out that although the state granted them their state permit they are still required to get local approval.
- Review RFP Timeline and Process** – M. Gill shared that the Authority had received a request from Winters Brothers and Wheelabrator to extend the original RFP submission date from November 21st to January and after discussions with staff and the executive committee they were granted an extension to January 17, 2016 making it clear that no other extensions would be granted. H. Rosenthal expressed concern regarding the language within the RFP that may jeopardize flow control for the towns of Newtown and Ridgefield. It was then made clear by legal counsel that the language in the RFP says the contract cannot require HRRRA to have flow control. The final contract will preserve the rights of Newtown and Ridgefield to enforce flow control.

M. Gill shared that R. Metzler was asked to review and give an opinion in regards to the need for local legislative body approval on a new agreement. R. Metzler's opinion was that as long as there is no financial obligations, or bonds to be issued on the part of HRRRA or the Municipalities, local legislative approval is not necessary, only whatever approval is customary for any town contract.

New Business

- 2015-16 FY HRRRA audit** – Glenn Nanavaty, from Nanavaty, Nanavaty and Davenport in Newtown, HRRRA's auditor, passed out an executive summary showing the Authority's financial position at fiscal yearend

in the last three years as well as his comments on maintaining the existing internal controls that are already in place. According to Mr. Nanavaty, the audit went very smoothly. No formal letter was issued or needed. He encourages the Board to continue oversight of operations through the written recommended monitoring procedures outlined in his executive summary. At year end the unassigned Fund Balance for HRRRA was \$801,802.00, or enough to sustain the organization's operation for two years without any revenue. Surpluses over prior year and budget were the result of lower legal costs and lower office/rent costs due to the potential change in location. Education costs were as planned in the budget and similar to the prior year. **Motion** by J. Urice, second by M. Knickerbocker, to accept the 2015-16 FY audit as presented. **Vote:** All in favor. (Vote tally: 88 in favor.) All present were given a hard copy of the completed audit to take back to their respective town halls and put on file with their Town Clerk. An electronic version of the completed audit is available on the HRRRA website.

b) **CMMS Municipal Requirements for 2017 and 2018** – J. Iannucci reviewed the CMMS requirements and fielded questions from the members. J. Urice asked if the towns were to remove trash cans from any public area would it remove the requirement to have a recycling container?

c) **HRRRA legal counsel to draft a model solid waste/recycling ordinance for use by all HRRRA municipalities** – M. Gill presented the idea of having R. Metzler draft a model ordinance in compliment with the requirements in the State's CMMS. Most towns have not updated their local ordinances since 1992. Each municipality will be required to update local ordinances per the CMMS. Although each town's legal counsel will need to review the language it was agreed that having HRRRA's legal counsel draft the language should and will save the municipalities money. **Motion** by M. Knickerbocker, second by H. Rosenthal to authorize R. Metzler, HRRRA Legal Counsel, to draft a model solid waste recycling ordinance for use by HRRRA communities with an estimated cost of \$20,000 - \$25,000. **Vote:** All in favor. (Vote tally: 88 in favor.)

d) **HRRRA 2017 Legislative Agenda**

J. Iannucci discussed and reviewed the list of staff suggested legislative agenda items along with the priority list of items from the CT Product Stewardship Council. She noted that C. Reedy was asked to lead the research and discussion on prescription medication on behalf of the CT PSC.

Western CT COG Chair Matt Knickerbocker said that HRRRA would be invited to the COG's annual legislative breakfast and would be able to present its legislative agenda there.

Motion by D. Gronbach, second by M. Knickerbocker, to accept HHW, Prescription medication and sharps as legislative agenda items for the 2017 legislation session, to be shared with local legislators at the Western CT COG legislative breakfast in January. **Vote:** All in favor. (Vote tally: 88 in favor.)

Adjournment: On a motion by M. Knickerbocker, second by J. Urice, the meeting was adjourned at 11:44 a.m. **Vote:** All in favor of adjournment. (88 yes votes.)

Respectfully submitted
Jen Iannucci
Director

Housatonic Resources Recovery Authority

Balance Sheet

As of January 31, 2017

Jan 31, 17

ASSETS

Current Assets

Checking/Savings

STIF	15,436.32
UNION SAVINGS BANK	232,090.97
VANGUARD	
VANGUARD HI YIELD CORP VWEAX	86,695.72
VANGUARD SHRT TRM INV GR VFSUX	267,207.72
VANGUARD TOTAL BOND MARKET VBTL	170,685.99

Total VANGUARD 524,589.43

Total Checking/Savings 772,116.72

Accounts Receivable

*ACCOUNTS RECEIVABLE 32,512.43

Total Accounts Receivable 32,512.43

Total Current Assets 804,629.15

TOTAL ASSETS 804,629.15

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

*ACCOUNTS PAYABLE -27.53

Total Accounts Payable -27.53

Other Current Liabilities

DEFERRED REVENUES 5,129.03

PAYROLL LIABILITIES

CT PR TAXES PAYABLE

CIT -58.42

CT SUI 120.76

Total CT PR TAXES PAYABLE 62.34

SEP LIABILITY 689.52

Total PAYROLL LIABILITIES 751.86

Total Other Current Liabilities 5,880.89

Total Current Liabilities 5,853.36

Total Liabilities 5,853.36

Equity

RETAINED EARNINGS 801,799.46

Net Income -3,023.67

Total Equity 798,775.79

TOTAL LIABILITIES & EQUITY 804,629.15

C1

Housatonic Resources Recovery Authority
General Fund Budget vs. Actual
July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS	23,900.00	35,000.00	-11,100.00	68.29%
HAULER PERMITS	66,835.00	77,750.00	-10,915.00	85.96%
HHWDD REIMBURSEMENT	39,659.07	75,000.00	-35,340.93	52.88%
INTEREST INCOME	7,591.19	12,000.00	-4,408.81	63.26%
MISC INCOME	19.00	0.00	19.00	100.0%
PROGRAM SERVICES FEES	72,867.53	165,500.00	-92,632.47	44.03%
Total Income	210,871.79	365,250.00	-154,378.21	57.73%
Expense				
CONTINGENCY	0.00	20,000.00	-20,000.00	0.0%
EDUCATION	9,797.67	34,500.00	-24,702.33	28.4%
HHW EXPENSE	42,742.97	78,500.00	-35,757.03	54.45%
INSURANCE	900.00	7,240.00	-6,340.00	12.43%
MISCELLANEOUS	4,286.67	5,300.00	-1,013.33	80.88%
OFFICE EXPENSES	9,425.61	17,828.00	-8,402.39	52.87%
PROFESSIONAL SERVICES	19,840.00	28,000.00	-8,160.00	70.86%
REIMBURSEMENT FOR COLLECTED FEE	24,710.00	35,000.00	-10,290.00	70.6%
STAFFING	79,364.93	136,882.00	-57,517.07	57.98%
TRAVEL/MILEAGE REIMBURSEMENT	998.24	2,000.00	-1,001.76	49.91%
Total Expense	192,066.09	365,250.00	-173,183.91	52.59%
Net Ordinary Income	18,805.70	0.00	18,805.70	100.0%
Other Income/Expense				
Other Income				
INVESTMENT GAIN	5,913.84	0.00	5,913.84	100.0%
Total Other Income	5,913.84	0.00	5,913.84	100.0%
Other Expense				
CAPITAL EQUIPMENT	1,267.92	5,000.00	-3,732.08	25.36%
INVESTMENT LOSS	13,442.59	0.00	13,442.59	100.0%
MOVING EXPENSES	13,032.70	20,000.00	-6,967.30	65.16%
REIMBURSE PREPAID RECY REBATES	0.00	5,130.00	-5,130.00	0.0%
Total Other Expense	27,743.21	30,130.00	-2,386.79	92.08%
Net Other Income	-21,829.37	-30,130.00	8,300.63	72.45%
Net Income	-3,023.67	-30,130.00	27,106.33	10.04%

Housatonic Resources Recovery Authority
General Fund Budget vs. Actual
July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS				
GRANTS/DONATIONS - Other	23,900.00	35,000.00	-11,100.00	68.29%
Total GRANTS/DONATIONS	23,900.00	35,000.00	-11,100.00	68.29%
HAULER PERMITS				
CURRENT HAULER PERMITS	41,175.00	42,750.00	-1,575.00	96.32%
HAULER PERMIT LATE FEES	900.00	0.00	900.00	100.0%
MUNICIPAL HAULER REGISTRATIONS	24,760.00	35,000.00	-10,240.00	70.74%
Total HAULER PERMITS	66,835.00	77,750.00	-10,915.00	85.96%
HHWDD REIMBURSEMENT				
HHW DANBURY AREA TOWNS	39,659.07	75,000.00	-35,340.93	52.88%
Total HHWDD REIMBURSEMENT	39,659.07	75,000.00	-35,340.93	52.88%
INTEREST INCOME	7,591.19	12,000.00	-4,408.81	63.26%
MISC INCOME	19.00	0.00	19.00	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	45,310.93	105,500.00	-60,189.07	42.95%
RECYCLING PROGRAM FEES	27,556.60	60,000.00	-32,443.40	45.93%
Total PROGRAM SERVICES FEES	72,867.53	165,500.00	-92,632.47	44.03%
Total Income	210,871.79	365,250.00	-154,378.21	57.73%
Expense				
CONTINGENCY	0.00	20,000.00	-20,000.00	0.0%
EDUCATION				
PUBLIC EDUCATION	4,099.41	20,000.00	-15,900.59	20.5%
RECYCLING EDUCATOR	3,196.06	11,500.00	-8,303.94	27.79%
STAFF EDUCATION	2,502.20	3,000.00	-497.80	83.41%
Total EDUCATION	9,797.67	34,500.00	-24,702.33	28.4%
HHW EXPENSE				
HHW REGIONAL	2,984.83	3,500.00	-515.17	85.28%
HHWDD DANBURY AREA TOWNS				
HHWDD DANBURY AREA TOWNS - Other	39,758.14	75,000.00	-35,241.86	53.01%
Total HHWDD DANBURY AREA TOWNS	39,758.14	75,000.00	-35,241.86	53.01%
Total HHW EXPENSE	42,742.97	78,500.00	-35,757.03	54.45%
INSURANCE				
ERRORS & OMISSIONS	0.00	5,250.00	-5,250.00	0.0%
GENERAL LIABILITY	0.00	975.00	-975.00	0.0%
SURETY BOND	390.00	425.00	-35.00	91.77%
WORKERS COMP	510.00	590.00	-80.00	86.44%
Total INSURANCE	900.00	7,240.00	-6,340.00	12.43%
MISCELLANEOUS				
MISC EXPENSE	777.12	2,000.00	-1,222.88	38.86%
PAYROLL PROCESSING SERVICE	604.55	800.00	-195.45	75.57%
SERVICE FEES/MEMBERSHIPS	2,905.00	2,500.00	405.00	116.2%
Total MISCELLANEOUS	4,286.67	5,300.00	-1,013.33	80.88%
OFFICE EXPENSES				
COPY EXPENSE	0.00	0.00	0.00	0.0%
PHONE/FAX/INTERNET	114.97	2,500.00	-2,385.03	4.6%
RENT	7,800.00	12,000.00	-4,200.00	65.0%

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Housatonic Resources Recovery Authority
General Fund Budget vs. Actual
July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
SUPPLIES	1,510.64	3,328.00	-1,817.36	45.39%
Total OFFICE EXPENSES	9,425.61	17,828.00	-8,402.39	52.87%
PROFESSIONAL SERVICES				
AUDIT SERVICES	6,200.00	6,200.00	0.00	100.0%
CONSULTING SERVICES	1,000.00	1,800.00	-800.00	55.56%
LEGAL SERVICES				
LEGAL SERVICES - Other	12,640.00	20,000.00	-7,360.00	63.2%
Total LEGAL SERVICES	12,640.00	20,000.00	-7,360.00	63.2%
Total PROFESSIONAL SERVICES	19,840.00	28,000.00	-8,160.00	70.86%
REIMBURSEMENT FOR COLLECTED FEE				
MUNICIPAL HAULER REG REIMBURSEM	24,710.00	35,000.00	-10,290.00	70.6%
Total REIMBURSEMENT FOR COLLECTED FEE	24,710.00	35,000.00	-10,290.00	70.6%
STAFFING				
IN LIEU OF MEDICAL INSURANCE	4,666.62	8,000.00	-3,333.38	58.33%
PAYROLL TAXES				
CT PR TAXES	237.66	634.00	-396.34	37.49%
FED PR TAX				
FED PR TAX - Other	5,280.07	9,052.00	-3,771.93	58.33%
Total FED PR TAX	5,280.07	9,052.00	-3,771.93	58.33%
Total PAYROLL TAXES	5,517.73	9,686.00	-4,168.27	56.97%
PENSION				
PENSION - Other	4,826.64	8,875.00	-4,048.36	54.39%
Total PENSION	4,826.64	8,875.00	-4,048.36	54.39%
SALARIES				
DIRECTOR SALARY	49,583.38	85,000.00	-35,416.62	58.33%
OTHER SALARIES	14,770.56	25,321.00	-10,550.44	58.33%
SALARIES - Other	0.00			
Total SALARIES	64,353.94	110,321.00	-45,967.06	58.33%
Total STAFFING	79,364.93	136,882.00	-57,517.07	57.98%
TRAVEL/MILEAGE REIMBURSEMENT				
TRAVEL/MILEAGE REIMBURSEMENT - Other	998.24	2,000.00	-1,001.76	49.91%
Total TRAVEL/MILEAGE REIMBURSEMENT	998.24	2,000.00	-1,001.76	49.91%
Total Expense	192,066.09	365,250.00	-173,183.91	52.59%
Net Ordinary Income	18,805.70	0.00	18,805.70	100.0%
Other Income/Expense				
Other Income				
INVESTMENT GAIN	5,913.84	0.00	5,913.84	100.0%
Total Other Income	5,913.84	0.00	5,913.84	100.0%
Other Expense				
CAPITAL EQUIPMENT	1,267.92	5,000.00	-3,732.08	25.36%
INVESTMENT LOSS	13,442.59	0.00	13,442.59	100.0%
MOVING EXPENSES	13,032.70	20,000.00	-6,967.30	65.16%
REIMBURSE PREPAID RECY REBATES	0.00	5,130.00	-5,130.00	0.0%
Total Other Expense	27,743.21	30,130.00	-2,386.79	92.08%
Net Other Income	-21,829.37	-30,130.00	8,300.63	72.45%
Net Income	-3,023.67	-30,130.00	27,106.33	10.04%

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r e d u c e | r e u s e | r e c y c l e

Certified Resolution

Be it resolved that it is in the best interests of the Housatonic Resources Recovery Authority to enter into contracts with the Department of Energy and Environmental Protection.

In furtherance of this resolution, Michael T. Gill, the Chairman, is duly authorized to enter into and sign said contracts on behalf of the Housatonic Resources Recovery Authority. Michael T. Gill currently holds the office of Chairman and has held that office since July 1, 2006. The Chairman is further authorized to provide such additional information and execute such other documents as may be required by the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

I, Matthew Knickerbocker, the Secretary of the Housatonic Resources Recovery Authority, do hereby certify this to be a true copy of the resolution duly adopted at a regular meeting of the Housatonic Resources Recovery Authority on February 23, 2017, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

Matthew Knickerbocker, Secretary

Date



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r e d u c e | r e u s e | r e c y c l e

Municipal Recycling, Waste Reduction and Reuse Self-Evaluation Checklist

All Town Buildings, including Schools and Libraries

- _____ Recycling baskets with signage available at every desk.
- _____ Recycling bin with signage next to every copy machine.
- _____ Recycling bin with signage in every mail room.
- _____ Recycling bin with signage in every employee and/or student lunch room or break room.
- _____ Compost bin with signage in every employee and/or student lunch room or break room.
- _____ Recycling bin with signage on every floor in town buildings, fire houses, schools, libraries, etc.
- _____ Recycling bin with signage for printer & toner cartridges on every floor of all town buildings.
- _____ Recycling containers with signage for used electronics in every building and regularly scheduled appointments with municipality's contracted e-waste recycler to pick up from each building.
- _____ Recycling containers with signage for rechargeable batteries in every building.
- _____ Re-use area with signage for office supplies (3 ring binders, manila folders, etc.) in every building.
- _____ Collection and recycling of outdated phone books once a year when new directories are distributed.
- _____ Policy for corrugated cardboard to be flattened and placed next to the recycling bins on every floor.
- _____ Recycling container with signage for plastic film in every municipal building.

Human Resources, Employees , Including School Employees

- _____ Municipality has an official written recycling policy in place that is communicated to all employees annually.

_____ New hires receive a copy of and training on the recycling policy/program and recycling is written into the job descriptions of all employees.

_____ Chief elected official and/or Superintendent communicates regularly with employees on the importance of recycling.

_____ Employees are trained in what to recycle, how and where.

_____ Custodial employees are trained to keep recyclables separate from MSW and where to deposit recyclables for hauler collection.

_____ If custodial services are contracted, the requirement to keep recyclables separate from MSW is included in the contract, the vendor's employees are properly trained at the start of the contract in where to deposit recyclables for hauler collection, and failure to abide by the municipality's recycling policy and state law is written in the contract as a reason for termination of services.

_____ Department heads are trained on what to recycle, how and where.

_____ Employees are evaluated annually on their compliance with the recycling policy.

Parks and Recreation/Buildings and Grounds/Public Works/ Public Facilities Management

_____ Grass clippings from municipal (including school) properties are left on the ground to compost in place.

_____ Yard waste from municipal/school properties is composted.

_____ Recycling bins with signage are provided at all indoor and outdoor public venues, e.g. parks, ball fields, gymnasiums, beaches, main street, etc., next to EVERY garbage can.

_____ Waste oil from municipal vehicles (including police cars & fire trucks) and small equipment is recycled.

_____ Street sweepings are recycled. How? See DEP guidance at www.ct.gov/dep/lib/dep/waste_management_and_disposal/solid_waste/street_sweepings.pdf

_____ Recycled material such as used tires, old asphalt roof shingles, and/or glass fines, is used in road paving, road base and other projects requiring fill when possible.

_____ Some municipal buildings are heated with waste oil using approved waste oil heating equipment.

_____ Tires from municipal vehicles are sent out for reuse or recycling.

_____ Scrap metal from municipal projects is recycled.

Purchasing

- _____ Municipality contracts with a hauler to collect recyclables along with MSW from all town properties and/or town employees deliver all recyclables to the local recycling center.
- _____ School system contracts with a hauler to collect recyclables along with MSW from all school properties and/or school employees deliver all recyclables to the local recycling center.
- _____ All recycling collection contracts for service to municipal/school buildings and facilities require recyclables to be delivered to the HRRRA system. (This has been a contractual requirement between HRRRA and each member municipality since 1991.)
- _____ Municipality has and uses an environmentally preferable purchasing (EPP) policy and is aware of and takes advantage of state EPP contracts open to purchase by municipalities and other political subdivisions.
- _____ Municipality uses only 100% recycled paper.
- _____ Municipality reuses old paper as note and message pads rather than purchasing new.
- _____ Purchasing department employees trained in EPP.

Regulations

- _____ Municipality updates its local recycling and solid waste ordinance to take into account changes in state law and reviews such ordinance annually to determine if a change is necessary.
- _____ Municipality enforces its local recycling ordinance to assure that all generators within the borders of the municipality, including residents, businesses, institutions, government offices, multi-tenant housing, etc. comply with recycling requirements.
- _____ New and renovated municipal building construction required to meet LEED or BEE or equivalent green building standards.
- _____ Planning & zoning regulations require adequate space for recycling containers and collection along with MSW in all new projects built in the municipality, e.g. multi-tenant housing, shopping centers, office buildings, schools, etc.
- _____ Demolition and building regulations require contractors to recycle C&D waste and require a waste management plan which emphasizes source separation and source reduction and recycling for all construction and demolition projects beyond a certain size.

Public Information and Education

- _____ Municipality communicates with residents and businesses requirements of local recycling program continuously on the town website, Facebook and/or Twitter and at least once annually through newsletter, mailings, cable TV, newspaper column, inserts in tax bills, etc.

- _____ Municipality advertises the who, what, where and how of recycling in local newspaper.
- _____ Municipality has an active recycling coordinator and/or committee who assists with public information.
- _____ Municipality appoints a town/city representative as well as a school representative to the Regional Recycling Task Force who attends the meetings regularly.
- _____ New residents receive information on the local recycling program when they move in.
- _____ Municipality prominently features local recycling program on its website and Facebook page.
- _____ Municipal website recycling information links to HRRRA.
- _____ Municipality sponsors annual or ongoing collection program for some recyclables such as tires, electronics, leaves, yard waste, mattresses, etc.
- _____ Community events such as annual parades, festivals, etc. are planned as "green" or zero-waste events with a recycling bin next to every garbage can in public spaces.
- _____ Municipality enforcement agent contacts multi-tenant housing governing bodies and property managers annually and provides updated recycling information as well as performs an annual inspection for compliance with recycling laws.

Local Recycling Center and/or Transfer Station

- _____ Municipality provides curbside recycling collection paid for through tax base.
- _____ Municipality provides local recycling center for items not collected at curbside and for residents who don't use a hauler.
- _____ Municipal local recycling center is open to small businesses as well as residents.
- _____ Local recycling center does not charge residents or small businesses for drop-off of mandated recyclables.
- _____ Local recycling center fees are based on pay-as-you-throw (PAYT), i.e. those residents and businesses who drop off greater amounts of MSW pay more than those who drop off lesser amounts of MSW.

_____ Local recycling center accepts for recycling or reuse:

- | | |
|-------------------------------------|---------------------------|
| _____ Single stream recycling items | _____ Separated C&D |
| _____ Waste oil | _____ Waste anti-freeze |
| _____ Oil-base paint & stain | _____ Textiles |
| _____ Leaves | _____ Tires |
| _____ Brush | _____ Lead acid batteries |
| _____ Propane tanks | _____ Electronics |
| _____ NiCd batteries | _____ Mattresses |
| _____ Swap items | |
| _____ Food waste | _____ Other – please list |

_____ Local recycling center/transfer station has well-placed, easily readable signage to clearly distinguish what is accepted, how it is to be prepared and where it should be placed.

_____ Local recycling center/transfer station makes room for and takes on new product stewardship programs as they are adopted and become available to the municipality at no cost.

Miscellaneous

_____ School cafeterias compost food waste

_____ School cafeterias do not use disposable dishes.

_____ Municipality does not use disposable coffee cups

_____ Municipality tracks and records tonnage of all recycled items for annual DEEP report.

_____ Municipality tracks final destination of all recyclables collected through municipal contracts.

_____ Municipality provides warning stickers/tags to haulers for use with customers who don't recycle.

_____ Municipality has recycling enforcement personnel, with authority to issue warnings as well as fines and who actively seek out and respond to complaints about residents, institutions, businesses and haulers who do not comply with local and/or state recycling laws.

_____ Municipality requires all haulers who collect recyclables within its borders to register with the municipality annually.

_____ Municipality requires all haulers registered with the community to report to the town or to HRRA where they haul MSW and recyclables.

_____ Municipal building department has a mercury thermostat recycling container from TRC and requires all who get a building or demolition permit to recycle old mercury thermostats in that container or show proof that they have been otherwise safely recycled.

Please list any other actions the municipality takes to promote recycling, reduction and re-use of what would otherwise become municipal solid waste:

What are the top five actions that this municipality has taken to promote recycling, waste reduction and reuse that have worked the best:

1. _____
2. _____
3. _____
4. _____
5. _____

What are the top five actions that this municipality will take that it is not now doing in order to reach the 60% diversion goal by 2024?

1. _____
2. _____
3. _____
4. _____
5. _____

Name of Municipality: _____

Recycling Coordinator: _____
Signature Date

Chief Elected Official: _____
Signature Date

THE CONNECTICUT CONFERENCE OF MUNICIPALITIES

INVESTMENT POLICY STATEMENT

INTRODUCTION

The following is the Investment Policy Statement of The Connecticut Conference of Municipalities ("CCM"). CCM is an organization of municipal leaders that represents towns and cities across the State of Connecticut.

CCM shares best practices and research to help leaders govern wisely, advocates at the state level for issues affecting local taxpayers, and pools buying power to negotiate more cost-effective services for members.

This statement applies to three separate portfolios set aside to provide for the short-, intermediate-, and long-term needs of CCM.

AUTHORITY

CCM is governed by a Board of Directors ("the Board") that is elected by member municipalities. The Board has the ultimate authority and responsibility to choose an asset allocation mix for the portfolios, to select and monitor investment managers, and to make any changes deemed necessary to the policy. Changes to the policy can be made only with the written approval of the Board.

The Board has designated the Executive Director and Finance Committee to assist in the selection and monitoring of investment managers.

PURPOSE

The purpose of this document is to communicate a clear understanding of the investment policies and objectives of CCM. This document will provide risk policies for investment managers, establish the restrictions to be placed on managers, and outline procedures for review.

INVESTMENT OBJECTIVES

Based on current and projected cash flow, risk tolerance, and liquidity needs, two long-term investment objectives have been established:

Primary Objective - Growth and protection of purchasing power

The primary objective is meant to achieve long-term growth. Investment managers investing in equity securities are chosen to address this objective.

Secondary Objective - Income and preservation of capital

This objective is to provide some income while at the same time reducing the volatility of the overall portfolio. Fixed income investment managers are chosen to address this objective.

INVESTMENT GUIDELINES

Risk Tolerance

Even though there is no defined requirement to assume any specific level of risk, the Board does understand the relationship between risk and return and appreciates that all investments assume some degree of risk.

Responsibilities of the Investment Managers

The investment managers shall discharge their duties solely in the interest of CCM, with the care, skill, prudence, and diligence that a prudent person would use.

The investment objectives specified herein are those of the aggregate portfolio and are not to be imposed on each investment manager. The goal of each investment manager, over a ten-year investment horizon, shall be to exceed the market index that most closely corresponds to the style of investment management and to display an overall level of risk that is lower than the specified market index.

Securities Guidelines and Constraints

The portfolio should be diversified. In the portfolios, there should be no more than five percent (5%) invested in any one company.

Each equity manager should hold no less than 20 issues. All equity issues should be traded on one of the major global stock exchanges or on NASDAQ. Additionally, there should be no investment in the stock of any company with a market capitalization of less than \$25,000,000.

Investment in fixed income securities will be made primarily in the issues of the following:

1. Securities issued or guaranteed by the U.S. Government or its agencies or instrumentalities.
2. Marketable issues rated within the four highest grades assigned by Moody's (Aaa, Aa, A, or Baa) or by S&P (AAA, AA, A, or BBB).

Investment in fixed income securities of non-U.S. corporations or foreign governments is restricted to dollar-denominated issues rated "A" or better and cannot exceed fifteen percent (15%) of the total fixed income portfolio.

Asset Allocation

There is agreement that the investment risk and return will largely be a function of the asset allocation. For minimal disruption to the portfolios, cash flows should be used for rebalancing the asset allocation in an effort to maintain the target allocation. The portfolios should be rebalanced at least once a year.

THE RESTRICTED FUND

The Restricted Fund will invest proceeds of the periodic CIRMA distributions. The following mix has been chosen as an initial target asset allocation:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Acceptable Range</u>
Equity Securities	25%	20% to 30%
Fixed Income Securities	75%	70% to 80%

In the Fall of 2017, the target asset allocation of the Restricted Fund should be dollar-cost-averaged to:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Acceptable Range</u>
Equity Securities	30%	25% to 35%
Fixed Income Securities	70%	65% to 75%

In the Fall of 2018, the target asset allocation of the Restricted Fund should be dollar-cost-averaged to:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Acceptable Range</u>
Equity Securities	35%	30% to 40%
Fixed Income Securities	65%	60% to 70%

In the Fall of 2019, the target asset allocation of the Restricted Fund should be dollar-cost-averaged to:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Acceptable Range</u>
Equity Securities	40%	35% to 45%
Fixed Income Securities	60%	55% to 65%

For minimal disruption to the Restricted Fund, cash flows and the periodic CIRMA distributions should be used for rebalancing the asset allocation in an effort to maintain the target allocation. The Restricted Fund should be rebalanced at least once a year.

THE RESERVE FUND

The Reserve Fund will serve as a reserve portfolio sourced by the CCM operating surplus. The following mix has been chosen as an initial target asset allocation:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Acceptable Range</u>
Equity Securities	25%	20% to 30%
Fixed Income Securities	75%	70% to 80%

In January 2018, the Executive Director and Finance Committee will evaluate and (if needed) adjust the target allocation of the Reserve Fund for its effectiveness in meeting the needs of CCM.

For minimal disruption to the Reserve Fund, cash flows and any contributions should be used for rebalancing the asset allocation in an effort to maintain the target allocation. The Reserve Fund should be rebalanced at least once a year.

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THE OPERATING FUND

The Operating Fund will serve the short- and intermediate-term needs of CCM. The Operating Fund will be invested entirely in cash or cash equivalents and will maintain a corpus of \$2,000,000.

On a quarterly basis, any amount in the Operating Fund over \$2,000,000 should be transferred to the Reserve Fund. The dates of this evaluation are March 31, June 30, September 30, and December 31.

In January 2018, the Executive Director and Finance Committee will evaluate and (if needed) adjust the corpus amount of \$2,000,000 for its effectiveness in meeting the needs of CCM.

POLICY REVIEW

This policy will be reviewed annually; however, it is not expected that the policy will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the policy. Any revisions or updates due to changes in the financial situation of CCM will be made as they are found to be necessary.

MONITORING THE STRATEGIC PLAN

At least twice a year, the Executive Director and Finance Committee will meet to review:

- this document for its success in addressing the long-term needs of CCM
- each portfolio's progress toward meeting the stated objectives
- each portfolio's asset allocation and the need for rebalancing
- each investment manager's adherence to policy guidelines
- each portfolio's results relative to the appropriate benchmarks
- any changes in asset allocation and/or individual investment managers

This Investment Policy Statement was approved by the Finance & Audit Committee on 9/26/2016, and by the Board of Directors on 11/14/2016.