

Policies & Procurement Committee
Feb. 5, 2015
Regular Telephonic Meeting Draft Minutes

Members Present by phone: Committee Chairman John Adams
 Vice-Chairman Richard Barlow

CRRA Staff Present: Tom Kirk, President
 Mark Daley, Chief Financial Officer
 David Bodendorf, Senior Environmental Engineer
 Peter Egan, Director of Operations and Environmental Affairs
 Roger Guzowski, Contracts and Procurement Manager
 Laurie Hunt, Director of Legal Services
 Eileen Kearney, Temporary Board Administrator

Committee Chairman Adams called the meeting to order at 11:03 a.m. and noted that a quorum was present.

Committee Chairman Adams noted there were no members of the public present who wished to address the Committee and said the regular meeting would commence.

1. **APPROVAL OF MINUTES OF THE DECEMBER 4, 2014, REGULAR TELEPHONIC MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the Regular Dec. 4, 2014, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Vice-Chairman Barlow and seconded by Chairman Adams.

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

2. **REVIEW AND RECOMMEND RESOLUTION REGARDING CONSTRUCTION QUALITY ASSURANCE SERVICES ASSOCIATED WITH THE HARTFORD LANDFILL**

Committee Chairman Adams requested a motion on the above referenced matter. The motion to approve was made by Vice-Chairman Barlow and seconded by Chairman Adams.

RESOLVED: That the President is hereby authorized to enter into a Request for Services with Fuss & O'Neill, 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. Kirk provided an update on the Hartford landfill. He said that the Authority is expecting certification imminently (next day or so) and that it has received a call from the Connecticut Department of Energy and Environmental Protection ("DEEP") indicating so. As way of background, he said that MIRA's closure documentation was submitted back in December.

He then said that this Committee proposal on services from Fuss & O’Neill (“F&O”) is the remainder of a QA requisition from a while back. Mr. Bodendorf added that F&O exceeded the estimate at the very end of putting together the closure certification report and by compiling the document and responding to comments by us, they ended up a little over budget. He noted that because there aren’t any DEEP comments expected, MIRA doesn’t think it is going to be \$8,500 over and believes the \$5,200 above the original estimate is the right number. Mr. Egan interjected that, as a result of this, the memo to the Board will be revised and the Committee will be going to the Board and going to ask for an additional \$5200. He noted that Robert Isner, who left him a voice mail earlier in the day, said we should get the letter certifying closure of the landfill either later this week or on Monday.

Vice-Chairman Barlow asked if the cost of this project will be coming out of the landfill closure fund and both Mr. Kirk and Mr. Egan responded affirmatively.

The motion was unanimously approved by roll call.

3. **INFORMATIONAL**

A. Insurance

Vice-Chairman Barlow asked for clarification some of the entries that appeared in Attachment 4 (Exceptions to the Competitive Process). First, he asked for specifics about the \$55,000 that was listed as going to the insurer Aon for FY 15 – Public Officials Ext 4/1/15 to 6/30/15. Mr. Bogendorf noted that this was an extension for that policy for that period. Mr. Kirk added as a reminder that MIRA acted on the extension early and a two to three month period needed to be addressed and that this figure was the premium for that.

B. DEEP Late Fees

Vice-Chairman Barlow’s second question related to a late fee listing on page 2 and asked for further details. Mr. Egan provided background on it, said permit fees are paid each year on a number of permits for the DEEP and these are due in June.. He noted that the delay in paying the fees was due to MIRA’s inability to issue purchase orders, which was delayed due to software issues associated with the change from CRRA to MIRA. He said that while the invoices were due in June, the payment on the fees was delayed and the checks were not mailed until the first week of July. He said that the late fees were appealed to DEEP up to Bob Kaliszewski, the agency came back and said that they could not rule in MIRA’s favor and that it needed to have OPM do so. As a result, he said the appeal went to OPM and Dean Applefield responded that OPM had no authority to waive these fees and it did not support the waiver by MIRA even if DEEP had the authority. Vice-Chairman Barlow requested that the Policy & Procurement Committee submit an agenda item to the Authority Board for its next meeting and it should request the Board take action, write a letter to DEEP and to the Governor which indicates that due to their initiation of the name change, the Authority strongly objects to what has happened and he wants this issue to be reflected in the public record. Mr. Daley also provided additional background on the fees. He said there were issues due to the June 6 switchover from CRRA to MIRA; the fees are due in advance on July 1; MIRA has a fiscal year that ends on June 30, and due to the switchover, in a normal year MIRA would have had fiscal year open in the prior year for these services.

C. Recycling Rebates

Vice-Chairman Barlow also had a question on an entry on the same Attachment and it related to recycling rebates for Deep River. Mr. Bodendorf explained that this was due to an oversight where different users put two requisitions in which were not put in alignment with others and said once they were processed in the system, the error was caught, but it was too late to change the codes. He said that the approval path for both was the same and it was the same rebate the other towns had received.

D. Bank of America Analysis Fee

Vice-Chairman Barlow questioned another entry on the Attachment which related to a Bank of America analysis fee for \$20,000. Mr. Daley provided background on the fee saying it is a yearly fee which MIRA has paid for a couple of years and it is offered to provide an analysis of how to save money on fees and different services. He agreed to research the fee for the Vice-Chairman and will e-mail him this afternoon with an update. Mr. Kirk requested that Mr. Daley also find out if it is a requirement of our accounting products or of it is an option.

E. Holiday Gathering

Vice-Chairman Barlow asked a final question on the attachment and it related to the expense for a holiday gathering for employees and asked for confirmation that it did not include alcoholic beverages. Mr. Kirk confirmed that it did not.

4. **ADJOURNMENT**

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

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Eileen Kearney
Temporary Board Administrator