

**Policies & Procurement Committee
February 7, 2008 Meeting**

Draft Minutes

Members Present: Raymond O'Brien, Committee Chairman
Theodore Martland, Vice-Chairman
James Miron (Present by telephone)

CRRA Staff Present: Tom Kirk, President
Jeffrey Duvall, Senior Operations Analyst
Peter Egan, Director of Environmental Affairs
Tom Gaffey, Enforcement/Recycling Director
Laurie Hunt, Director of Legal Services
Paul Nonnenmacher, Director of Public Affairs (Present by telephone)
Mike Tracey, Director of Operations
Moira Kenney, Secretary to the Board/Paralegal

Chairman O'Brien called the meeting to order at 9:38 a.m. and noted there was a quorum. Chairman O'Brien requested that everyone stand for the Pledge of Allegiance whereupon the Pledge was recited. Noting there were no members of the public present for comment, Chairman O'Brien stated the regular meeting would commence.

1. APPROVAL OF MINUTES OF THE JANUARY 10, 2008, COMMITTEE MEETING

Chairman O'Brien requested a motion to accept the minutes of the January 10, 2008, Policies & Procurement Committee meeting. The motion made by Vice-Chairman Martland was seconded by Director Miron.

The motion previously made and seconded was approved unanimously by roll call.

2. REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION TO PROVIDE EDUCATION AND CERTAIN ADMINISTRATIVE SERVICES TO THE SOUTHEAST CONNECTICUT REGIONAL OPERATING COMMITTEE

Chairman O'Brien requested a motion regarding the above-captioned item. Vice-Chairman Martland made the following motion:

RESOLVED: That the President is hereby authorized to enter into an agreement with the Southwest Connecticut Regional Operating Committee to provide recycling education services, museum operating services and certain administrative services to the Southwest Connecticut Regional Operating

Committee in accordance with the terms and conditions as presented and discussed at this meeting.

Director Miron seconded the motion.

The motion previously made and seconded was approved unanimously by roll call.

3. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING THE REFURBISHMENT OF SECONDARY SHREDDER CV-131 & 231 AT THE MID-CONNECTICUT WASTE PROCESSING FACILITY**

Chairman O'Brien requested a motion regarding the above-captioned item. Vice-Chairman Martland made the following motion:

RESOLVED: That the President is hereby authorized to execute an agreement with Welding Works, Inc. to refurbish Secondary Shredders CV-131 & 231 at the Mid-Connecticut Waste Processing Facility, substantially as presented and discussed at this meeting.

Director Miron seconded the motion.

Chairman O'Brien stated he would like to see what the status of the 2008 capital budget is in the package for the Finance meeting on Thursday, February 14, 2008. Mr. Kirk stated those totals will be included as requested. Chairman O'Brien stated the write-up should be revised to reflect the refurbishment of the secondary shredder was both recommended by the Grillo Report and budgeted for in advance.

Director Miron asked that photographs of the individual projects subject to upgrades by advisement of the Grillo Report be made available for the Board members to review. Mr. Kirk stated photographs are included in the actual Grillo Report, which will be included in the February Board package. Mr. Kirk stated that he would send the Grillo report to Director Miron in advance so that he may review the included photographs. Director Miron stated the photographs would help the Board to understand the work required for redesign and updates on the various projects. Director Martland agreed.

Chairman O'Brien asked why there were only two bidders in response to the RFP for the refurbishment. Mr. Tracey stated that two to four bidders were the average response for any of the work needed on the large mechanical refurbishment projects at the WPF. Mr. Tracey stated the same bidders routinely respond. Mr. Tracey explained the limited number of responses may also have occurred because many of the companies qualified for such work may currently be engaged in other projects and are restricted by their resource abilities.

Director Martland asked if the limited number of responses is due to the specialized nature of the work required. Mr. Tracey responded that this assumption was

correct. Mr. Tracey stated over the past five years that his department has discovered in the greater New England area there are roughly four to five vendors that bid on this type of work.

The motion previously made and seconded was approved unanimously by roll call.

4. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING ENGINEERING SERVICES REQUIRED FOR THE MODIFICATIONS TO THE EXISTING ASH LOADOUT BUILDING AND ASSOCIATED SITE IMPROVEMENTS AT THE SOUTH MEADOWS SITE, HARTFORD, CONNECTICUT**

Chairman O'Brien requested a motion regarding the above-captioned item. Director Miron made the following motion:

RESOLVED: That the President of CRRA be authorized to execute a Request for Services with URS Corporation AES to perform engineering services associated with the modifications to the existing ash loadout building and associated site improvements at the South Meadow Site, substantially as presented and discussed at this meeting.

FURTHER RESOLVED: That the funds for this activity will be taken from the Mid Connecticut Facility Modification Reserve.

Vice-Chairman Martland seconded the motion.

Chairman O'Brien asked if the funds required for the modifications to the existing ash loadout building and site were included in the budget. Mr. Egan stated the \$139,000.00 for engineering funds would come out of the Mid-CT facility modification reserve. He stated Mr. Constable had assured him that CRRA will have the surplus available.

Chairman O'Brien stated a comprehensive statement detailing where the funds are coming from should be included in the write-up. Mr. Egan stated CRRA had started looking at bidding the ash modifications out last August and September. He explained CRRA had looked at shipping the ash long distances. Mr. Egan stated management determined in order to accommodate larger and longer haul vehicles the requested modifications in the write-up were necessary. Mr. Egan stated the modifications would provide effective and efficient load ash trucks during the week, the ability to cycle them in and out of the facility, and to provide the flexibility of not having to use a hauler on Saturday or Sunday.

Chairman O'Brien asked if management had an idea of the estimated costs needed to cover the modifications and if a time frame for construction and engineering had been established.

Mr. Tracey stated pending approval from the Board the two and a half month design period would begin at the end of February. Mr. Tracey stated from there the work would be bid out and that the approximately three to four month construction would start around early July 2008. Mr. Tracey stated in terms of construction dollars a feasibility analysis put the cost at an estimated \$1.5 million which has been added to the capital budget for the Mid-CT project for next year.

The Committee discussed the carrying capabilities of the ash trailers and agreed the information discussed needed to be placed into the write-up summary for the benefit of the full Board, and should include the funding source for the engineering costs.

The motion previously made and seconded was approved unanimously by roll call.

5. REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING THE REPAIR OF THE MSW FLOOR AT THE WASTE PROCESSING FACILITY

Chairman O'Brien requested a motion regarding the above-captioned item. Director Miron made the following motion:

RESOLVED: That the President is hereby authorized to execute an agreement with Merritt Contractors, Inc. to implement repairs to the MSW floor located at the Mid-Connecticut Waste Processing Facility, substantially as presented and discussed at this meeting.

Vice-Chairman Martland seconded the motion.

Chairman O'Brien asked that information stating the status of the repair cost was included in the capital improvement budget near the dollar value line item.

Chairman O'Brien asked Mr. Tracey why there was such a spread in the RFP responses. Mr. Tracey stated the contractor with the lowest bid has done similar work for CRRA in the past. Mr. Tracey explained the contractor has done two large projects for CRRA and is comfortable with the sequences and obstacles the work entails. Mr. Tracey stated the other three bidders are new to CRRA and are most likely not as familiar with the operation and overwhelmed by the level of work required. Mr. Tracey assured the Committee that all of the contractors were given a mandatory pre-bid walk through and provided information to answer any additional questions.

Vice-Chairman Martland asked management if there was additional treatment that can be done to concrete to strengthen it. Mr. Tracey stated that CRRA uses an 8,000 PSI concrete to strengthen the concrete. He stated this particular repair should last for an additional ten years. Mr. Tracey stated the repairs would utilize a unique application viewed at a Covanta plant which uses railroad ties embedded in the concrete for greater efficiency and stronger floors in high traffic areas.

Director Miron asked what the three bulleted items next to the recommended contractor typically entailed. Mr. Tracey stated the bullets highlight specific qualifications set forth by the State of Connecticut as well as any additional attribute management felt was of relevance.

Chairman O'Brien asked that Mr. Tracey find out if each contractor shares the specific qualifications possessed by management's recommended choice. Director Miron agreed and stated more information on each contractor is helpful when making a choice. Mr. Tracey stated that he will provide the requested information.

The motion previously made and seconded was approved unanimously by roll call.

6. **REVIEW AND RECOMMEND FOR BOARD APPROVAL OF AN AGREEMENT FOR ELECTRONICS RECYCLING COLLECTION SERVICES**

Chairman O'Brien requested a motion regarding the above-captioned item. Vice-Chairman Martland made the following motion:

RESOLVED: The President is authorized to enter into an agreement with ECO International, LLC for electronics recycling collection services, substantially in the form as presented and discussed at this meeting.

Director Miron seconded the motion.

Mr. Egan stated when CRRA looks at a facility to which they are going to ship waste the environmental credentials of that facility are examined. Mr. Egan stated CRRA had just completed a table-top audit on the two facilities used for electronics recycling. He stated the results will be included in a revision of the write-up for the Board. Mr. Egan stated management had discussions with the State of Pennsylvania, the State of New York, and the management of Envirocycle to offer CRRA a clear understanding of where the residual and commodities go after the electronics are dismantled. Mr. Egan stated that none of the materials are being mismanaged from an environmental standpoint. Mr. Egan stated although the company name had changed CRRA has worked with ECO International, LLC for over ten years.

Chairman O'Brien asked how the subsidy price per pound works. Mr. Gaffey stated that certain companies such as Sony and Panasonic receive a subsidy per pound for their products. Chairman O'Brien asked that a clear statement explaining the subsidy be provided for the Board. Mr. Gaffey stated the requested information will be included in the write-up.

Chairman O'Brien asked Mr. Gaffey where the funds for this agreement are coming from. Mr. Gaffey stated the funds are budgeted. He explained the \$150,000 allotted out of Mid-Conn, Wallingford, and Bridgeport budgets was based on the price for pound that CRRA was being charged in their prior contract which expired in

December. Mr. Gaffey stated CRRA was pleased to receive pricing just south of 6 cents a pound down from the prior 14 cents a pound charged in the old contract.

Chairman O'Brien asked if in the future when schools who utilize one specific brand of electronics purchase new computers if the vendor can come and remove the outdated computers at no cost. Mr. Gaffey stated that some companies employ this method and that he will further investigate the possibility. Mr. Gaffey stated CRRA is under an RFS to look at the possibility of CRRA becoming an aggregate for the State by offering electronic recycling without utilizing a middleman. Mr. Gaffey stated this is a potential business expansion option for CRRA which not only helps out the towns but could also provides profits for CRRA.

The Committee discussed the services offered by CRRA for electronics recycling and the costs associated with the program.

The motion previously made and seconded was approved unanimously by roll call.

7. INFORMATIONAL

Chairman O'Brien asked if the Committee had any questions on the informational section of the package. Vice-Chairman Martland asked management when discussion would take place on the Legislative Initiatives which were mailed to the Board members. Mr. Kirk stated the conversation would take place at the next Board meeting on February 21, 2008.

8. DISCUSSION

Ms. Hunt stated CRRA has issued the RFQ for three year legal service agreements for both counsel and bond counsel. Ms. Hunt stated the notices of interest forms are being received. She stated interviews with both the Policies and Procurement Committee and the Finance Committee will be held the week of March 10th through 14th.

The Committee agreed on March 12th and 13th for interviews for legal counsel and that the interviews for bond counsel will be held after the February 14th Finance meeting permitting the availability of the Finance Committee Chairman.

Mr. Kirk stated that Bill Bright, Esq. of McCarter & English has been nominated to become a superior State judge. He explained in which case if Mr. Bright is appointed he will no longer be available as a lawyer for CRRA. Mr. Kirk stated that Mr. Bright has been a valuable source of knowledge for litigation involving commercial solid waste, and has the institutional history of CRRA's MDC issues. Mr. Kirk stated a new litigator and solid waste firm will need to be found during the upcoming interview process.

9. ADJOURNMENT

With no other business to discuss, Chairman O'Brien requested a motion to adjourn the meeting. The motion made by Director Miron and seconded by Vice-Chairman Martland was passed unanimously.

The meeting was adjourned at 11:36 a.m.

Respectfully submitted,

Moira Kenney
Secretary to the Board/Paralegal