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**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**SPECIAL MEETING MINUTES**

**Friday, December 17, 2011, 10:00 a.m.**

**Danbury Plaza Hotel - First Floor Conference Room**

Members or Alternates Present and Voting:

Bethel, Matt Knickerbocker	8
Bridgewater, Bill Stuart	1
Brookfield, Tom Tibolla	7
Danbury, Joel Urice	36
Kent, Bruce Adams	1
New Fairfield, Mike Gill	6
New Milford, Suzanne Von Holt	12
Newtown, Herb Rosenthal	12
Redding, Larry Kulowiec	4
Ridgefield, Rudy Marconi	<u>11</u>
	98

Others Present:

Andy Bodner, Ridgefield Alternate  
Lynn Waller, Public  
Joe Winters, Winters Bros. CT  
Kevin Nolan, Winters Bros. CT  
Cheryl Reedy, HRRRA Director  
Jen Iannucci, HRRRA Admin. Asst.  
Maryellen Rockwell, Winters Bros. CT  
Glenn Nanavaty, Auditor

Members Not Present

A. O'Connor, Sherman

Call to Order: The meeting was called to order by Chairman Gill at 10:08 a.m. with a quorum of 86 votes present from eight municipalities. R. Marconi entered the meeting at 10:10 a.m., during the pledge of allegiance and became the voting member from Ridgefield. B. Stuart entered the meeting at 10:12 a.m. during public comment. H. Rosenthal entered the meeting at 10:17 a.m. during the Director's Report. Those who entered the meeting after it was called to order did so prior to any votes being cast and brought the quorum present to 98 votes from ten municipalities.

Public Comment: Lynn Waller thanked the Authority for working with each municipality to contact multi family housing units throughout the region about recycling. She wished everyone a very happy holiday season.

Chairman's and Members' Comments

- Chairman's Comments - M. Gill congratulated the Town of Kent on finishing second in the state and first in the region in the e-waste recycling contest sponsored by WeRecycle! He asked First Selectman Adams to explain how Kent collected so much material and what the Town won.

- Members' Comments - First Selectman Adams reported that the town won \$2,000 in scholarships, which they plan to give as local prizes in the recycling poster contest, along with an electronics basket of goodies for the transfer station including a platform scale, a programmable sign and a traffic counter. The major outreach was done by the First Selectman himself working at the transfer station every weekend, speaking to groups around town and including a plea to residents in his online newsletter twice during the contest period. In total during the contest month, Kent collected 11.9T of material. The old, big TVs really helped. WeRecycle! plans to hold the contest again next year but will divide contestants up into small towns and larger cities to provide a better chance for those municipalities with really large populations to succeed.

#### Director's Report –

- From the written Director's Report C. Reedy highlighted the MSW and recycling tonnage reports, both showing very positive trends for the first time in several years. Due to more consistent management at the Danbury transfer station and the purchase of another waste hauler who was taking 4500 tons of material out of the system every year, the MSW tonnage coming through the HRRRA system, especially the Danbury transfer station, is finally starting to bottom out. Year to date MSW tonnage through November is 100% of the total year to date for the same time in 2010, making 2011 the first in more than three years that there hasn't been an overall decline in MSW tonnage for the year. As for recycling, tonnage in the HRRRA participating towns is up 24% year to date compared with the same time last year since the start of the single stream recycling program seven months ago.
- Work continues on implementation of the paint stewardship law. L. Kulowiec and S. Von Holt have been involved in the meetings with C. Reedy and other regions from across the State. There have been two meetings to date, one with a recycled paint manufacturer who intends to locate a plant in the New Haven area and another with the household hazardous waste vendors working in the State, including MXI. A third meeting will be held in late January with retailers who can choose to volunteer as paint take back locations. Since California passed its law before Connecticut, it will implement in 2012 if ready to go and CT will implement in 2013. The State will learn from the American Coatings Association in late January whether Connecticut's implementation will be 2012 or 2013.

#### Administrative Approvals

- a. **Motion** by J. Urice, second by M. Knickerbocker, to approve the minutes of the September 22, 2011 HRRRA meeting as presented. **Vote:** All voting in favor, with S. Von Holt abstaining. (Vote tally: 86 in favor; 12 abstain.)
- b. **Motion** by J. Urice, second by M. Knickerbocker, to approve the HRRRA financial statements through November 30, 2011 as presented. **Vote:** All in favor. (Vote tally: 98 in favor.)
- c. **Motion** by M. Gill, second by J. Urice, to approve the HRRRA meeting dates for 2012 as presented except to delete the November meeting entirely and set a December meeting on the same date as the annual Greater Danbury Chamber of Commerce Leaders Luncheon. **Vote:** All in favor. (Vote tally: 98 in favor.)

## New Business:

- a. *2010-11 FY Audit-* Glenn Nanavaty from Nanavaty, Nanavaty & Davenport, the HRRRA auditor, addressed the Authority saying the audit for the fiscal year ending June 30, 2011 was completed when he met with the Executive Committee in November. The Authority's financial statements were prepared and audited under generally accepted accounting principles as modified for governmental units. The opinion issued was unqualified, a standard, clean opinion. The Authority finished the fiscal year with \$628,000 in unencumbered fund balance. The planned, budgeted loss of \$114,000 for the year was managed down to an actual loss of \$6,600, thanks in large part to the sale of the Authority's recycling equipment during the year. At the end of the fiscal year management moved to implement some prior year recommendations that had not previously been possible with a one person staff. For example, accounts payable and bank reconciliations are now being done by the Administrative Assistant rather than the Director for some segregation of duties. Online accounts have been opened for all banking and investment accounts for continuous availability to the Treasurer for monitoring. G. Nanavaty encouraged the Executive Committee to continue with its monthly review of financial statements and the Treasurer's ongoing review of investment performance in a changing and volatile financial landscape. **Motion** by M. Knickerbocker, second by J. Urice, to accept the audit for the fiscal year ended June 30, 2011 as presented and as recommended by the Executive Committee. **Vote:** All in favor. (Vote tally: 98 votes in favor.) M. Gill thanked the Authority members for working so diligently to bring the Authority back to sound financial standing and back from the brink of financial disaster that it faced only seven or eight years ago. C. Reedy asked each member present to take one of the bound copies of the audit report back to their town and file with the town clerk as per the HRRRA bylaws.
- b. *Extension of MXI HHW contract –* **Motion** by M. Gill, second by M. Knickerbocker, for the signatory municipalities to extend their contract with MXI to serve as the region's household hazardous waste vendor for an additional two years (as provided for in the original RFP) through June 30, 2014 with modification of the insurance requirement as reviewed and agreed upon by CIRMA. **Vote:** All in favor except S. Von Holt abstaining since New Milford has its own separate contract with MXI. (Vote tally: 86 votes in favor. 12 abstaining.)
- c. *Report on Poster Contest and First Annual Video Contest –* J. Iannucci addressed the flyers for the poster and video contest provided in the agenda packets. This year the Authority made an official request to all haulers and to Wheelabrator and Union Savings Bank (poster contest sponsor from the beginning) for sponsorship donations for the poster contest, and the response was staggering. Union Savings Bank, All American Waste and Winters Bros Waste Systems CT all pledged \$5,000 each and Wheelabrator sent a check for \$200. This generosity will allow HRRRA to replenish its stock of participant prizes, which were all purchased in the first year of the contest and are about to run out, as well as to do advertising in the NewsTimes to attract more participants, especially more entries from the City of Danbury. This year the Authority will kick off what is hoped to become an annual video contest for older students, grades 6- 12, who can work individually or in groups of up to 3. This year's 3 minute video theme is "Where Does Our Garbage Go?". Prizes for the first place regional winners will be a \$1,000 scholarship for each member of the winning team; a \$750 scholarship(s) for second; and a \$500 scholarship(s) for the third place winner(s). This contest will start around Earth Day and the

winners announced in late May/early June near the end of the school year. A big thank you goes to the sole sponsor for the video contest, Winters Bros Waste Systems CT.

### Old Business:

- a. *Multifamily/Condo Recycling Letter* – A draft letter from the municipal CEO to the condo and multifamily properties in each town was included as part of the agenda packet. HVCEO has provided a list of all multifamily properties by town in the region, with an address and number of units. The consensus of the members present was that HRRRA should prepare a mailing list for each town as well as provide each municipality with single stream recycling flyers to include with each letter. The letters are targeted to go out the first week in January from the offices of the chief elected official in each municipality in the region.
- b. *Change to Municipal Hauler Registration Fees* - Per the staff's request at the last HRRRA meeting, New Fairfield, Sherman and Brookfield, through their Board of Selectmen, have already voted to at least double (triple in Brookfield's case) their hauler registration fees if received after the due date and allow HRRRA to keep the penalty portion of the fee. Redding, Ridgefield, Kent and Bridgewater all reported that they had done or were in the process of doing the same. Minutes of the meetings approving the change should be sent to the HRRRA office for backup documentation. Bethel and Newtown have not yet taken any action to change the status quo. New Milford does its own hauler registrations. Per J. Urice, the City of Danbury declined to take action to change its annual hauler registration fee but would not object if HRRRA were to double the charge for a late registration for a Danbury hauler and keep the penalty portion of the fee. C. Reedy said she would check with HRRRA's attorney to determine if this is something the Authority could do without authorization from the City.
- c. *Preliminary Vote on Remaining Part of Housatonic Recycling Region* - With the regional recycling contract terminating in February 2013, Chairman Gill sent a letter to municipal Chief Elected Officials asking for a preliminary determination from each about whether their town/city was interested in being part of the recycling region after 2013. The Executive Committee decided that if enough municipalities are interested, the Authority will put out an RFQ rather than an RFP and negotiate a contract with the top one or two respondents. There are three decision points for municipalities in the process. The first is now and allows the RFQ to show the broadest possible regional base. The second will come during negotiations of the best deal/contract the Authority can make. The third decision point for each municipality will come when each legislative body has to consider approval of the final contract. The Sherman and New Fairfield Boards of Selectmen have already expressed their desire to continue as part of the recycling region after February 2013 rather than go it alone in the recycling markets. The Redding Board of Selectmen has invited C. Reedy to make a short presentation about the process and choices involved at their next meeting on December 19<sup>th</sup>. R. Marconi said Ridgefield's status would probably not change, meaning that Ridgefield would continue to operate its own recycling program outside the region. H. Rosenthal said he hadn't spoken yet to the Newtown Board of Selectmen but Newtown would probably remain part of the recycling region. He asked why everyone wouldn't opt into the initial round for the RFQ to show that the region all wants to work together. S. Von Holt said New Milford's town attorney said the only body empowered to even express an

opinion on the issue was the Town Council which had not taken up the matter. M. Knickerbocker said Bethel will ask HRRRA staff to make a presentation at a meeting of its Public Utilities Commission. And, Bridgewater and Kent both indicated they would like HRRRA staff to attend their next Selectmen's meetings. T. Tibolla from Brookfield did not know what his town's position was on the issue. J. Urice said Danbury wanted to remain part of the recycling region after 2013.

Adjournment: **Motion** by M. Knickerbocker, second by J. Urice, to adjourn the meeting at 11:35 a.m.

**Vote:** All in favor. (Vote tally: 98 in favor.)

Immediately upon adjournment a photograph of all HRRRA members, alternates and staff in attendance was taken with the assistance of Maryellen Rockwell from Winters Bros Waste Systems CT.