

HOUSATONIC RESOURCES RECOVERY AUTHORITY
Special Meeting - Executive Committee
Monday, June 24, 2024, 11:00 a.m. Via zoom



MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 11:03 a.m. Members in attendance were H. Rosenthal, P. DelMonaco and J. Pemberton. Also, in attendance HRRR Executive Director, J. Heaton-Jones, Northwest Hills COG R. Philips, R. Malanca and J. Speck as well as R. Laigle, All American Waste.

Approval of Minutes

Motion by P. DelMonaco second by H. Rosenthal to approve the minutes of the Executive Committee meeting of April 25, 2024, as presented. **Vote:** All in favor

Review proposal of NHCOC to join and merge with the HRRR.

Motion by H. Rosenthal, second by J. Pemberton to enter Executive Session under Subsection (6)(D) of CGS 1-200 and Subsections (b)(7) and (b)(24) of CGS 1-210 and to invite Northwest Hills COG R. Philips, R. Malanca and J. Speck, and HRRR Executive Director, J. Heaton-Jones. **Vote:** All in favor

The Committee entered executive session at 11:07 a.m. and came out of executive session at 11:58 a.m. No action was taken. The Executive Committee requested the HRRR Executive Director to schedule a meeting for Thursday, June 27th at 10:00 a.m. to reconvene the discussion. The meeting will take place prior to the HRRR full authority meeting.

Review and approve \$59,400 of Fund Balance use

J. Heaton-Jones reviewed the requested items to be purchased under fund balance.

- Upgrade and increase the number of **walkie-talkies** for household hazardous waste events. 10 units for **\$3900**. The current 5 radios are over 15 years old and are beginning to have issues. In addition, the 5 units limit the number of workers who have access to communicate at events when there is an issue to be resolved immediately.
- HRRR **Trailer custom wrap** to advertise who we are and events. Currently there are temporary stickers that are faded which are not very professional looking. **\$3500** The vendor will come to the HRRR parking lot and install on site.
- **Document/archive scanning**. HRRR can either hire an outside contractor or pay a summer intern. Either way it will cost at least **\$6000.00** to scan old documents that need to be saved for historic purposes. M. Knickerbocker asked if there would be additional storage cost. J. Heaton-Jones explained that HRRR already pays for a cloud service which should have enough storage. If more storage was needed it would be a few hundred dollars and paid for through the annual budget.

HOUSATONIC RESOURCES RECOVERY AUTHORITY
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- Organics (food scraps) **satellite location containers**. 10 units for **\$40,000**. Although there is another USDA grant available, the application deadline is September, and the award is scheduled for approximately January of 2025. The Director does not want to wait that long to build and enhance the well-established and award-winning organics program. She asked for the HRRRA to invest and support the existing programs by providing mobile containers and working with member towns to increase access and participation for residents. Many residents are willing to participate but often complain the transfer station location is inconvenient and out of the way so opt out. These containers would be placed in the center of town in a more convenient locations for easy access. They are designed to accept food scraps with a locking mechanism that is opened by an app by the user. The town of Manchester is currently using them. Before purchasing all ten units' staff would work with the towns on how the program would work and ensure their support.
- **Public Education videos**. The Director would like to hire a professional to create videos on what to expect and how an HHW event works, on the regions' organics programs and what you can and can't recycle and why. Approximately **\$6000**.

Motion by H. Rosenthal, second by P. DeIMonaco, to approve \$59,400 of fund balance to be approved as part of the 2024-25 FY budget presented at the June 27th meeting. **Vote:** All in favor.

Adjournment

On a **motion** by J. Pemberton, second by P. DeIMonaco, the meeting was adjourned at 12:07 a.m. **Vote:** All in favor.

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director