

Policies & Procurement Committee
July 11, 2013
Regular Meeting Draft Minutes

Members Present: Committee Chairman John Adams
 Vice-Chairman Richard Barlow
 Joe MacDougald

CRRA Staff Present: Tom Kirk, President
 Dave Bodendorf, Senior Engineer
 Peter Egan, Director of Environmental Affairs
 Laurie Hunt, Director of Legal Services
 Sotora Montanari, Education Supervisor
 Paul Nonnenmacher, Director of Public Affairs
 Moira Kenney, HR Specialist/Board Administrator

Committee Chairman Adams called the meeting to order at 11:02 a.m. and noted that a quorum was present.

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

1. **ADDITION OF ITEM TO THE AGENDA REGARDING A THREE YEAR AGREEMENT FOR LANDSCAPE, MOWING, AND SNOWPLOWING SERVICES FOR THE SHELTON LANDFILL**

Committee Chairman Adams asked for a motion to add an item to the agenda concerning the three year agreement for landscape, mowing, and snowplowing services for the Shelton Landfill.

The motion to add an item to the agenda was made by Vice-Chairman Barlow and seconded by Director MacDougald. The motion to add an item to the agenda was approved unanimously by roll call.

2. **APPROVAL OF MINUTES OF THE JUNE 13, 2013, POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the June 13, 2013, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Vice-Chairman Barlow and seconded by Director MacDougald.

The motion to approve the minutes was approved unanimously by roll call.

3. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING REQUEST FOR SERVICES FOR QA/QC ENGINEERING SUPPORT ASSOCIATED WITH THE HARTFORD LANDFILL CLOSURE CONSTRUCTION PROJECT**

Committee Chairman Adams requested a motion to accept the above referenced item. The motion to approve was made by Vice-Chairman Barlow and seconded by Director MacDougald.

RESOLVED: That the President is hereby authorized to enter into a Request for Services with Fuss & O’Neil, Inc. to perform Construction Quality Assurance (CQA) services associated with the Phase 2 Area Closure and Photovoltaic System Project, substantially as discussed and presented at this meeting.

Mr. Bodendorf said the prior month the Board approved a resolution for ET & L to cap the final 35 acres of the Hartford Landfill and also to install one megawatt solar panels. He said this resolution is for Fuss & O’Neill (the design engineer on the project) to conduct construction quality assurance activities on the Phase 2 area closure.

Mr. Bodendorf said Fuss & O’Neill will have a full time inspector on site whenever significant construction activities occur. He said this inspector is the same person used for the first 44 acres of the MSW area and CRRA has had an excellent working history with Fuss & O’Neill.

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

4. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION AUTHORIZING REVISIONS TO THE CONNECTICUT RESOURCES RECOVERY AUTHORITY POLICY AND PROCEDURES FOR USE OF MEETING ROOM AT THE CRRA TRASH MUSEUM**

Committee Chairman Adams requested a motion on the above referenced item. The motion was made by Vice-Chairman Barlow and seconded by Director MacDougald.

RESOLVED: That the Board hereby adopts the revised Policy and Procedures for the Use of Meeting Rooms at the CRRA Trash Museum substantially as presented and discussed at this meeting.

Mr. Kirk said the intent of this resolution is to improve the revenues generated for the education department. He said use of the meeting room is a potential asset and in the past has been used by several area groups and associations as well as the community at no charge.

After substantial discussion the Committee agreed that existing arrangements for use of the meeting room at no cost will be grandfathered into the policy as well as the ability of the President to make other exceptions on an as needed basis.

The motion previously made and seconded as amended and discussed was approved by roll call. Vice-Chairman Barlow said although he is voting in favor of this resolution he is doing so in order for the full Board to have an opportunity to discuss this item.

5. **REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING A THREE YEAR AGREEMENT FOR LANDSCAPE, MOWING, AND SNOWPLOWING SERVICES FOR THE SHELTON LANDFILL**

Committee Chairman Adams requested a motion on the above referenced item. The motion was made by Vice-Chairman Barlow and seconded by Director MacDougald.

RESOLVED: That the President is hereby authorized to execute an agreement with Sebbens Lawn Service to provide landscape, mowing, and snow plowing services at the Shelton Landfill, substantially as presented and discussed at this meeting.

Mr. Bodendorf said on July 6, 2013, management was informed the existing contractor which provided landscape, mowing and snowplowing services for the Shelton Landfill was going out of business. He said the landscape coverage is growing rapidly at this point in the season and pathways to roughly 70 gas wells on-site need to be maintained in order to avoid migration issues. He said in addition there is a permit requirement that surface emissions monitoring be undertaken each late August which requires that the entire MSW portion of the landfill be mowed.

Mr. Bodendorf said as a result of these issues management is recommending utilizing Sebbens Lawn Service, (the only other bid response when these services were originally bid) to provide those services. He said this is a difficult site to maintain which requires special equipment due to the steepness of the slopes and thick vegetation. Mr. Bodendorf said going back out to bid is costly and that historically past efforts have yielded very few responses for this job. He said contractors who have done this work in the past have opted not to re-bid due to the difficulty of the work.

Mr. Bodendorf said Sebbens has done work for CRRA at other landfills and has bid on this project before. He said management is comfortable that this contractor can do the work and has performed well in the past. Mr. Bodendorf said there is a provision which allows for management to provide ten days written notice to the contractor to terminate the contract. He said this contractor is about a \$9,000 increase over the current contractor. Mr. Bodendorf explained the contract has been reviewed by management to cover only the bare minimum needed for maintenance.

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

INFORMATIONAL

Committee Chairman Adams said that the Informational Section had been thoroughly reviewed and discussed.

ADJOURNMENT

Committee Chairman Adams requested a motion to adjourn the meeting. The motion made by Vice-Chairman Barlow and seconded by Director MacDougald was approved unanimously by roll call.

The meeting was adjourned at 11:42 a.m.

Respectfully submitted,

Moira Kenney
HR Specialist/Board Administrator