



Old Town Hall  
162 Whisconier Road  
Brookfield, CT 06804

203.775.6256 x304  
203.740.9167  
info@hrra.org

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**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**ANNUAL MEETING MINUTES**

**Thursday, June 23, 2016, 10:30 a.m.**

**Room 133, Brookfield Town Hall**

**100 Pocono Rd, Brookfield, CT 06804**

**Members or Alternates Present**

Bethel, Matthew Knickerbocker	8
Bridgewater, Alan Brown	1
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 Hanson	4
Ridgefield, Maureen Kozlark	11

**Others Present:**

Lynn Waller, Public
Robert Metzler, HRRRA Legal Counsel
Pat Llodra, Newtown First Selectman
Suzanne Von Holt, New Milford Alternate
Ken Vallera, All American Waste
Kevin Walton, Wheelabrator Technologies, Inc.
Ryan Bingham, Winters Bros.
Jen Iannucci, HRRRA Director
Cheryl Reedy, HRRRA Assistant Director

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**Members Absent:** Sherman

**Call to Order:** The meeting was called to order by Chairman Gill at 10:32 a.m. with a quorum of 98 votes present from ten municipalities and led everyone in the pledge of allegiance.

**Public Comment:** Lynn Waller requested that nameplates be provided for all members so that the public would know who everyone is. The Chair went around the table and all members introduced themselves.

**Chairman and Members' Comments:** There were no Member comments. Chairman Gill introduced Kevin Walton, the new Marketing Area Manager for Wheelabrator, who now will be HRRRA's liaison to WTI. Phillip Schwer has been appointed as the new WTI Plant Manager in Bridgeport, but he was unable to attend today's meeting.

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

- MSW is running at 99% of the same time last year, recycling tonnage at 106% and e-waste tonnage at 117% of the same time last year. B. Adams asked to add Kent's e-waste to the tonnage report in the future.
- HRRRA Recycling Educator T. Carlson was only able to schedule one more school program in this fiscal year despite the additional funding approved at the April meeting. However, all those schools previously requesting the program have been scheduled for the 2016-17 FY.

- Last month's Newtown HHW collection was the largest ever at that site serving 853 vehicles. M. Gill noted that it is amazing how much paint is still coming in two years after the start of the paint stewardship program. C. Reedy noted that residents using the collection were very complimentary, one stopping to say it was the best organized event he had ever attended.
- A. Brown asked about the ReTrac software. J. Iannucci participated in a demo of the software to find out about all the changes that have been made in the past year or two. The Authority could buy a subscription for \$1700 per year and have haulers enter their own tonnage into the program online. She thought the software held some promise to be useful to HRRRA in the future.

### **Administrative Approvals**

- a) **Minutes - Motion** by A. Brown, second by H. Rosenthal, to approve the minutes of the April 28, 2016 meeting. **Vote:** All in favor. (98 yes votes)
- b) **Financial Statements** - J. Urice said the financial statements as presented, showing YTD expenditures compared to budget, were of no value to him. He would like to see the YTD expenditures compared with the YTD expenditures in the prior FY as well as to budget. He had questions about office services, legal services, investment gains and losses, all of which were answered by M. Gill or J. Iannucci. **Motion** by J. Urice, second by M. Knickerbocker, to approve the financial statements through May 31, 2016 as presented. **Vote:** All in favor. (98 yes votes.)

### **Old Business**

- a) **HRRRA Office Location** – J. Iannucci explained that it is difficult to plan for a seamless transition for the move with the Town of Brookfield in regard to phone, Internet, utilities, etc. with WestCOG unclear about when they will be moving. M. Knickerbocker said that the move is targeted for August 1st, but could take as long as September 1st. He said, "Just kick us out" referring to WestCOG, which he Chairs. He suggested that HRRRA go ahead and move its offices upstairs in the Old Town Hall and that Brookfield go ahead and do any wiring and phone/Internet installations necessary to make the change. J. Iannucci noted that WestCOG needs to take responsibility for its fixed assets upon leaving, i.e. the furniture, kitchen equipment, etc. that belongs to the COG so that neither the Town of Brookfield or HRRRA have to cover the cost of disposing of those items after the COG moves.
- b) **Recycling Educator Contract for FY 16-17 – Motion** by J. Urice, second by A. Brown, to approve the Recycling Educator Contract for FY 16-17 as recommended by staff and the Chair. This is the same contract approved for extension at the April meeting except that it has a total value of \$9,600 for the fiscal year. The Educator will be paid \$160 per program and will be reimbursed for mileage at the current IRS rate. **Vote:** All in favor. (98 yes votes.)
- c) **RFQ for Solid Waste Services starting 07-01-19** - There was considerable discussion amongst the members of the RFQ draft as prepared by staff and HRRRA legal counsel as to how much funding HRRRA needed in order to expand recycling education programs, whether the process should include an RFQ with an informal request for proposals or a formal RFQ and RFP two-step process, etc. **Motion** by S. Dunn, second by M. Knickerbocker, to approve the RFQ as presented with modifications as outlined below:

- Delete the limitation of only two qualified vendors who will be invited to submit proposals, found in Sec. 1.1 and Sec. 1.2 and any other place in which there is a similar limitation in the document.
- Delete the expectation that the results of the RFQ will produce only one contract as provided in Sec. 1.2 and any other place in which such a limitation is found in the document.
- Change the annual program fee payment to HRRRA found in Sec. 3.2 (e) to \$350,000 and the annual escalation to be either 1.5% per year or the percentage increase in the All Urban Consumers, Northeast urban, CPI for the prior year, whichever is greater.

After more discussion with legal counsel, R. Metzler, S. Dunn made a **motion**, seconded by M. Knickerbocker, to **amend** the previous motion to also include:

- Change the expected timeline found in Sec. 1.4, to include a formally issued RFP and adjusted dates approved by the Executive Committee.

**Vote on the Amendment:** All in favor. (98 yes votes.) **Vote on the Motion as Amended:** All in favor. (98 yes votes.)

### New Business

- a) **Personnel Report** – H. Rosenthal updated the members on the annual personnel evaluations conducted by the Executive Committee. The Director met all goals for the past year with the exception of extending the school recycling program to high school students. The Committee decided, however, that it made more sense to make sure that all third grade classrooms in the region were served before trying to expand the program. Both H. Rosenthal and M. Knickerbocker remarked that the Director's performance for the year was excellent and that she worked significantly more than 35 hours a week as she was scheduled. The Director's goals for the coming year are to oversee and stay on the timeline target for the RFQ process as well as accomplish the office move without significant interruption to the operation. M. Gill noted that the Director was also asked to add a third HHW collection event for the region next year, possibly in the Brookfield area; to work with All American Waste and Winters Bros. to get more accurate reporting of town of origin for solid waste collected in the region, and to obtain more grants to supplement the Authority's revenue stream. Because the Director has done an outstanding job and has been paid at a lower salary during her first two years than the previous Director would have now been making, and to raise the Director's salary to a level commensurate with the heads of other similar agencies, the Executive Committee recommends increasing the Director's salary to \$85,000 per year effective July 1, 2016. The Executive Committee noted that they were not averse to increasing the hours worked and with it the salary in future years to 37 or even 40 hours per week if needed. The Executive Committee recommended a 2.5% increase for the Assistant Director for the fiscal year starting July 1, 2016. **Motion** by M. Knickerbocker, second by S. Dunn, to accept the Executive Committee's salary recommendations for staff for the fiscal year starting July 1, 2016. **Vote:** All in favor. (98 yes votes.)

- b) **2016-17 FY Budget Approval- Motion** by M. Knickerbocker, second by A. Brown, to approve the 2016-17 fiscal year budget as recommended by the Executive Committee with operating expenditures of \$365,250 and capital and non-recurring expenditures of \$30,130 from fund balance. **Vote:** All in favor. (98 yes votes.)
- c) **Transfer Station Permit for Newtown** - Wheelabrator and the Town of Newtown each used to hold permits for the operation at the Newtown transfer station. With the approval of DEEP, those permits will be merged into one permit to be held by the Town of Newtown.
- d) **Ridgefield Scale Repair** - Wheelabrator owns and operates the scale at the Ridgefield transfer station. The scale is collapsing and need to be repaired. It will take about a week to repair and Wheelabrator has requested approval from DEEP to estimate tonnage tipped during that time. Some of the tonnage may also be shifted to the Danbury transfer station. WTI is proposing to do the work in September or October, but R. Marconi wants it done in August before activity at the transfer station picks up at the end of summer. WTI will need to work out the details with the Town of Ridgefield.
- e) **Additional HHW Collections in the Region** - The Authority discussed the need for an additional HHW collection in the region. J. Iannucci noted that inquiries about disposal of HHW is the number one issue that the public calls and/or e-mails HRRRA about. She also noted that whichever community hosts an event will get the most participants, so members should be aware that it could be a significant cost for the host community. M. Knickerbocker said Bethel would be interested in hosting a mid-summer collection in 2017 if the town's transfer station was large enough or perhaps at the upper lot at the Bethel High School. D. Gronbach offered the Pettibone school in New Milford which is currently empty. Any municipality wanting to host a HHW event should contact J. Iannucci and she will review the available site with the municipality and the region's HHW vendor for suitability.
- f) **New HRRRA website** - Due to the lateness of the hour, the planned demo of the new HRRRA website was postponed to a subsequent meeting. Members were encouraged to review the new site at [www.hrrra.org](http://www.hrrra.org). J. Urice reported that old minutes don't show up when using the search function.

**Election of Officers** - S. Von Holt gave the report of the nominating committee on behalf of herself, J. Urice and H. Rosenthal. In the interest of maintaining continuity during the RFQ process, the committee recommends that HRRRA's current officers serve for another term. **Motion** by A. Brown, second by M. Kozlark, to accept the nominating committee's report and elect as HRRRA officers for the 2016-17 fiscal year Mike Gill, Chairman; Rudy Marconi, Vice Chairman; Matt Knickerbocker, Secretary; Herb Rosenthal, Treasurer; Mark Boughton, Assistant Treasurer. **Vote:** All in favor. (98 yes votes.) (M. Knickerbocker and P. Llodra left the meeting at this point at 12:16 p.m. The only vote taken in their absence was the vote to adjourn.)

**Adjournment:** On a **motion** by H. Rosenthal, second by J. Urice, the meeting was adjourned at 12:22 p.m. **Vote:** All in favor of adjournment. (90 yes votes.)

**Respectfully submitted,**

**Cheryl D. Reedy**  
**HRRRA Assistant Director**