

HOUSATONIC RESOURCES RECOVERY AUTHORITY
Monday, September 28, 2020 10:30 a.m.
Zoom – Link posted on www.hrra.org

AGENDA

1. Call to order, determination of quorum, pledge of allegiance
2. Public comment
3. Chairman and members' comments
 - a. Connecticut for Coalition Sustainable Materials Management
4. Director's and tonnage reports (**Attachment A**)
5. Administrative approvals
 - a. *Minutes of June 22, 2020 (**Attachment B**)
 - b. *Financial statements through August 31, 2020 (**Attachment C**)
6. Old business
 - a. Recycling market update
 - b. Glass program update
 - c. *Budget 2020-21. Federal tax line item adjustment (**Attachment D**)
 - d. *By-Laws – (**Attachment E**)
7. New business
 - a. Building regional programs to address material management issues
 - b. *Regional Solid Waste & Recycling Agreement, Amendment to Appendix E Recycling Tip Calculation (*Executive session anticipated for this item.*)
 - c. *Glass pilot program draft agreement (*Executive session anticipated for this item.*)
8. *Adjournment

**Possible action items*

cc: HRRRA members and alternates
Town clerks and FOI list

HRRRA Director's Report

June 16th to September 18th

MSW and Recycling Tonnage Reports

The MSW and recycling tonnage reports through August 31st are attached.

- MSW tonnage year to date is running at **101%** compared to the same time last year.
- Recycling tonnage is running at **116%** compared to the same time last year.
- E-waste tonnage is running at **92%** compared to the same time last year.
- Glass collected from Bethel, Redding, Ridgefield and Newtown March 1, 2019 to Sept. 21, 2020 – **284 tons**

Meetings /Activities

- **Glass Agreement** - J. Heaton-Jones and M. Knickerbocker have been working with Oak Ridge on a regional glass agreement. The agreement will include collection of glass containers at each member municipal transfer station, transportation to a glass processor for recycling, and will include a special tip fee and incentive for private haulers to collect glass at the curb.
- **Recycling Agreement** – After the June HRRRA meeting in which the Authority approved the proposed Recycling Agreement, Oak Ridge requested additional changes. The changes were reviewed by the Executive Committee and will be discussed and possibly voted on at the September Authority meeting.
- **Kent Organics** - The Executive Director presented to the Kent BOS on July 14th on the details of implementing an organics program at the transfer station and recently worked with First Selectman Speck on updating a survey that will go out to residents.
- **Sherman Organics** – A Sherman residents has reached out to the HRRRA on implementing a drop-off program for residents. The HRRRA Staff is working out the details on how they may be able to accommodate Sherman residents without a transfer station.
- **Weston Organics** – Weston Sustainability reached out to HRRRA on implementing an organics drop-off program for Weston residents.
- **CCM Workshops** – CCM staff D. Hamzy reached out to HRRRA Executive Director in July regarding a workshop series on solid waste and recycling. The two spent the summer months planning the workshops that are now running from September to December.
- **By-Laws** – The By-law committee communicated via email regarding thoughts on changes to language pertaining to voting. This item will be on the September HRRRA meeting agenda.
- **CT DEEP Initiative** - The Commissioner of CT DEEP asked M. Knickerbocker and J. Heaton-Jones to help in a new state solid waste initiative now called the Connecticut Coalition for Sustainable Material Management. M. Knickerbocker is officially the co-chair and J. Heaton-Jones is participating as a support role. The official kick-off was launched on September 8th. The Chairman will share more about the CCSMM at the September HRRRA Meeting. HRRRA Members are encouraged to join or have HRRRA represent them. Chief Elected Officials must sign-up their municipality but may appoint an alternate on their behalf. The four main topics that will be focused on are:
 1. **Extended Producer Responsibility (EPR)**
 2. **Organics**
 3. **Recycling (General overview)**
 4. **Pay As You Throw**
- **Storm Cleanup** – The HRRRA pushed out public education to residents on how and where to dispose of

storm debris during the August storm. Many residents also wanted to know where to bring their spoiled food. The HRRRA should consider creating a storm management plan for brush and food disposal. Perhaps providing local drop-off containers for “food only” that can be composted. This will not only allow residents to have an easy and accessible disposal opportunity, but it will also bring awareness to alternative disposal for organic material.

- **Northeast Glass Forum** – The HRRRA Staff participated in NERC’s two-day glass forum. J. Heaton-Jones facilitated the session on the economics of glass processing at MRFs.
- **Hauler Registration and Permitting** – J. Baum had a busy registration and permitting season with many new haulers registering and many old haulers not submitting renewals on time. Haulers are notified as early as May and are sent reminders throughout the summer.
- **Town of New Milford Transfer Station** – The Town of New Milford issued an RFQ for a private transfer station operator in early August. The new operator will take over on September 29, 2020. It is understood that the operator will honor the Regional Solid Waste and Recycling agreement between the town and the HRRRA. All services will remain intact for residents and fees can not be changed without the consent of the town.
- **Trash Talks and Composting Classes** - The HRRRA will begin a new series of trash talks and composting classes via zoom beginning October 7th and 14th. The zoom links to register are posted on the HRRRA website.
- **School Trash Talks** – J. Baum is working with schools to schedule a new series of virtual trash talks to students.
- **Story Board article with Hearst Media** – The Hearst Media article featuring recycling glass will launch in early October officially launching the HRRRA glass pilot program.
- **Ridgefield Organics** - CT DEEP is in a holding pattern with the Ridgefield onsite composting program. They have decided they need to reevaluate what permit they will issue to Ridgefield for the project. This program will allow residents to continue to bring their food scraps to the recycling center and place them in designated sealed containers. The containers would be emptied every few days and the material would be incorporated into a leaf pile at the transfer station. New England Compost of Danbury would come once a week to manage the pile by turning the mix, adjusting the composition, and testing the quality. The purpose is to reduce the carbon footprint of the program by no longer transporting it to Danbury and creating a more self-sustainable program to manage the material. CT DEEP does not have a formal permit process for incorporating food waste with leaves within the MTSGP. The current options are:
 - 1.) Demonstration and Authorization. This was created for research and development
 - 2.) Industrial Storm Waste Permit. This permit allows for food waste to be incorporated into leaf piles. ISWP has a section re: small scall composting for 2 acres or less and not more than 5000 cubic yards.

I believe the best option for us is to go with option 1 with a Demo Authorization so we can determine if this project works for the town. In the mean time my hope is that CT DEEP will move forward with incorporating onsite food composting within the MTSGP.

- **September 12th HHW and E-waste Event** – The Brookfield event brought in 1180 cars. 150 cars dropped off electronic waste. The longest wait time was 30 minutes. The total bill \$55,000.
- **October 10th Household Hazardous Waste** has been moved from Ridgefield to Weston.
- **Mattress Recycling Program** – J. Heaton-Jones and D. McGowen from MRC toured the regions transfer stations to discuss the pros and cons of the mattress recycling program with transfer station operators. Many containers were at capacity. The MRC has recently issued an RFP for a new transporter to collect and manage the program.

- **NOFA Organics Workshops** – J. Heaton-Jones presented HRRRA’s organics programs at NOFA’s Advanced Composting workshop series for municipal programs.
- **Town of Kent Transfer Station** – J. Heaton-Jones is working with the town of Kent to improve the management and operation of the transfer station.
- **NERC Recycling Markets Committee** – J. Heaton-Jones continues to participate in the Northeast Recycling Councils Market committee. A report will be shared at the September HRRRA meeting.
- **Regional Recycling Task Force** – The HRRRA RRTF group has regrouped via zoom and has taken a new emphasis on public education and outreach with a goal to focus on contamination. The group is now trying to determine how to move forward with the annual recycling billboard contest during COVID.
- **CT Product Stewardship** – The HRRRA Executive Director is working with colleagues across the state to rejuvenate the CTPSC before the next legislative session to ensure there is support for a fuel cylinder EPR bill and to explore EPR for packaging.
- **NEXT HRRRA Meeting is scheduled for Friday, December 4th**

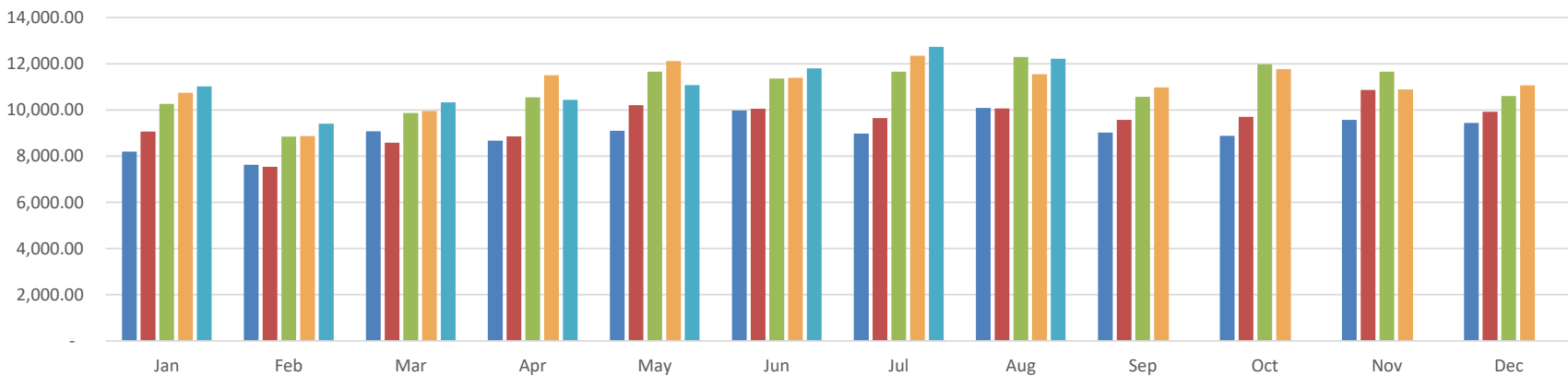
Dates to be aware of:

- Oct. 3rd HHW New Milford
- Oct. 7th HRRRA Trash Talk 6:30pm
- Oct. 10th HHW Weston
- Oct. 14th HRRRA Home Composting Class 6:30pm
- Oct. 15th CCM Workshop: Burden of collection and disposal
- Oct. 20-22 NERC Fall Conference: The Changing Face of Recycling
- Nov. 5th CCM Workshop: Is source separation a solution or mistake?
- Nov. 7th HHW Danbury
- Nov. 15th NERC Workshop: Using Recycled Materials in Roads & Infrastructure Projects www.NERC.org
- Nov. 19th CCM Workshop: Financial Implications
- Dec. 4th HRRRA Meeting
- Dec. 10th CCM Workshop: Legislative Solutions for Waste Management and Recycling

HRRR - MSW Tonnage Year-to-Date

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	YTD as % of Prior YTD
Jan	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	10,256.78	10,745.50	11,023.81	
Feb	9,082.72	9,656.34	9,759.96	8,305.92	7,648.06	7,070.96	7,626.85	7,535.47	8,841.09	8,863.32	9,401.69	
Mar	12,008.02	11,809.91	10,632.01	9,199.49	8,507.43	8,415.64	9,077.68	8,584.21	9,868.75	9,948.73	10,323.38	
Apr	13,461.21	11,212.42	10,269.20	10,373.68	10,330.16	8,796.55	8,669.38	8,853.20	10,547.05	11,502.64	10,435.03	
May	11,285.47	12,081.01	11,825.87	11,536.19	10,632.45	10,095.92	9,103.14	10,209.07	11,650.66	12,115.93	11,072.11	
Jun	12,956.37	12,998.70	11,246.95	11,665.08	9,908.25	10,776.39	9,977.93	10,055.20	11,361.23	11,396.48	11,801.87	
Jul	12,118.43	11,142.45	11,818.05	11,885.87	11,457.12	10,613.73	8,978.65	9,650.28	11,654.85	12,347.13	12,735.71	
Aug	12,195.33	12,835.18	12,154.61	10,442.51	9,504.43	9,308.83	10,088.70	10,065.10	12,294.98	11,546.06	12,215.33	
Sep	11,601.53	12,916.11	10,816.64	10,090.83	9,830.16	9,562.86	9,024.18	9,569.14	10,565.45	10,976.99		
Oct	11,516.97	11,226.64	11,417.38	11,022.28	10,320.11	9,101.82	8,877.85	9,696.31	11,969.58	11,766.79		
Nov	11,829.98	12,497.05	12,158.28	9,445.19	8,872.00	9,051.83	9,570.73	10,864.04	11,660.40	10,886.55		
Dec	11,949.55	11,610.69	10,727.36	10,068.41	10,111.75	9,176.60	9,434.03	9,925.42	10,606.23	11,058.63		
Total Tons YTD	140,418.20	140,190.73	133,643.29	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	133,154.75	89,008.93	101%
% of WSDA Benchmark Tonnage (115,284)												

MSW Tonnage - CY 2016, 2017, 2018, 2019, 2020

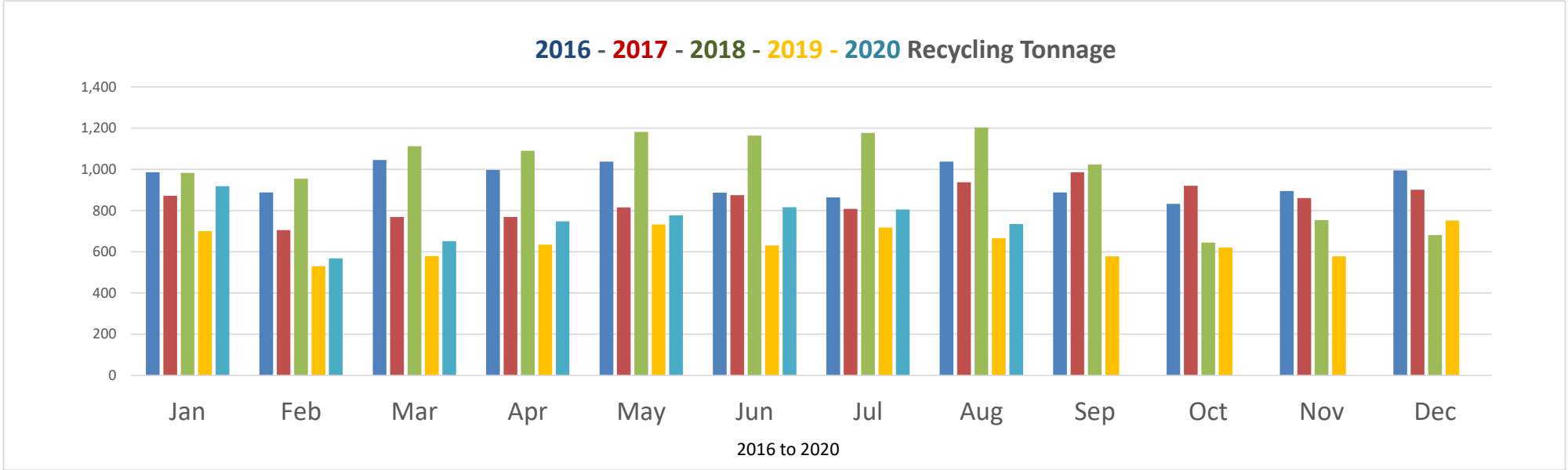


Transfer Station Tonnage By Month/Year

	Newtown TS				Danbury TS				Ridgefield TS				Total HRRR TS			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
January	950.27	982.59	1,002.41	1,062.43	7,462.73	8,405.51	8,971.96	8,913.98	647.62	868.68	771.13	1,047.40	9,060.62	10,256.78	10,745.50	11,023.81
February	800.21	855.90	844.91	988.81	6,090.42	7,334.32	7,468.26	7,495.54	644.79	650.87	550.15	917.34	7,535.42	8,841.09	8,863.32	9,401.69
March	870.68	906.25	945.78	1,104.84	7,013.76	8,198.48	8,235.01	8,080.47	699.77	764.02	767.94	1,138.07	8,584.21	9,868.75	9,948.73	10,323.38
April	961.32	978.02	1,053.47	1,141.71	7,011.09	8,663.24	9,493.57	8,131.64	880.79	905.79	955.60	1,161.68	8,853.20	10,547.05	11,502.64	10,435.03
May	1,079.50	1,012.80	1,133.62	1,236.19	8,231.91	9,774.37	9,960.55	8,520.04	897.66	863.49	1,021.76	1,315.88	10,209.07	11,650.66	12,115.93	11,072.11
June	1,094.92	1,144.93	1,126.44	1,434.47	7,970.15	9,238.29	9,203.35	9,049.49	990.13	978.01	1,066.69	1,317.91	10,055.20	11,361.23	11,396.48	11,801.87
July	1,039.78	1,103.59	1,179.01	1,344.77	7,693.25	9,728.22	10,199.80	10,137.14	917.25	823.04	968.32	1,253.80	9,650.28	11,654.85	12,347.13	12,735.71
August	1,078.03	1,103.31	1,134.35	1,237.91	8,056.60	10,341.61	9,573.29	9,783.25	930.47	850.06	838.42	1,194.17	10,065.10	12,294.98	11,546.06	12,215.33
September	1,012.80	1,022.77	1,024.63		7,692.85	8,747.68	9,077.36		863.49	794.00	875.00		9,569.14	10,564.45	10,976.99	-
October	976.78	1,101.46	1,054.20		7,796.18	9,916.47	9,825.84		923.35	951.65	886.75		9,696.31	11,969.58	11,766.79	-
November	1,071.60	1,065.06	1,117.60		8,828.15	9,708.42	8,940.54		964.29	886.92	828.41		10,864.04	11,660.40	10,886.55	-
December	993.69	1,025.22	1,130.90		8,141.78	8,733.40	8,942.84		789.95	847.61	984.89		9,925.42	10,606.23	11,058.63	-
Total YTD	11,929.58	12,301.90	12,747.32	9,551.13	91,988.87	108,790.01	109,892.37	70,111.55	10,149.56	10,184.14	10,515.06	9,346.25	114,068.01	131,276.05	133,154.75	89,008.93
% of Total Tonnage	10.5%	9.4%	9.6%	10.7%	80.6%	82.9%	82.5%	78.8%	8.9%	7.8%	7.9%	10.5%	100.0%	100.0%	100.0%	100.0%
	Newtown TS				Danbury TS				Ridgefield TS				Total HRRR TS			

HRRR/Regional Recycling Facility Tonnage

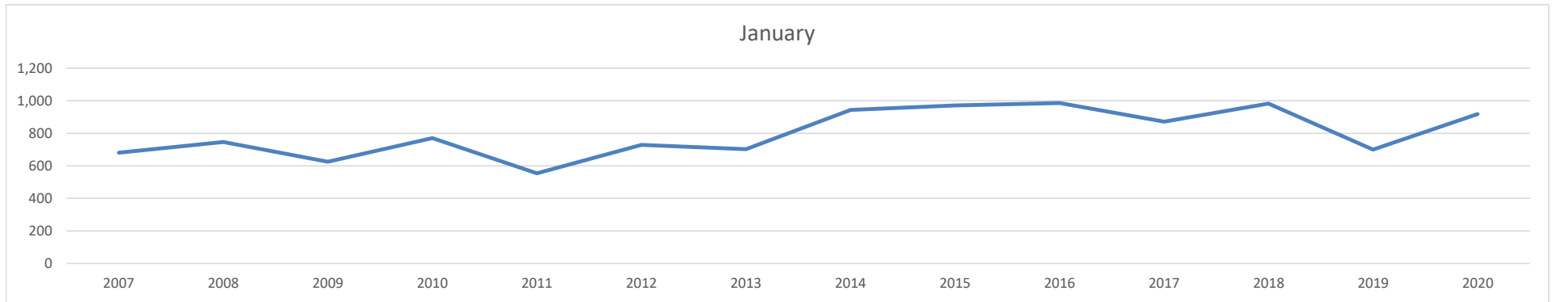
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020 YTD as % of 2019 YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578		
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751		
Total Tons YTD	8,437	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	6,017	116%



HRRR/Regional Recycling Facility Tonnage

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020 YTD as % of 2019 YTD	
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918		Jan
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568		Feb
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651		Mar
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748		Apr
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777		May
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816		Jun
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805		Jul
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734		Aug
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578			Sep
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620			Oct
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578			Nov
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751			Dec
Total Tons YTD	8,437	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	6,017	116%	YTD

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	FY YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	131.13%
Feb															
Mar															
Apr															
May															
Jun															
Jul															
Aug															
Sep															
Oct															
Nov															
Dec															
Total Tons YTD	681	746	625	771	554	729	702	944	971	986	872	983	700	918	131%



Ewaste Tonnage

2019	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Weston	Total '19	Total '18	Total '17
January	2.91	1.50	7.73	0.00	2.02	4.34	9.29	2.41	5.71	2.34	38.25	38.24	36.65
February	2.27	0.00	3.79	0.00	1.65	2.63	8.21	0.76	1.62	2.54	20.93	31.63	35.83
March	1.87	0.96	5.07	2.50	2.35	4.59	5.98	1.09	5.95	1.34	30.36	32.05	29.71
April	2.48	0.00	3.38	2.14	2.83	4.28	10.35	1.12	5.10	2.28	31.67	32.74	16.50
May	1.95	1.50	6.52	2.54	1.77	5.45	6.62	2.00	7.30	1.74	35.65	43.79	41.07
June	2.14	0.00	5.23	0.00	2.67	4.74	6.70	1.69	5.88	1.88	29.06	42.17	38.31
July	2.73	0.63	8.26	1.92	3.19	5.21	9.86	2.46	5.28	3.04	39.53	45.13	49.88
August	1.55	0.59	7.10	2.33	2.27	4.32	6.58	1.27	6.94	1.89	32.95	36.46	40.22
September	2.34	0.00	8.38	2.00	2.03	3.68	8.11	1.60	5.08	2.20	33.22	31.25	41.69
October	1.92	0.68	4.74	0.00	2.79	5.03	5.83	0.80	6.71	0.73	28.49	39.95	40.81
November	1.80	0.65	5.36	2.61	1.70	2.52	6.43	2.05	3.56	3.51	26.69	31.43	33.77
December	2.01	0.52	6.22	0.00	2.31	4.60	8.43	1.44	4.97	1.06	30.50	38.35	35.43
Total Tons	25.97	7.03	71.79	16.05	27.58	51.39	92.37	18.69	64.08	24.53	399.49	443.19	439.87
	BE	BW	DA	KE	NF	NM	NE	RE	RI	WE	Total '19	Total '18	Total '17

2020	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Weston	Total '20	Total '19	Total '18
January	2.23	0.00	6.10	0.96	4.22	3.42	6.59	2.16	7.83	2.31	35.81	38.25	38.24
February	2.48	0.80	4.87	0.00	1.65	2.54	6.65	1.33	4.94	2.32	27.57	20.93	31.63
March	1.94	0.70	4.89	0.00	2.26	4.06	9.67	0.77	3.96	2.42	30.66	30.36	32.05
	6.64	1.50	15.86	0.96	8.12	10.02	22.91	4.26	16.73	7.04	94.05	89.53	101.92
April	1.59	0.73	3.75	0.00	2.33	1.89	8.54	0.00	3.86	1.75	24.43	31.67	32.74
May	2.39	0.00	4.98	0.00	3.86	1.94	8.02	0.00	5.52	2.39	29.09	35.65	43.79
June	2.63	0.79	8.47	0.00	3.59	3.01	9.26	1.61	4.54	3.28	37.18	29.06	42.17
	6.61	1.52	17.19	0.00	9.78	6.83	25.82	1.61	13.92	7.42	90.70	96.38	118.70
July	2.03	0.00	5.94	0.00	2.83	2.83	6.98	1.99	7.13	2.90	32.61	39.53	45.13
August	2.64	0.99	6.13	0.94	3.14	3.15	10.05	2.18	4.85	1.79	35.84	32.95	36.46
September											0.00	33.22	31.25
	4.67	0.99	12.07	0.94	5.96	5.97	17.02	4.17	11.98	4.69	68.46	105.70	112.84
October												28.49	39.95
November												26.69	31.43
December												30.50	38.35
Total Tons											253.20	668.91	776.65
	BE	BW	DA	KE	NF	NM	NE	RE	RI	WE	Total '20	Total '19	Total '18

GLASS ONLY TONS

Dates	Bethel	Redding	Ridgefield	Newtown	
March 19	2.88	0	10.30	0	13.18
April 19	2.34	4.17	8.83	0	15.34
May 19	2.50	4.42	8.44	0	15.36
June 19	2.97	0	3.80	0	6.77
July 19	2.34	4.42	9.10	0	15.86
Aug 19	2.99	2.12	9.55	0	14.66
Sept 19	3.43	3.82	8.67	0	15.92
Oct 19	2.82	4.74	4.81	0	12.37
Nov 19	2.92	4.74	10.06	0	17.72
Dec 19	3.01	0	8.93	0	11.94
Jan 20	3.16	6.3	10.85	0	20.31
Feb 20	0	0	3.36	0	3.36
March 20	3.7	0	7.82	0	11.52
April 20	0	10.24	6.2	0	16.44
May 20	4.07	0	10.28	0	14.35
June 20	3.67	9.81	10.26	0	23.74
July 20	3.34	0	9.41	6.38	12.75
Aug 20	4.09	0	8.59	9.81	22.49
Sept 20	3.72	0	10.03	0	13.75
Oct 20					
Nov 20					
Dec 20					
	53.95	54.78	159.29	16.19	284.21

GLASS ONLY TONS

	Bethel	Ridgefield	Redding	Newtown	Totals	
Glass	53.95	159.29	54.78	16.19	284.21	25%
Mixed	161.68	396.82	220.35	86.04	864.89	75%
	215.63	556.11	275.13	102.23	1149.10	100%
	25%	29%	20%	16%		
1149.10 total tons of material 25% glass percentage 75% mix percentage						

MIXED RECYCLING TONS

Dates	Bethel	Redding	Ridgefield	Newtown	Mixed Recycling
March 19	9.13	11.65	21.96		42.74
April 19	9.26	14.43	22.58		46.27
May 19	8.48	17.19	27.16		52.83
June 19	8.68	13.62	21.53		43.83
July 19	10.44	13.09	20.46		43.99
Aug 19	8.57	15.36	19.98		43.91
Sept 19	10.75	12.42	29.69		52.86
Oct 19	7.83	12.59	26.43		46.85
Nov 19	9.11	11.58	25.06		45.75
Dec 19	10.3	17.79	21.93		50.02
Jan 20	8.27	8.51	18.34		35.12
Feb 20	7.66	8.74	23.25		39.65
March 20	8.71	5.59	16.66		30.96
April 20	8.34	10.57	25.18		44.09
May 20	9.98	9.74	16.7		36.42
June 20	9.01	15.85	19.6		44.46
July 20	8.11	13.39	25.6	43.34	90.44
Aug 20	9.05	8.24	14.71	42.7	74.7
Sept 20					
Oct 20					
Nov 20					
Dec 20					
	161.68	220.35	396.82	86.04	864.89

MIXED RECYCLING TONS



HOUSATONIC RESOURCES RECOVERY AUTHORITY

MINUTES

Monday, June 22, 2020, 10:30 a.m.

Via Zoom

Members or Alternates Present

Bethel, Matt Knickerbocker (phone)	8
Bridgewater, Curtis Read	1
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
Kent, Jean Speck	1
New Fairfield, Pat Del Monaco	6
Newtown, Herb Rosenthal	12
New Milford, Suzanne Von Holt	12
Redding, Julia Pemberton	4
Ridgefield, Rudolph Marconi	11
Sherman, Don Lowe	2

100

Others Present:

Sheldon Conn, Brookfield Alternate
Fred Hurley, Newtown Alternate
Dan Rosenthal, First Selectman Newtown
J. Hanson, Town of Redding
Jonathan Luiz, Town of Weston
Chris Spalding, Town of Weston
Jonathan Luiz, Town of Weston
Chris Spalding, Town of Weston
Chris Antonacci, All American Waste
Lynn Waller, Public

Members Absent

None

Call to Order: The meeting was called to order via zoom by Chairman M. Knickerbocker at 10:34 a.m. with a quorum of 100 votes present from eleven towns. M. Knickerbocker led everyone in the pledge of allegiance.

Public Comment: No public commit

Chairman and Members' Comments:

The Chairman welcomed the Town of Weston, Chris Spalding and Jonathan Luiz and asked if they would like to give an update on their status to join the HRRRA. J. Luiz reported that they had their public hearing and there is a short waiting period before it will be official. Everything has gone smoothly. He expressed gratitude to J. Heaton-Jones for the support she has provided to the town.

The Chairman expressed his concern regarding the status of the MIRA plant. As noted in the Director's report the Material Innovation and Recycling Authority, once known as the Connecticut Resources Recovery Authority has decided to shut down the Hartford Waste-to-Energy plant. The State of Connecticut has not offered to provide financial support. The state has until August 31st to come up with financing. This could have a serious impact to HRRRA in the future.

J. Urice commented that if MIRA does shutdown it is possible we will have MIRA towns wanting to join the HRRRA and we should be careful considering additional membership.

Directors Report – J. Heaton-Jones reviewed highlights from the written Directors Report and tonnage reports.

- The June 6th Newtown HHW Event processed 1185 vehicles. A record number for the HRRRA. It was the first-time residents from every HRRRA Member Municipalities participated in the event. The total cost of the event was \$67,409
- Statewide HHW Collaboration - The Executive Director coordinated a meeting with towns and regions throughout the state of Connecticut that run HHW collections to collaborate on how we are all handling one-day events with COVID and share protocols for safe disposal. In addition, the group discussed how we could potentially offer services to each other so that residents throughout the state always have an event they can go to from spring to fall if needed. This is work in progress.
- Legislation for cylinders – The Executive Director is working with the Product Stewardship Institution on legislation for small fuel cylinders that are a cost burden to municipalities. PSI will provide research and technical support to help with the process.
- HRRRA Member’s dedicated webpage - J. Baum has been working on updating the HRRRA website to have dedicated pages for each member town. The goal is to reduce confusion for residents looking for information on their town’s recycling center or local resources. Many of the town websites are out of date and or confusing. J. Baum has consolidated the information from each member’s websites onto one clean simple page as a resource for residents. J. Baum worked with each member’s transfer station operator to insure accurate and up to date information. The HRRRA will maintain these pages as part of our public education and outreach program.
- Story Board article with Hearst Media – J. Heaton-Jones has contracted with Hearst Media on an article featuring recycling in the HRRRA region and the glass pilot program.

R. Marconi expressed gratitude for the HRRRA municipal webpages and sees the value in the new feature for residents. He added that the HRRRA should begin future planning related to MIRA shutting down.

J. Urice commented about the new HRRRA municipal webpages and referenced the city does have 311 to help residents. J. Heaton-Jones said staff would follow-up with the resource but believes that the 311 system is not given residents accurate information.

M. Knickerbocker commented that staff did a great job running the HHW event. It was well organized.

D. Rosenthal echoed his sentiments and praised staff for a successful event.

J. Heaton-Jones expressed gratitude to F. Hurley and to A. Miles for their contributions to the successful event.

Administrative Approvals:

Minutes: Motion by S. Dunn second by H. Rosenthal to approve the minutes of May 4, 2020 (Attachment B) M. Knickerbocker pointed out that the minutes included in the agenda packet were from March. However, the authority did receive the correct minutes in an email. **Vote: The motion passed unanimously;** with 100 votes in favor

Financial Statements: Motion by C. Read, second by S. Dunn, to approve the financial statements through May 31, 2020 (Attachment C), as presented. **Vote: The motion passed unanimously;** with 100 votes in favor.

Old Business:

Recycling market update - The Director reported OCC was trading at a national average of \$107 per ton in mid-May, up from \$73 per ton in April and \$45 per ton in March, according to Recycling Markets.net and ResourceRecycling.com. On the plastics side of the industry, the coronavirus pandemic has created pricing fluctuations and a lot of uncertainty. Virgin plastics pricing tends to follow oil and natural gas because petrochemicals are important feedstock for plastic production. And recycle plastic pricing follows virgin trends.

Glass program update:

The Director shared that Urban Mining will not be in operation until August due to delays in receiving equipment because of COVID. An agreement between the HRRRA and Oak Ridge is being drafted by HRRRA legal counsel to include collection, transportation, and disposal via Oak Ridge to Urban Mining. Staff is working with Hearst Media on a story that will be released at the end of July to prepare residents for the new program.

By-Laws:

Motion by M. Knickerbocker, second by D. Lowe, to approve the by-laws by the subcommittee (Attachment D) as presented.

Legal Counsel pointed out that in the current language the by-laws can be changed by a consensus of voting units. The proposed by-laws change the method to a 2/3 majority using a one-town, one vote format. J. Urice thought that the consensus language of the by-laws meant that all of the towns had to agree to a change, and did not agree with a change to make it one town one vote, because it would be too easy to change the By-Laws. J. Urice was willing to change the method to a 2/3 majority based on voting units. The other members are concerned that Danbury, as one town, has veto power because unless Danbury goes along the by-laws cannot be changed given that Danbury has 36% of the vote. There was additional conversation without agreement on the language of voting and the word consensus and that there may be contradiction in the language pertaining to voting to amend the By-Laws. J. Urice had concerns with the last paragraph under Article XI – Amendments.

Motion by S. Dunn, second by J. Speck to amend the motion by M. Knickerbocker and D. Lowe and to remove the last sentence in the second paragraph under Article XI – Amendments, “Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.” J. Urice did not agree.

After further discussion, S. Dunn and J. Speck withdrew their motion. M. Knickerbocker and D. Lowe withdrew their original motion.

Motion by M. Knickerbocker, second by D. Lowe to send the draft back to the By-Law Subcommittee to work out the language and present to the Full Authority at the next meeting. **Vote: The motion passed unanimously;** with 100 votes in favor.

New Business:

Personnel Committee Report:

H. Rosenthal shared the evaluation of the Executive Director, J. Heaton-Jones. The Personnel Committee reviewed the Directors goals from 2019-20 which were aggressive, and much of which was accomplished. They are in the opinion J. Heaton-Jones has done an outstanding job. The Personnel Committee unanimously voted to increase the Directors Salary to \$110,000 beginning July 1, 2020. **Motion** by J. Urice, second by J. Speck to accept the report from the Personnel Committee and the salary increase of the Director. **Vote: The motion passed unanimously;** with 100 votes in favor.

Adoption of 2020-21 FY Budget - Motion by S. Dunn, second by S. Von Holt to approve the HRRRA 2020-21 fiscal year budget as presented with revenue projected at \$637,000 and expenditures totaling \$611,090.22 (Attachment E) with a net revenue in excess of expenditures of \$25,909.78

Nomination Committee:

S. Dunn shared the committee reached out to all current members of the Executive Committee to ask if they would like to continue to serve. All but M. Boughton requested to remain on the Committee. The Nominating Committee then reached out to all HRRRA Members for interest. S. Dunn then read the Nominating Committee report nominating M. Knickerbocker to serve as Chairman, S. Dunn as Vice Chairman, H. Rosenthal as Secretary, J. Pemberton as Treasurer and J. Speck as Assistant Treasurer for 2020-21.

Election of Officers for the 2020-21 FY:

Motion by J. Urice, second by R. Marconi to accept proposed slate of officers for the 2020-21 fiscal year. **Vote: The motion passed unanimously;** with 100 votes in favor.

Regional Solid Waste & Recycling Agreement, Amendment to Appendix E, Recycling Tip Fee Calculation:

Motion by M. Knickerbocker, second by S. Dunn, to go into executive session for the purpose to review the draft Amendment to the Regional Solid Waste and Recycling System Agreement. The proposed amendment is to create a clearer method of calculation for changing the recycling tip. **Vote:** All in favor. The Authority entered executive session at 11:50 a.m. and came out of executive session at 12:05 p.m.

Motion by H. Rosenthal, second by R. Marconi to accept the draft agreement as presented with one small change in the first paragraph under Appendix E. Remove the words “and other operating cost” **The motion passed unanimously;** with 100 votes in favor

The Authority directed the Executive Director to work with the HRRRA Attorney to make the requested changes and to present it to Oak Ridge for their approval.

Adjournment

Motion by J. Pemberton, second by S. Dunn, to adjourn the meeting at 12:07 p.m. **The motion passed unanimously;** with 100 votes in favor

Respectfully submitted,
Jennifer A. Heaton-Jones

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS	6,000.00	0.00	6,000.00	100.0%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	0.42	0.00	0.42	100.0%
CURRENT HAULER PERMITS	46,250.00	50,000.00	-3,750.00	92.5%
MUNICIPAL HAULER REGISTRATIONS	50,750.00	35,000.00	15,750.00	145.0%
Total HAULER PERMITS	97,000.42	85,000.00	12,000.42	114.12%
HHWDD REIMBURSEMENT				
HHW PARTICIPATING TOWNS	0.00	0.00	0.00	0.0%
HHWDD REIMBURSEMENT - Other	0.00	0.00	0.00	0.0%
Total HHWDD REIMBURSEMENT	0.00	0.00	0.00	0.0%
INTEREST INCOME	2,198.36	0.00	2,198.36	100.0%
MISC INCOME	25.00	0.00	25.00	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	49,902.08	44,500.00	5,402.08	112.14%
RECYCLING PROGRAM FEES	7,694.90	6,666.66	1,028.24	115.42%
Total PROGRAM SERVICES FEES	57,596.98	51,166.66	6,430.32	112.57%
Total Income	162,820.76	136,166.66	26,654.10	119.58%
Gross Profit	162,820.76	136,166.66	26,654.10	119.58%
Expense				
CONTINGENCY	0.00	0.00	0.00	0.0%
EDUCATION				
PUBLIC EDUCATION	1,800.35	0.00	1,800.35	100.0%
STAFF EDUCATION	193.00	750.00	-557.00	25.73%
Total EDUCATION	1,993.35	750.00	1,243.35	265.78%
HHW EXPENSE				
HHW TOWN SHARE	149.65	0.00	149.65	100.0%
HHW HRRRA SHARE	0.00	0.00	0.00	0.0%
Total HHW EXPENSE	149.65	0.00	149.65	100.0%
INSURANCE				
SURETY BOND	0.00	0.00	0.00	0.0%
Total INSURANCE	0.00	0.00	0.00	0.0%
MISCELLANEOUS				
MISC EXPENSE	62.00	400.00	-338.00	15.5%
PAYROLL PROCESSING SERVICE	26.28	27.00	-0.72	97.33%
SERVICE FEES/MEMBERSHIPS	1,200.00	1,200.00	0.00	100.0%
Total MISCELLANEOUS	1,288.28	1,627.00	-338.72	79.18%
OFFICE EXPENSES				
COPY EXPENSE	367.46	600.00	-232.54	61.24%
RENT	0.00	2,700.00	-2,700.00	0.0%
SUPPLIES	765.54	950.00	-184.46	80.58%
Total OFFICE EXPENSES	1,133.00	4,250.00	-3,117.00	26.66%
PROFESSIONAL SERVICES				

AUDIT SERVICES	0.00	0.00	0.00	0.0%
CONSULTING SERVICES	0.00	0.00	0.00	0.0%
LEGAL SERVICES	0.00	2,000.00	-2,000.00	0.0%
Total PROFESSIONAL SERVICES	0.00	2,000.00	-2,000.00	0.0%
STAFFING				
DISABILITY INSURANCE	3,941.50	8,700.00	-4,758.50	45.31%
HEALTH INSURANCE	4,538.10	4,538.10	0.00	100.0%
HSA CONTRIBUTION	0.00	0.00	0.00	0.0%
IN LIEU OF MEDICAL INSURANCE	1,333.32	1,333.32	0.00	100.0%
PAYROLL TAXES				
CT PR TAXES	0.00	105.00	-105.00	0.0%
FED PR TAX	2,154.23	2,077.60	76.63	103.69%
Total PAYROLL TAXES	2,154.23	2,182.60	-28.37	98.7%
PENSION	1,375.00	2,012.16	-637.16	68.34%
SALARIES				
DIRECTOR SALARY	18,333.32	18,333.32	0.00	100.0%
OTHER SALARIES	8,493.32	8,493.32	0.00	100.0%
Total SALARIES	26,826.64	26,826.64	0.00	100.0%
Total STAFFING	40,168.79	45,592.82	-5,424.03	88.1%
TRAVEL/MILEAGE REIMBURSEMENT	0.00	708.16	-708.16	0.0%
Total Expense	44,733.07	54,927.98	-10,194.91	81.44%
Net Ordinary Income	118,087.69	81,238.68	36,849.01	145.36%
Other Income/Expense				
Other Income				
DIVIDENDS	0.00	2,000.00	-2,000.00	0.0%
INVESTMENT GAIN	4,554.70	0.00	4,554.70	100.0%
Total Other Income	4,554.70	2,000.00	2,554.70	227.74%
Other Expense				
INVESTMENT LOSS	2,241.66	0.00	2,241.66	100.0%
Total Other Expense	2,241.66	0.00	2,241.66	100.0%
Net Other Income	2,313.04	2,000.00	313.04	115.65%
Net Income	120,400.73	83,238.68	37,162.05	144.65%

Housatonic Resources Recovery Authority
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
PayPal (Online Credit Card Payment)	52.10
UNION SAVINGS BANK	369,310.60
STIF	16,314.03
VANGUARD	
VANGUARD SHRT TRM INV GR VFSUX	364,684.22
VANGUARD TOTAL BOND MARKET VBTL	186,217.45
Total VANGUARD	<u>550,901.67</u>
Total Checking/Savings	<u>936,578.40</u>
Accounts Receivable	
*ACCOUNTS RECEIVABLE	65,606.92
Total Accounts Receivable	<u>65,606.92</u>
Other Current Assets	
UNDEPOSITED FUNDS	19,151.85
Total Other Current Assets	<u>19,151.85</u>
Total Current Assets	<u>1,021,337.17</u>
TOTAL ASSETS	<u><u>1,021,337.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*ACCOUNTS PAYABLE	-1,459.47
Total Accounts Payable	<u>-1,459.47</u>
Other Current Liabilities	
PAYROLL LIABILITIES	
CT PR TAXES PAYABLE	
CIT	175.80
CT SUI	-107.75
Total CT PR TAXES PAYABLE	<u>68.05</u>
FED PR TAXES PAYABLE	
FICA	512.64
FIT	352.00
MEDICARE TAX	119.86
Total FED PR TAXES PAYABLE	<u>984.50</u>
HEALTH INSURANCE PREMIUMS	-0.02
SEP LIABILITY	1,375.00
PAYROLL LIABILITIES - Other	2,812.40
Total PAYROLL LIABILITIES	<u>5,239.93</u>
Total Other Current Liabilities	<u>5,239.93</u>
Total Current Liabilities	<u>3,780.46</u>
Total Liabilities	3,780.46
Equity	
RETAINED EARNINGS	897,155.98
Net Income	120,400.73
Total Equity	<u>1,017,556.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,021,337.17</u></u>

HRRRA Jul '20 - Jun 21 DRAFT Budget to include Health Benefits for Employees

Revenue			
GRANTS/DONATIONS			
OTHER GRANTS/DONATIONS	\$58,000	Billboard contest + Oak Ridge Contract Donation + All American's donation +	
Total GRANTS/DONATIONS	\$58,000		
HAULER PERMITS			
HAULER PERMIT FEES	\$50,000	185 trucks @ \$250 + add ons throughout year	
HAULER PERMIT LATE FEES	\$0		
MUNICIPAL HAULER REGISTRATIONS	\$35,000	Municipal hauler registration to go into HHW fund	
Total HAULER PERMITS	\$85,000		
HHWDD REIMBURSEMENT			
HHW DANBURY AREA TOWNS	\$175,000	Municipal proportional share 5 HHW events	
Total HHWDD REIMBURSEMENT	\$175,000		
INTEREST INCOME	\$12,000	Dividends earned on Vanguard investments moved to checking	
PROGRAM SERVICES FEES			
MSW PROGRAM FEES	\$267,000	132,000 T @ \$2/T per contract + 1500 tons with Weston	
RECYCLING PROGRAM FEES	\$40,000	8000 T @ \$5	
Total PROGRAM SERVICES FEES	\$307,000		
Total Revenue	\$637,000		
Expenditures			
CONTINGENCY	\$20,000	For unbudgeted, unanticipated costs as approved by the full HRRRA	
EDUCATION			
PUBLIC EDUCATION	\$35,000	Billboard contest, Public Education items and programs	
STAFF EDUCATION	\$4,500	Conferences and Trainings	
Total EDUCATION	\$39,500		
HHW EXPENSE			
HHWDD DANBURY AREA TOWNS	\$175,000	HHW costs - Pass through to be reimbursed by towns	
HHWDD REGIONAL FUND	\$75,000.00	HHW costs - not reimbursed by towns - food, adv, non-haz waste and municipa	
Total HHW EXPENSE	\$250,000		
Gain/Loss on Investments and Planned FB Use			
ERRORS & OMISSIONS	\$5,725	Estimate from prior year	
GENERAL LIABILITY	\$1,400	\$1010 GL & \$200 Property for copy machine	
SURETY BOND	\$450	Estimate from prior year	
WORKERS COMP	\$550	CIRMA	
Total INSURANCE	\$8,125		
MISCELLANEOUS			
MISC EXPENSE	\$2,500	Food for mtgs, awards, GDCC luncheons, periodicals, etc.	
PAYROLL PROCESSING SERVICE	\$800	Quickbooks annual payroll processing fees	
SERVICE FEES/MEMBERSHIPS	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.	
Total MISCELLANEOUS	\$7,300		
OFFICE EXPENSES			
RENT	\$16,200	\$1,350/mo by lease to BK	
COPY EXPENSE	\$3,500	Annual machine lease \$1700/yr + \$150/mo for ink, toner, maint etc	
SUPPLIES	\$3,800	Office supplies, postage, etc. software	
Total OFFICE EXPENSES	\$23,500		
PROFESSIONAL SERVICES			
AUDIT SERVICES	\$6,550	Per contract	
CONSULTING SERVICES	\$1,800	Website hosting and misc consulting needs	
LEGAL	\$20,000	Misc. legal matters	
Total PROFESSIONAL SERVICES	\$28,350		
STAFFING			
Life/Short/Term Insurance	\$8,700.00	Life/Short/Long per Personnel Policy	
HEALTH INSURANCE	\$27,228.67	Health Insur for Director	
	\$35,928.67		
PAYROLL TAXES			
CT PR TAXES	\$630.00		
FED PR TAX	\$13,085.11	1.9% of first \$15k of salary + assessment of \$25.50/ee	
Total PAYROLL TAXES	\$13,715.11	Employer share of FICA & Medicare tax	
PENSION	\$12,673.00	7.5% of salaries per HRRRA Personnel Policies	
SALARIES			
DIRECTOR'S SALARY	\$110,000.00	Director's Salary	
ASSISTANT DIRECTOR'S SALARY	\$50,960.00	35 hours @ \$28 per hour	
	\$8,000.00	Lieu of Medical - Admin	
Total SALARIES	\$168,960.00		
Total STAFFING	\$231,276.78		
TRAVEL/MILEAGE REIMBURSEMENT	\$4,249.00	Mileage @ IRS rate \$.575/mi (to towns, schools, DEEP, LOB)	
Total Expenditures	\$612,300.78		
Total Revenue	\$637,000.00		
Net Revenue in Excess of Expenditures	\$24,699.22	The federal taxes were off in July and August due to not capturing the \$8000 in lieu of medical as compensation within the budget. It was correctly calculated in payroll. It also impacted the pension line item. The net revenue changed from \$25,909.77 to \$24,699.22. A difference of \$1210.55. This item was reviewed and discussed with HRRRA's Auditor.	
Appropriated from Fund Balance	\$0.00		
Net Revenue + Appropriations in Excess of Expenditures	\$24,699.22		

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

As Adopted on 10/10/86

And Amended on 4/10/87, 12/14/88, 5/13/92, 4/29/93, 3/16/94, 3/30/00, and 3/17/06

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to 1987 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected Officer of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular

representative of the municipality. Said alternate representative shall have a voice at Authority meetings and vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected Officer of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

B. Membership Policies. The Authority shall establish, by two-thirds (2/3) majority vote of all voting units present and voting, policies, including the levying of surcharges, for the admission of future members.

C. Withdrawal. Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.

D. Termination.

1. Grounds: In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected Officer of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the membership of the defaulting municipality may be terminated in accordance with the provisions of this section.

2. Determination: At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting representative of the member municipality whose default is the subject of the meeting, that officer shall not participate in the discussion or determination. A unanimous vote of all four (4) officers shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is

made, the officers shall at that meeting set a date, time and place for the public hearing on said termination consistent with the time requirements hereinafter provided.

3. Notice: The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected Officer of the member municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4. Hearing:

(a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.

(b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound-recording device.

(c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn, and shall be subject to cross-examination.

(d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.

(e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.

(f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.

(g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. Decision:

(a) Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. In the vote on the decision to terminate, each member municipality shall have one vote, there shall be no vote by voting units. No decision to terminate a member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

(b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected Officer of the member municipality which is the subject of the decision.

6. Effective Date of Termination: The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

A. Annual Meeting. Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.

B. Regular and Special Meetings. An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.

C. Budget Meeting. The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.

D. Call of Meetings.

(1) The Authority shall comply with Section 1-21 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.

(2) Each representative to the Authority shall be sent written notice of meetings, postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.

E. Voting.

(1) For the conduct of business, member municipalities of the Authority holding a majority of the voting units shall constitute a quorum, provided that no quorum shall be deemed to exist unless at least fifty-one percent (51%) of the member municipalities of the Authority, at present at least eight (8) towns or cities, shall be present and voting.

(2) There shall be no voting by proxy.

(3) Except as otherwise specified herein, the Authority shall operate with one hundred (100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the Authority as determined by the latest decennial federal census of population. There shall be no fractional votes and each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member municipality.

(4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total voting units present and voting at a duly called meeting of the Authority at which a quorum is present.

(5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.

(6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.

ARTICLE V – OFFICERS

A. Officers. The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.

B. Qualifications for Officers. The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.

C. Powers and Duties. The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.

D. Succession. In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.

E. Nominating Committee. Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the HRRRA members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

A. Fiscal Year. The fiscal year of the Authority shall end on the 30th of June of each year.

B. Budget. Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.

C. Bank Accounts. The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.

D. Audits. Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief Executive Officer of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of HRRRA shall act as the personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to

the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the chief elected officials of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

Effective Date. If any subsections or any articles in the proposed amendments to the by-laws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise these by-laws and amendments shall become effective immediately upon their adoption.