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**DRAFT**  
**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**REGULAR MEETING MINUTES**

**Thursday, November 18, 2010, 10:30 a.m.**  
**Brookfield Town Hall – First Floor - Room 133**

**Members or Alternates Present and Voting:**

Bethel, Matt Knickerbocker	8
Bridgewater, Bill Stuart	1
Brookfield, Bill Davidson	7
Danbury, Joel Urice	35
Kent, Dolores Schiesel	1
New Fairfield, Mike Gill	6
New Milford, Suzanne Von Holt	13
Newtown, Herbert Rosenthal	12
Redding, Larry Kulowiec	4
Ridgefield, Rudolph Marconi	11
Sherman, Ed Hayes	<u>2</u>
	100

**Members Not Present**

None

**Others Present:**

Rich Straiton, Bethel Alternate  
Susan Chapman, New Fairfield Alternate  
Bruce Adams, Kent Alternate  
Cheryl Reedy, HRRRA Director  
Bob Metlzer, HRRRA Counsel  
David Dobin, Cohen & Wolf  
Ed Spinella, AAW Counsel  
Glenn, Nanavaty, HRRRA Auditor  
Pat Caruso, Associated Refuse  
Scott Tenney, Hudson Baylor  
Vin Langone, WES  
Rob Pedersen, WES  
Dave Dunleavy, AWD/RTI  
Matt Starr, AWD/RTI  
Joe Winters, Winters Brothers  
Jen Iannucci, HRRRA Administrative Asst.

**Call to Order:** The meeting was called to order by Chairman Gill at 10:33 a.m. with a quorum of 87 votes present from ten towns. S. Von Holt entered the meeting at 10:35 a.m. during public comment bringing the total votes present to 100 from eleven municipalities.

**Public Comment**

- Pat Caruso from Associated Refuse commented on a problem with inconsistent policies at RTI that need to be clarified. Because RTI would not accept recycling from a front end loader, two haulers told him they lost customers, but that the hauler who took over the accounts they lost, with the same ownership as RTI, was able to tip recycling from a front end loader at RTI. Going to single stream would solve the problem as well as consistent use of the rules at RTI for all haulers. Mr. Caruso also noted that the Newtown Rotary is collecting used bicycles, which Cannondale will service, and which will be donated to clients of Danbury Youth Services before the holidays. Mr. Caruso will pick up bikes by December 8<sup>th</sup> at any transfer station in the region

that collects bicycles for the program. Members should give him a call if they have bikes for pick up.

(S. Von Holt entered the meeting during this item.)

#### Chairman's and Members' Comments

- Chairman Gill reported that despite a number of meetings and site visits in the past two months, the single stream processing proposal is being held up by the impending sale of the Danbury transfer station and other related assets, including RTI. The current owner cannot agree to make operational changes at RTI while a sale is pending, and there is as yet no new owner who can make such an agreement.

#### Director's Report

- The MSW tonnage decline continues at the same rate as before, meaning that the region as a whole could be below the minimum guaranteed tonnage to Wheelabrator within three years.
- RTI recycling is down 28% from 2009 due to AWD's sale of the companies' New York routes and the loss of more than 3,000 tons of New York recyclables, and due to the increasing collection market share by All American Waste who tips recyclables outside the region.
- With New Milford coming online on October 1<sup>st</sup>, all HRRAs municipalities now have free, convenient and accessible drop off and recycling options for all types of electronics. New Fairfield collected 25 tons of e-waste at a one day collection in September. The region as a whole has collected 240 tons of electronics since April.
- The two final HHW collections in the region for 2010 took place on September 25<sup>th</sup> in New Milford and Danbury. Both served approximately 750 cars. The cost to the Danbury area towns, in the first year of the MXI contract, was 30% lower than the prior year and the lowest in at least ten years. Thanks to Bethel town counsel Martin Lawlor for his assistance on behalf of the Danbury area towns in working out acceptable insurance coverage in the MXI contract for HRRAs and the member towns.
- The written Director's Report includes a summary of the meeting between Wheelabrator and HRRAs officials held after the last meeting to discuss items affecting the diversion of tonnage from the system. Since the report was written, Wheelabrator has responded to HRRAs on all pending items from the meeting.
- R. Marconi asked that Wheelabrator employees at the Ridgefield transfer station be informed that e-waste recycling is now free and that they should so advise the public using the transfer station. From the audience, V. Langone from WCI said the request was noted and would be taken care of.

#### Administrative Approvals

- a. **Motion** by R. Marconi, second by H. Rosenthal, to approve the minutes of the September 16, 2010 HRRAs meeting as presented. **Vote:** All voting in favor, with J. Urice, D. Schiesel, and B. Davidson abstaining.
- b. **Motion** by R. Marconi, second by M. Gill, to approve the HRRAs financial statements through October 31, 2010 as presented. **Vote:** All in favor.
- c. **Motion** by H. Rosenthal, second by D. Schiesel, to approve the 2011 HRRAs meeting dates as proposed. **Vote:** All in favor.

- d. **Motion** by J. Urice, second by B. Davidson, to approved the HRRRA 2011 legislative agenda as proposed. **Vote:** All in favor. The only item on the legislative agenda for next year is passage of a paint product stewardship bill.
- e. **Motion** by M. Gill, second by R. Marconi, to approve the attached resolution to set up a Vanguard Institutional Investment account, to authorize the Director and the Executive Committee to take all actions necessary to set up such account, to require the Treasurer to monitor the account and give direction to the Director with respect to transfers between various funds within the account with the agreement of one additional Executive Committee member or with respect to withdrawal with the signature of two Executive Committee members. **Vote:** All in favor. G. Nanavaty, the HRRRA auditor in attendance at the meeting, indicated that he was comfortable with the internal controls approved for use with the Vanguard account. C. Reedy was asked to find out the size of the crime bond HRRRA has in place and determine whether or not it needs to be increased.
- f. Copies of the 2009-10 audit were distributed to each member town at the meeting. Glenn Nanavaty, HRRRA's auditor, provided an Executive Summary of the audit's findings. Most work on the audit was completed in September 2010, but follow up work resulted in a November 15, 2010 sign off date. The auditor provided a clean opinion again this year. As of June 30, 2010 the Authority had an undesignated fund balance of \$634,964, an increase of 163% over the prior year. G. Nanavaty urged the Executive Committee and the Treasurer to continue the oversight of financial operations in order to provide some internal controls in an otherwise one person office. J. Urice asked if there was any contingent liability or qualification on the \$95,841 from the RTI performance bond called by the Authority during the last fiscal year as partial payment of claims against RTI. G. Nanavaty said he was comfortable with the revenue as presented in the financial statements. **Motion** by H. Rosenthal, second by D. Schiesel, to accept the 2009-10 fiscal year audit as presented. **Vote:** All in favor. C. Reedy reminded members that recycling revenue sharing in 2009-10 was exceptionally high and that the Authority budgeted to reserve a significant amount of the revenue for 2010-11 when the recycling revenue sharing was anticipated to be zero. Thus, members should not expect the fund balance increase in 2010-11 to be similar to 2009-10.

New Business:

- a. *Part Time HRRRA Administrative Assistant* – H. Rosenthal, one of two Executive Committee members along with A. O'Connor, who interviewed the three finalist recommended by the Director said that all three were very fine candidates, and Jen Iannucci of Bridgewater was the best of them all. He recommended Ms. Iannucci's hiring. (A. O'Connor sent her recommendation to the members by e-mail prior to the meeting since she was unable to attend.) C. Reedy said the requirements for the position were some college and a driver's license, with local government experience and a background in environmental work preferred. Ms. Iannucci meets the requirements as well as experience with local government as a volunteer and work experience with an environment-related non-profit. In response to a question from R. Marconi, C. Reedy said Ms. Iannucci's references had all checked out, including one from HRRRA member W. Stuart. **Motion** by W. Stuart, second by J. Urice, to hire Jen Iannucci as the HRRRA Administrative Assistant. **Vote:** All in favor. C. Reedy reported that the Executive Committee, acting as the Personnel Committee, set the following terms of employment as averaging 15 hours per week, at \$25 per hour, going to \$28 per hour at the successful end of a six month probationary period. Per the HRRRA personnel policies, the position has no benefits with the

exception of a 7.5% of pay quarterly contribution into an employee set up SEP or IRA or other qualified retirement plan.

Old Business:

- a. *RFP for Single Stream Recycling Processing Update* – No further update is available from what was presented during the Director’s report.
- b. *RTI Agreement default and/or termination update* - There is no update on this item since it is dependent on resolution of the single stream recycling proposal.
- c. *Transfer station sale update* – Joe Winters said he was still optimistic that he will be able to do something with the City and work something out with respect to the purchase of the transfer station and related assets.
- d. *Municipal initiatives to meet minimum guaranteed tonnage under the WSDA* – **Motion** by M. Gill, second by H. Rosenthal, to go into executive session to discuss this item as a result of pending litigation in the form of consideration of actions by HRRRA to enforce its legal rights, and to invite in all HRRRA members and alternates, HRRRA legal counsel, town counsel for Brookfield, Newtown and Ridgefield, and the HRRRA Director and Administrative Assistant. **Vote:** All in favor. The Authority entered into executive session at 11:30 a.m. and came out of executive session at 12: 12 p.m. No votes were taken as a result of the discussions in executive session.

Adjournment: **Motion** by R. Marconi, second by B. Davidson, to adjourn the meeting at 12:14 p.m.  
**Vote:** All in favor.