

Central CT Solid Waste Authority (CCSWA)

Executive Committee Meeting

March 18, 2024

Meeting Minutes

Members and Designees

Brandon Robertson	Avon Town Manager
Jim Rupert	Bolton Town Administrator
Russ Arnold	Farmington Director of Public Works/Town Engineer
Mike Manfre	Glastonbury Superintendent of Sanitation
Christopher Hayes	Hartford Director of Public Works
Tim Bockus	Manchester Director of Public Works
Kasia Purciello	Manchester Assistant Town Manager
Tom Roy	Simsbury Director of Public Works
Tony Manfre	South Windsor Superintendent of Pollution Control
Fred Presley	Wethersfield Town Manager

Staff

Matt Hart	CRCOG Executive Director
Sonya Carrizales	CRCOG Environmental Planner

Guests

Megan Siegel	South Windsor Administrative Secretary/Contract Compliance Administrator
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1. The virtual meeting was called to order by Fred Presley, CCSWA Chair, at 2:02 p.m. Roll Call and Introductions were done.
2. There was no public comment.
3. Tom Roy made a motion, seconded by Tom Bockus, to approve the January 22, 2024 Meeting Minutes. The motion was approved unanimously.
4. Fred Presley, CCSWA Chair, welcomed everyone present and provided a brief report on Wethersfield's yard waste collection program kick off.
5. CRCOG Staff Reports and Updates
 - a. Matt Hart (CRCOG) shared updates on the Food Waste and Organics Request for Information (RFI) progress. Matt Hart (CRCOG) requested Executive Committee (EC) feedback on the RFI draft and Assistance Agreement with Tetra Tech, while encouraging further discussion about whether CCSWA or CRCOG should be the contracting entity with Tetra Tech.

- b. Matt Hart (CRCOG) welcomed Chris Hayes (Hartford) to introduce Thomas Stewart, Sanitation Supervisor, and Nana Adjei, Solid Waste Inspector, to CCSWA as the alternate designees for Hartford.

6. CCSWA Next Steps

- a. Fred Presley (Wethersfield) and Matt Hart (CRCOG) provided an update on CCSWA Bylaws and concurrent Ordinance revisions made based on discussion at the previous EC meeting. Matt Hart noted that staff had made adjustments to streamline the Ordinance with a reference to the Bylaws, syncing future Bylaw amendments with local ordinance amendments automatically.

Tom Roy (Simsbury), Russ Arnold (Farmington), Tim Bockus (Manchester), and Jim Rupert (Bolton) contributed to discussion on whether differentiating between existing CCSWA members and new CCSWA members would make sense as an organizational financing strategy. Fred Presley (Wethersfield) acknowledged how this approach may discourage new membership. EC members expressed interest in increasing CCSWA membership for now and coming back to this discussion once higher membership rates are achieved.

EC members endorsed two additional Bylaw amendments:

- i. The addition of the term “procurement” under Art. I, Sec. 3.
- ii. The addition of an affirmative vote of the full membership as a prerequisite to joining CCSWA under Art. III, Sec. 1.

Matt Hart (CRCOG) suggested that CRCOG staff complete the two endorsed amendments and bring the Amended Bylaws to the full CCSWA membership for action on April 15th. The members agreed to this suggestion by consensus.

- b. Matt Hart (CRCOG) suggested using the RFI as an initial step for food waste diversion and seeking assistance from Tetra Tech to finalize the RFI and review responses. Fred Presley (Wethersfield) and Tom Roy (Simsbury) suggested that CRCOG should contract with Tetra Tech. Tim Bockus (Manchester) commented on reconsidering the timing of publishing the RFI in relation to SB-191, with Russ Arnold (Farmington) seconding the idea to wait and see what happens with the proposed bill. Matt Hart (CRCOG) suggested reaching out to DEEP to get their thoughts on us initiating the RFI right now with the bill pending. Per Russ Arnold’s (Farmington) suggestion, CRCOG will send all EC members the RFI draft to review, if DEEP is comfortable with CRCOG moving forward on the RFI.
- c. Matt Hart (CRCOG) and Fred Presley (Wethersfield) proposed the following agenda items for the 4/15 Full Membership Meeting:
 - i. Amended Bylaws
 - ii. Budget for next fiscal year
 - iii. RFI Update

iv. Membership Update

- d. Tony Manfre (South Windsor) suggested adding a discussion item about a new RFP/RFQ for textile recycling. Megan Siegel (Administrative Secretary/Contract Compliance Administrator) discussed the potential for additional textile recycling opportunities with other vendors if South Windsor's 10-year-old textile recycling RFP Agreement is reviewed. Staff will add this as an action item.
 - e. Matt Hart (CRCOG) suggested scheduling an EC meeting at 1:00 pm on April 15th before the Full Membership meeting to discuss textile recycling and the budget for next fiscal year. The members agreed to this suggestion by consensus.
7. Tim Bockus (Manchester) made a motion to adjourn, seconded by Tom Roy (Simsbury). The motion passed unanimously, and the meeting adjourned at 2:35 p.m.

Respectfully submitted,

Sonya Carrizales
Environmental Planner