



HOUSATONIC RESOURCES RECOVERY AUTHORITY

MINUTES

Thursday, June 27, 2024, 10:30 a.m.

Newtown Municipal Center, Conference Room

3 Primrose Street, Newtown CT 06470

Members or Alternates Present

Bethel, Dan Carter	8
Brookfield, Steve Dunn	7
Danbury, Roberto Alves	32
Kent, Marty Lindenmayer	1
New Fairfield, Pat Del Monaco	5
New Milford, Suzanne Von Holt	11
Newtown, Herb Rosenthal	10
Redding, Julia Pemberton	3
Ridgefield, Rudy Marconi	9
Roxbury, Patrick Roy	1
Wilton, Matthew Knickerbocker	7

94

Others Present:

Jeff Capeci, First Selectman, Newtown
Fred Hurley, Newtown
R. Laigle, All American Waste Newtown Resident
Jennifer Heaton-Jones, HRRRA
Jennifer Baum, HRRRA

Members Absent:

Bridgewater, Sherman, Weston

Call to Order:

The meeting was called to order by Chairman M. Knickerbocker at 10:30 a.m. with 75 votes present from 8 towns. S. Dunn entered the meeting during the Directors Report bringing the total votes to 82 from 9 towns. M. Lindenmayer entered the meeting under New Business item 7a., bringing the total votes to 83, from 10 towns. S. Von Holt entered the meeting under New Business 7b., bringing the total votes to 94 from 11 towns.

Public Comment:

No Public Comment

Chairman and Members' Comment:

The Chairman thanked the HRRRA staff for administering successful hazardous waste drop-off events that took place in April, May and June.

HOUSATONIC RESOURCES RECOVERY AUTHORITY

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BRIDGEWATER | BETHEL | BROOKFIELD | DANBURY | KENT | NEW FAIRFIELD | NEW MILFORD
NEWTOWN | REDDING | RIDGEFIELD | ROXBURY | SHERMAN | WESTON | WILTON

Director's and Tonnage Report:

J. Heaton-Jones reviewed highlights from the written Director's Report and tonnage reports (Attachment A).

- Tonnage has increased:
 - MSW tonnage to date is currently 109% for the FY, compared to 108% the same month last year.
 - Recycling tonnage to date is currently 114% for the FY, compared to 104% the same month last year.
 - Glass collected from March 2019 to date 3,948,680 lbs. / 1974.34 tons.
- J. Heaton-Jones shared the Directors Report will now include the HRRR membership and term expiration dates as shown on A3 of the packet.
- J. Heaton-Jones and Legal Counsel are still working on a draft to improve local ordinances to address non-compliant haulers and enforcement. The draft will be shared with member municipalities prior to the September HRRR meeting.
- The ACR, to set the recycling tip fee for July-September, will be reviewed the second week of July and the new tip fee will take affect July 1st
- Municipalities that received the SMM grant from CT DEEP have moved towards a plan for permanency. The Towns of Kent and Bethel submitted their plans for permanency to CT DEEP and will implement their new UBP systems July 1, 2024. The Town of Newtown has extended their pilot program to a second year before committing to a permanent plan.
- The USDA has released a new round of Composting and Food Waste Reduction (CFWR) Cooperative Agreements grant. The grant is due in September and will likely be awarded in January. The HRRR staff will be reaching out to member towns to collaborate and apply on their behalf.

Administrative Approvals:

a.) **Minutes: Motion** by D. Carter second by H. Rosenthal, to approve the minutes of April 25, 2024, (Attachment B). **Vote: The motion passed unanimously;** with 82 votes in favor.

b.) **Financial Statements:** J. Heaton-Jones reviewed the financial statements through May 31, 2024 (Attachment C). **Motion** by H. Rosenthal, second by D. Carter, to approve the financial statements through May 31, 2024 (Attachment C), as presented. **Vote: The motion passed unanimously;** with 82 votes in favor.

c.) **Transfer \$461.46 from contingency to pay payroll taxes**

J. Heaton-Jones requested to transfer \$461.46 from Contingency to Payroll Taxes. **Motion** by R. Alves second by S. Dunn, to approve the transfer of \$461.46 from contingency to payroll taxes. **Vote: The motion passed unanimously;** with 82 votes in favor.

d.) **Transfer \$215 from contingency to public education**

J. Heaton-Jones requested to transfer \$215.00 from Contingency to Public Education. **Motion** by R. Marconi second by S. Dunn, to approve the transfer of \$215.00 from contingency to Public Education. **Vote: The motion passed unanimously;** with 82 votes in favor.

Old Business:

6a.) Update from the Beyond 2029 Subcommittee

The subcommittee has not met and there are no updates to report.

New Business:

7a.) *Nomination Committee (Attachment D)

S. Dunn read the nominating committee report nominating M. Knickerbocker to serve as Chairman, P. Del Monaco as Vice Chairwoman, H. Rosenthal as Secretary, and J. Pemberton as Treasurer for 2024-2025.

The Chairman stated the slate of Assistant Treasurer is open.

R. Marconi volunteered to fill the slate for Assistant Treasurer.

Motion by R. Alves second by H. Rosenthal, to nominate R. Marconi as Assistant Treasurer. **Vote: The motion passed unanimously;** with 83 votes in favor.

Election of Officers for the 2024-25 FY: **Motion** by R. Alves, second by H. Rosenthal to endorse the slate of officers for the 2024-25 FY. **Vote: The motion passed unanimously;** with 83 votes in favor (Attachment D).

7b.) Consider and approve the HRRR budget for the FY ending June 30, 2025, as recommended by the Executive Committee (Attachment E)

Motion by M. Knickerbocker, second by P. Del Monaco to approve the HRRR 2024-2025 fiscal year budget as presented with total revenue projected at \$874,500 and expenditures totaling \$874,500. M. Knickerbocker noted the 2024-25 budget includes a 3.5% pay increase to all HRRR staff. **Vote: The motion passed unanimously;** with 83 votes in favor (Attachment E).

Motion by M. Knickerbocker, second by P. Del Monaco to add an item to the agenda under 6b. Request and vote on the use of Fund Balance as shown on page E5 of the packet. **The motion passed unanimously;** with 83 votes in favor

J. Heaton-Jones reviewed and explained the items to be purchased using fund balance.

- Upgrade and increase the number of **walkie-talkies** for household hazardous waste events. 10 units for approximately **\$3900**. (maybe less) The current 5 radios are over 15 years old and cannot be increased to more units due to their make and model and issues with compatibility. The current 5 units limit the number of workers who have access to communicate when there is an issue to be resolved immediately.
- HRRR **Trailer custom wrap** to advertise who we are and events. Currently there are faded stickers on the sides and back which are not professional looking. **\$3500**
The vendor would come to our parking lot and install on site.

- **Document/archive scanning.** HRRRA can either hire an outside contractor or pay a summer intern. The estimated cost to have archived hardcopies of documents scanned to digital files is approximately **\$6000.00.**
- 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. J. Heaton-Jones asked that HRRRA invest and support the existing programs by providing the containers and working with member towns to increase access and participation for residents. Many residents have expressed interest in participating but complain the transfer station locations are often inconvenient and out of the way. These containers would be placed in the center of towns in 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 MetroSTOR containers. Before purchasing all ten units the director would work with the towns on how the program would work and ensure their support and how they would be serviced.
- **Public Education videos.** Staff would like to have professional videos made as a resource to residents on how HHW events work and what to expect. In addition, and if money allows how the HRRRA organics programs work and another video on what you can and can't recycle and why. Staff will also seek sponsorship. The approximate use of funds would be **\$6000.**

A discussion pursued on the organics containers, how they work, where they would be placed and why only 10 units. The director explained the 10 units was the minimum to get a discount with the company and with the region having nine organics drop off programs it meant at least 1 container could be placed in the organics drop-off communities. R. Alves expressed the support for all member towns to have the opportunity to have a container.

Motion by M. Knickerbocker, second by S. Dunn to approve the use of \$59,400 of the fund balance as detailed on page E5 of the agenda packet.

Motion by R. Alves, second by D. Carter to amend the motion to increase the number of organics collection containers from 10 to 14 and increasing the line item from \$40,000 to \$56,000, increasing the total use of fund balance to \$75,400. **The motion passed unanimously;** with 94 votes in favor

R. Marconi asked if an agreement could be drafted for each town who places a satellite organics container in their municipality to make it clear who the container belongs to and who is responsible for it. The Director acknowledged the request and will have an agreement drafted.

7c.) *Review proposal of NHCOCG to join and merge with the HRRRA.

Chairman Knickerbocker explained eleven of the NHCOC members may like to join the HRRRA. Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, New Hartford, Norfolk, North Canaan, Salisbury, Sharon and Winsted.

A discussion pursued on the pros and cons and the need for more information. The HRRRA members expressed the desire to continue the conversation and asked the Chairman and Director to come back with more information on what they may have to offer, what would the impacts be to the HRRRA, and how it would fit into the current HRRRA structure.

Adjournment

Motion by R. Alves, second by D. Carter, to adjourn the meeting at 11:32 a.m. **Vote: The motion passed unanimously;** with 94 votes in favor.

Respectfully submitted,
Jennifer Baum