

**Policies & Procurement Committee**  
**June 18, 2012**  
**Special Meeting Draft Minutes**

Members Present: Chairman Stein  
Committee Chairman Damer  
Dot Kelly (present until 9:35 a.m.)

CRRA Staff Present: Tom Kirk, President  
George Carlson, Facilities Manager  
Peter Egan, Director of Environmental Affairs  
Laurie Hunt, Director of Legal Services  
Roger Guzowski, Contracts and Procurement Manager  
Moirra Benacquista, Secretary to the Board/Paralegal

Others present: John Pizzimenti of USA Hauling.

Committee Chairman Damer called the meeting to order at 9:30 a.m. and noted that a quorum was present.

Committee Chairman Damer noted there were no members of the public present which cared to speak during public comment, and said the regular meeting would commence.

1. **APPROVAL OF MINUTES OF THE MAY 17, 2012, POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Damer requested a motion to accept the minutes of the May 17, 2012, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Director Kelly and seconded by Chairman Stein.

The motion to approve the minutes as amended and discussed was approved unanimously by roll call.

2. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING CONTRACT WITH STEVEN YATES FOR ENVIRONMENTAL CONSULTING SERVICES**

Committee Chairman Damer requested a motion to accept the above referenced item. The motion to approve was made by Chairman Stein and seconded by Committee Chairman Damer.

**RESOLVED:** That the President is hereby authorized to enter into a contract with Steven Yates for environmental consulting services, substantially as discussed and presented at this meeting.

Mr. Egan said management would like to extend this contract for another year. He said he expects to use Mr. Yate's services less this year but would like to take advantage of his institutional knowledge from time to time. Chairman Stein asked if this contract is for 150 hours on call as needed. Mr. Egan replied yes.

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

3. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING THE PURCHASE AND INSTALLATION OF A NEW 60 FOOT VEHICLE SCALE FOR THE ESSEX TRANSFER STATION**

Committee Chairman Damer requested a motion to accept the above referenced item. The motion was made by Chairman Stein and seconded by Committee Chairman Damer.

**RESOLVED:** That the President is hereby authorized to execute a purchase order with Mettler Toledo for the purchase of a new 60-foot vehicle scale for the Essex Transfer Station, substantiality as presented and discussed at this meeting.

Mr. Egan said CRRA's facilities manager, Mr. Carlson, is present for detailed questions concerning scale installation projects. He said the scale in Essex is an older twenty year scale which is showing signs of failure. Mr. Egan said management asked Mettler Toledo to provide a price for installation costs, and in order to validate that number, also requested quotes from two other vendors which are not on the State approved vendor list.

Mr. Egan said Mettler Toledo provided the lowest price of the three vendors. He said Mettler Toledo software is used at the transfer stations and Waste Processing Facility. He explained this provides an added advantage because if another vendor was used CRRA would have to pay Mettler to uninstall the software and install its own.

Committee Chairman Damer noted this price includes the demolition and removal of the old scale. He said the funds for this project will come out of the facilities modification reserve. Committee Chairman Damer asked if the continuing discussions with Essex would affect this installation. Mr. Egan replied no. Chairman Stein asked if a scale like this has been repaired in the past and if so what those costs were.

Mr. Carlson said in the past scales like these have been repaired if the concrete repair is on top of the deck. He said in this case the repair is required underneath the deck where there is only a six inch clearance. Mr. Carlson explained one to two cranes would be required to pick up that concrete 60 foot deck, place it somewhere, and then make that repair to the underside. He said the scale is over twenty years old and there may be additional repairs required as well.

Mr. Kirk said this repair is unusual in that the failure is on the underside of the deck which may have potential effects on weighing such as causing inaccurate readings if pieces of concrete are dislodged under the scale. He said there is also a potential for collapse.

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

**INFORMATIONAL**

Committee Chairman Damer said the Informational Section had been thoroughly reviewed.

## **EXECUTIVE SESSION**

Committee Chairman Damer requested a motion to enter into Executive Session to discuss pending litigation, trade secrets, personnel matters, and feasibility estimates and evaluations. The motion made by Chairman Stein and seconded by Committee Chairman Damer was approved unanimously. Committee Chairman Damer requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Laurie Hunt, Esq.  
Peter Egan

The Executive Session commenced at 9:45 a.m. and ended at 10:19 a.m. Committee Chairman Damer noted that no votes were taken.

The meeting was reconvened at 10:19 a.m., the door was opened, and the Board secretary and all members of the public were invited back in for the continuation of public session

## **ADJOURNMENT**

Committee Chairman Damer requested a motion to adjourn the meeting. The motion made by Chairman Stein and seconded by Committee Chairman Damer was approved unanimously by roll call.

The meeting was adjourned at 10:19 a.m.

Respectfully submitted,

Moira Benacquista  
HR Specialist/Board Administrator