



HOUSATONIC RESOURCES RECOVERY AUTHORITY
REGULAR MEETING MINUTES

Thursday, March 22, 2018, 10:30 a.m.
Room 133, Brookfield Town Hall
100 Pocono Rd, Brookfield, CT 06804

Members or Alternates Present

Bethel, Matthew Knickerbocker	8
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
Kent, Bruce Adams	1
New Milford, Pete Bass	12
Newtown, Herbert Rosenthal	12
Redding, Julia Pemberton	4
Ridgefield, Rudolph Marconi	11
Sherman, Don Lowe	2
	<hr/>
	93

Others Present:

Bob McNamara
Robert Metzler, HRRRA Legal Counsel
Douglas Pelham, Cohn Birnbaum & Shea
Glenn Nanavaty, HRRRA Auditor
Ken Valleria, All American Waste
Brian Creighton, All American Waste
Brookfield, Sheldon Conn
Newtown, Fred Hurley
New Milford, Suzanne Von Holt

Members Absent:

Bridgewater, New Fairfield

Call to Order:

The meeting was called to order by Chairman R. Marconi at 10:34 a.m. with a quorum of 93 votes present from 9 municipalities. He led everyone in the pledge of allegiance.

Public Comment:

R. Metzler, HRRRA Legal Counsel addressed the authority announcing his retirement from the practice of law effective immediately. R. Metzler introduced Cohn Birnbaum & Shea partner, Douglas Pelham, as interim counsel until such time the Authority secures other legal counsel. All records currently held by Cohn, Birnbaum & Shea are being scanned for electronic safekeeping by the firm with hard copies to be shredded. Originals of all HRRRA legal documents are kept at HRRRA offices in Brookfield.

Chairman and Members' Comments:

R. Marconi thanked R. Metzler for his many years of legal representation for HRRRA. H. Rosenthal commented additionally on Mr. Metzler's professional contributions to HRRRA since 1988 and wished him well in retirement.

Director's Report:

J. Heaton-Jones highlighted the following items from her written report:

- MSW is running at 115% of the same time last year. Recycling tonnage is running at 123% of the same time last year. E-waste tonnage is running at 96% of the same time last year. J. Heaton-Jones discussed in detail projections on impact to HRRRA revenue of the reduced recycling rebate. A detailed spreadsheet (attachment A8) was presented to the Authority which showed actual

year-to-date and projected thru end of fiscal year tonnage for both Winters Bros. and All American Waste.

- J. Heaton-Jones and R. Marconi met with J. Decker from Winters Bros. following the January HRRRA meeting to sign the Regional Solid Waste and Recycling Agreement that will take effect July 1, 2019.
- J. Heaton -Jones responded to questions by B. Adams about Baystate Textiles. J. Heaton-Jones informed Authority Baystate would be attending the April RRTF meeting to address questions, comments and concerns.
- HRRRA staff attended the annual Connecticut Recyclers Coalition conference in January, 2018 with representatives from the RRTF: F. Hurley (NE), A. Milnes (NE) and M. Flanagan (BE).
- Significant time has been put toward updating and creating new public education materials and the HRRRA website to reflect Connecticut's new universal recycling list "What's In? What's Out?" (WIWO). Assistance has been provided to all member town's task force representatives to update their materials for a consistent message throughout the region. As an example, J. Heaton-Jones partnered with A. Miles (NE) to produce a live presentation on March 4th at Edmond Town Hall of WIWO attracting nearly 100 attendees.
- Two composting classes were organized in March covering backyard composting and vermicomposting. J. Heaton-Jones created and presented the programs.
- J. Heaton-Jones met with S. Dunn, R. Tedesco and S. Conn to discuss and plan an E-waste and Shred-it event for the region hosted in Brookfield on April 21st.
- The 11th annual Billboard Contest regional winners were selected at the March RRTF meeting. The regional had 46 winners with at least one winner from each municipality. The award ceremony will take place on Wednesday, April 25th at 5:30pm at Union Savings Bank in Danbury. J. Heaton-Jones encouraged all HRRRA members to reserve the date.
- J. Heaton-Jones directed a Hauler's meeting on March 12th at HRRRA offices reviewing the roll out of the CT's WIWO recycling campaign, the 2018 tips fees, the new contract between HRRRA and Winters Bros. and information on ReCollect technology for their customers.
- Wheelabrator's tip fee for the 2018 calendar year has been set at \$87.47. Municipalities and hauler's will be prorated to January 1, 2018.

Administrative Approvals:

a) Minutes, January 11, 2018

Motion by M. Knickerbocker, second by J. Urice, to approve the minutes of the January 11, 2018 (attachment B). **Vote:** All in favor. (93 yes votes.)

b) Financial Statements:

Motion by H. Rosenthal, second by P. Bass, to approve the financial statements through February 28, 2018 (attachment C), as presented. **Vote:** All in favor. (93 yes votes.) During discussion of financials J. Heaton-Jones identified misclassification of an expense item. The monthly copier lease payment was allocated to Capital Equipment and will be corrected to reflect an office expense. Discussion continued regarding the short fall of recycling revenue and the need to potential freeze expenses, specifically public education. It was then noted that public education should not be freezed given that specific contributions are made to support public education. A significant portion of public education is the Billboard Contest. It was agreed not to freeze public education. J. Heaton-Jones committed to continue to monitor the recycling tonnage and the effect on the budget.

Old Business:

a) Recycling Rebate Update:

J. Heaton-Jones reviewed attachment A8, a detailed spreadsheet showing actual recycling tonnage year to date and projections to year-end, including material that has stayed in the HRRR system and tonnage that has been removed from the system by All American Waste with the cause and effect to revenue. There was a discussion on the impact to the budget. J. Heaton-Jones did thank AAW for reconciling the FY 2016-17 recycling tonnage and the revenue that HRRR received since the previous meeting. J. Heaton-Jones committed to working with AAW regarding the recycling tonnage leaving the region during the 2017-18 FY.

b) Vanguard Investment Account:

J. Heaton-Jones confirmed transfer of assets from the Vanguard High Yield account to the Short Term Fund as voted on at the January HRRR meeting.

c) Municipal Form of Agreement:

HRRR staff continues to work with HRRR member municipalities to complete the Form of Municipal Agreements. All municipalities must return this agreement in order for the full agreement to be complete. J. Heaton-Jones acknowledged 5 towns have submitted their executed agreements.

d) Household Hazardous Waste:

J. Heaton-Jones shared the addition of a third household hazardous waste event is still pending due to pending approvals of town budgets. J. Urice requested an updated cost recap for holding HHW events.

New Business:

a) 2016-17 FY HRRR Audit:

G. Nanavaty reviewed the audit with the Authority. G. Nanavaty declared the audit resulted in an opinion of clean, unmodified financials. **Motion** by J. Urice, second by M. Knickerbocker to accept the 2016-17 HRRR Audit (attachment D). **Vote:** All in favor. (93 yes votes.)

Adjournment:

On a motion by M. Knickerbocker, second by P. Bass, the meeting was adjourned at 11:27 p.m. **Vote:** All in favor of adjournment. (93 yes votes.)

Respectfully submitted,

Tiffany Carlson
Administrative Assistant