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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Executive Committee Meeting
Thursday, June 24, 2010, 9:00 a.m.
Brookfield Town Hall, Room 209

MINUTES

Chairman Mike Gill called the meeting to order at 9:09 a.m. Members in attendance at that time were M. Gill, A. O'Connor and R. Marconi. M. Boughton entered the meeting at 9:10 a.m. during agenda item 3 and left the meeting at 10:00 a.m. during agenda item 4(d). The HRRRA Director was also present during the meeting along with two members of the public.

Approval of Minutes

Motion by M. Gill, second by A. O'Connor, to approve the minutes of the Executive Committee meeting of April 22, 2010 as presented. **Vote:** All in favor. (M. Boughton was not yet present at the meeting and did not vote on this motion.)

Director's Compensation and Benefit Package for 2010-11

(M. Boughton entered the meeting during discussion of this agenda item.)

C. Reedy reported that the Authority could not increase its contribution to her HSA by \$500 (as discussed at the last meeting) to cover the increase in the medical insurance deductible from \$2,000 to \$2,500 per year as its contribution was already at the maximum level allowed by law. Since the last meeting the Director learned that the change in policy terms at renewal in March included not just an increased deductible but also co-pays that were not previously part of the plan. Those co-pays will add at least another \$1,240 to the Director's out of pocket expenditures for medical insurance in the plan year that will end February 28, 2011. As requested by the Director, M. Boughton made a **motion**, seconded by A. O'Connor, to add \$500 to the Director's salary for 2010-11 (after the 2.5% increase previously granted) and to provide an additional week of vacation (total of 5 weeks) for the Director in consideration of the increased cost to the Director of the medical insurance changes. **Vote:** All in favor. (This discussion and vote was made by the Executive Committee acting in its capacity as the HRRRA Personnel Committee per the HRRRA Personnel Policy.)

Audit Services Award for 2010-2012 FYs

The Executive Committee reviewed a summary of the five responses received to the RFP for audit services. The Committee discussed the costs of each proposal, the reference checks, the pros and cons of changing auditors as a part of a system of internal controls, and the past performance and length of service of the Authority's current auditors. **Motion** by M. Gill, second by R. Marconi, to recommend to the Authority to award the contract for audit services for the HRRRA to Nanavaty, Nanavaty & Davenport, LLC for a term of three years starting with the

FYE 6-30-10, with extensions possible for an additional two years at the Authority's sole discretion. **Vote:** All in favor.

Household Hazardous Waste Vendor Award for 2011-2013 FYs

The Executive Committee reviewed a summary of the two responses received to the RFP for HHW vendor services and a comparison of current costs and the two pricing methods requested in the RFP. The Committee discussed the costs of each proposal, the reference checks, the past performance and length of service of the Authority's current HHW vendor, and the competition available in the marketplace for HHW vendor services in CT. **Motion** by R. Marconi, second by A. O'Connor, to recommend to the Authority to award the contract for HHW collection and transport services, with pricing per quantity of material not per household, to MXI for a term of three years commencing July 1, 2010 and ending June 30, 2013, with extensions possible for an additional two years at the Authority's sole discretion. **Vote:** All in favor.

Single Stream Recycling Processing Vendor RFP Responses

The Executive Committee reviewed a summary of the four responsive proposals received to the RFP for Single Stream Recycling Processing Services. The responses indicate that the RFP was not clear and that each potential vendor interpreted some part(s) of the request in ways not intended by the Authority and in ways dissimilar to fellow proposers. C. Reedy has spoken to each proposer and confirmed the misunderstandings and asked for clarification. The responses are not comparable, do not answer the fundamental questions asked in the RFP, and are of limited use in deciding which vendor(s) to pursue additional discussions with. One critical piece of information that is needed for the Authority to move forward is the amount RTI will need for transfer. It is also critical to know if the federal government will approve any or all of the respondents. The Director and RTI management will meet on July 1st to discuss those items. For now, however, the Executive Committee does not have sufficient information to recommend any action to the Authority.

Alternative Investment Options for HRRRA

(M. Boughton left the meeting before a vote was taken on this agenda item.)

Treasurer Rosenthal has been working with the Director to find a higher yield with reasonable risk option for investing excess funds in the HRRRA checking account as well as \$200,000 now invested in a CD that will expire in the 3rd quarter of 2010. Neither money market or savings accounts or STIF or CDs are paying a reasonable rate of return at the present time. As a result of his work with CCM and CIRMA, the Treasurer has proposed investing in bond funds recommended by financial consultants hired by CCM/CIRMA to advise those agencies on investment options that will increase their rate of return without undue risk and still be in keeping with their fiduciary responsibility to their member municipalities. **Motion** by A. O'Connor, second by R. Marconi, to recommend that the Authority authorize the Director, as directed by the Treasurer in his discretion and as approved by the auditors, to invest up to \$465,000 of the Authority's fund balance in the six no-load Vanguard Bond Funds listed at the bottom of page two in a Memo to CCM Board of Directors entitled Use of Bond Funds by CCM, dated May 17, 2010. **Vote:** All in favor.

FY 2010-11 Budget

Motion by A. O'Connor, second by R. Marconi, to recommend to the Authority adoption of the FY 2010-11 budget as proposed with the follow change, that a Use of Fund Balance line be added to the estimated Revenue in an amount equal to the budgeted net expenditures in excess of revenue, i.e. \$105,755. **Vote:** All in favor.

Municipal RSA defaults with HRRRA through All American Waste Collection Contracts

The Director, with the assistance of legal counsel, drafted a letter to be sent to all municipalities currently in default of their Recycling Services Agreement with HRRRA as directed by the Executive Committee at its April 22, 2010 meeting. **Motion** by M. Gill, second by R. Marconi, to recommend to the Authority to send the draft letter as proposed with whatever changes are needed to address the unique circumstances of each municipality in default and to clean up any spelling/grammar problems. **Vote:** All in favor.

Policy on Third Party Solicitations at HRRRA Administered Household Hazardous Waste Collections

The Director passed out a copy of the policy revised by HRRRA legal counsel after the agenda packets were distributed. The Director asked for consideration of a policy prior to the next HHW collections in the fall due to public safety problems caused at the May HHW collection by a political candidate, a campaign worker, and a local unrelated environmental group who all showed up without prior notification at the collection site and, in some instances, did not follow the Director's instructions intended to protect their safety as well as that of the municipal workers and the public at the site, to provide the public with the shortest wait times possible in order to encourage use of future HHW collections, and to limit queuing of cars on Turkey Hill Road that also posed a hazard to public safety. **Motion** by A. O'Connor, second by M. Gill, to recommend to the Authority the adoption of the proposed policy on third party solicitations at HHW collections as revised by legal counsel. **Vote:** All in favor.

Adjournment

Motion by A. O'Connor, second by M. Gill, to adjourn the executive committee meeting at 10:22 a.m. **Vote:** All in favor.

Minutes Respectfully Submitted by,

Cheryl D. Reedy
HRRRA Director