



H·R·R·A
www.hrra.org

Old Town Hall
162 Whisconier Road
Brookfield, CT 06804

203.775.6256 x304
203.740.9167
info@hrra.org

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

**HOUSATONIC RESOURCES RECOVERY AUTHORITY
EXECUTIVE COMMITTEE MEETING**

Tuesday, October 9, 2007, 9:00 a.m.

HRRRA Office

MINUTES

Chairman Mike Gill called the meeting to order at 9:12 a.m. Members in attendance included: M. Gill, M. Boughton, A. O'Connor, R. Marconi (left at 9:35 a.m.) and H. Rosenthal (entered the meeting at 9:15 a.m.). Staff and guests present included: C. Reedy, G. Nanavaty, L. Waller, D. Dunleavy and T. Brotherton.

Minutes

Motion by R. Marconi, second by M. Boughton, to approve the minutes of the Executive Committee meeting of May 29, 2007 as presented. **Vote: All in favor except A. O'Connor abstained.** She was not a member of the Executive Committee in May and did not attend the meeting.

06-07 Audit

(H. Rosenthal entered the meeting at this point.)

G. Nanavaty reviewed the results of the 06-07 FY audit which was distributed to members by e-mail prior to the meeting. The Authority finished the 06-07 FY with a fund balance of \$265,666. During the year, revenues exceeded expenditures by \$56,444. There were no reportable issues and the auditor will issue an unqualified opinion. Mr. Nanavaty also passed out and reviewed with the committee the management letter which will accompany the audit. The auditor reminded members that since the Authority is a one person operation, the Executive Committee must be involved and exercise oversight of the financial functions in order to maintain prudent internal controls. The management letter suggested other types of internal control the Authority should consider:

- Every transaction to be reviewed by someone other than the preparer.
- Evidence of that review should be in writing and be maintained as a part of the record for each transaction.
- A Board member should reviewed the activity and reconciliation of the STIF account on a monthly basis.
- Perform an audit on the RTI scale system to determine its accuracy.
- Reconcile hauler permit numbers with permit revenue and account for hauler permits by number.

D. Dunleavy noted that the State weights and measures division certifies the accuracy of the RTI scale once a year by law. H. Rosenthal asked that the Director provide a written response to the auditor for all the above suggestions. **Motion** by R. Marconi, second by H. Rosenthal, to recommend the acceptance of the 2006-07 audit, with the management letter suggestions, to the full Authority. **Vote: All in favor.** All members favored extending the auditing contract with Nanavaty, Nanavaty and Davenport for another three years as allowed in the last RFP. The contract extension will be placed on the agenda of the October HRRRA meeting.

Holiday Schedule Change at Danbury Transfer Station

(R. Marconi left the meeting at this point.)

Due to excessive labor costs and the low volume of trash coming in on holidays, the Danbury Transfer Station has asked that the transfer station be closed for three additional holidays beyond the six allowed by contract. The three additional holidays include Martin Luther King Jr. Birthday in January, Presidents' Day in February and Columbus Day in October. The holiday change would not take effect until January 2008. It would have no effect on the operation of the Danbury Mom & Pop Recycle Center since all the holidays are on Mondays when the Recycle Center is closed. M. Boughton expressed concern that the holiday schedule would not be the same at all three transfer stations and could lead to excess traffic and long lines if only one of the three regional transfer stations was open on any given holiday. **Motion** by M. Boughton, second by A. O'Connor, to recommend to the full Authority that all three transfer stations be closed on the same nine holidays each year, including New Years Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, and Christmas. **Vote: All in favor.**

Executive Session – Contractual Issue Concerning HRRRA Membership

Motion by H. Rosenthal, second by M. Boughton, to go into executive session to discuss a contractual issue involving HRRRA membership. **Vote: All in favor (9:55 a.m.)** C. Reedy was invited into the executive session. **Motion** by A. O'Connor, second by H. Rosenthal, to come out of executive session. **Vote: All in favor (10:05 a.m.)**

Welcome Conversation with T. Brotherton

D. Dunleavy introduced T. Brotherton, the new CEO at AWD and affiliated companies. Mr. Brotherton described himself as a third generation garbage man. He plans to be in Danbury for 1 ½ - 3 years and reports directly to U. S. Marshal Len Briskman. His appointment has been approved by J. Galante, the U. S. Marshal's office and Federal Judge Ellen Bree Burns. The federal monitors will remain at the facility as well. New and/or promoted employees will soon be named to fill the critical management position vacated by those employees who pled guilty and are now serving their prison sentences.

There was general discussion about how the HRRRA system operates and potential changes to consider for the future. H. Rosenthal noted for the record that he observed a LoStocco Refuse Service truck leaving garbage bags on the ground on Monday morning between 10:30 and 11:00 a.m. at the open grassy area at the east bound ramp at Exit 9 and asked that they be removed and not stored there in the future.

C. Reedy noted that the Bethel Health Department reported that tractor trailers loaded with MSW are being stored over night at 30 Henry Street in Bethel. The trailers are coming from the Danbury transfer station headed to Bridgeport, Peekskill or Chicopee, MA as directed by WESI.

T. Brotherton and D. Dunleavy agreed to talk to the drivers contracted to transport the MSW and ask them to find another location, away from any residential area, to store the trailers overnight. The MSW is loaded onto the trailers late in the afternoon daily and cannot stay at the Danbury transfer station overnight. The WESI burn plants/landfill are not open to accept the waste until the following morning.

M. Boughton noted that the cost of garbage collection in the Town of Southeast in NY is \$27 per month for twice a week pick up, \$8 to \$10 per month less than residential collection costs in the HRRR region for once a week pick up. In some neighborhoods, the different number of haulers residents use for collection causes increased traffic and means that every day of the week there is garbage sitting at the curb for at least one house in the neighborhood. C. Reedy said the way to lower the cost of collection, reduce truck traffic and garbage set out eyesores was through municipal franchising of haulers. L. Waller said if the City proposed such a program, she would favor and support it.

2008 HRRR Meetings

C. Reedy asked members for their recommendations on the scheduling of HRRR meetings in 2008. All present recommended HRRR meetings be held the same day as HVCEO meetings and at 10:30 a.m. or 11:00 a.m. depending on the length of the agenda.

The meeting was adjourned by the Chair at 11:45 a.m. without dissent.