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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
	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