



**NOTICE OF REGULAR MEETING OF THE
NEW HAVEN SOLID WASTE & RECYCLING AUTHORITY**

THURSDAY, AUGUST 8, 2024 AT 5:30 PM

Via Zoom:

**[https://newhavenct.zoom.us/j/85156142003?pwd=0CI7dbxO6RZtVldNx8Lv3lhBoQ0Lh0.1
&from=addon](https://newhavenct.zoom.us/j/85156142003?pwd=0CI7dbxO6RZtVldNx8Lv3lhBoQ0Lh0.1&from=addon)**

AGENDA

1. Call to Order
2. Approval of the Minutes from the July 11, 2024 Regular Meeting and July 25, 2024 Special Meeting
3. Treasurers' Report
4. Tonnage Report
5. Executive Director Report
 - a. Communications
 - i. Hometown Recycling Day Update
 - b. Operations Update
 - i. Residential Drop Off Project
 - ii. Transfer Station Equipment
 - iii. Transfer Station Operator Rotation
6. Executive Session pursuant to Section 1-213(b)(2) of the General Statutes of Connecticut, for the purpose of discussing personnel matters
7. Old Business
 - a. Strategic Plan Consultant Update
8. New Business
9. Public Comments
10. Adjournment



July 11, 2024

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
NEW HAVEN SOLID WASTE AND RECYCLING AUTHORITY**

A regular meeting of the New Haven Solid Waste and Recycling Authority (the “Authority”) was held on July 11, 2024, at 5:30 p.m. online via Zoom Video Conference call.

Board members present: R. Bonito, L. Davis Cannon, J. Logan, S. Miller, K. Pedersen, and S. Winter
Board member absent: C. May

Others present: Lori Vitagliano, Executive Director
Malinda M. Figueroa, Secretary
Gerald Antunes, Alder Ward 12

Kyle Pedersen began the meeting at 5:32 p.m. with approval of the minutes from the June 13, 2024, regular meeting. Sarah Miller made a motion to approve the minutes, seconded by John Logan. There was no further discussion.

Voice Vote:

AYES: R. Bonito, J. Logan, S. Miller, and K. Pedersen

NAYES: NONE

ABSTENSIONS: NONE

{Director Steven Winter joined.}

Ms. Vitagliano presented the treasurers’ report for June 2024. Mr. Winter requested the bond covenant details which require the fund balance thresholds and if the documents provide for the spending of such.

Ms. Vitagliano presented the municipal solid waste and recycling tonnage reports for the month of June 2024. Total combined municipal solid waste tonnage received for the fiscal year ending June 30, 2024, was one-hundred fourteen thousand seventy (114,070) tons. Total combined recycling tonnage received for the fiscal year ending June 30, 2024, was seven thousand three hundred twelve point fifty-one (7,312.51) tons. Mr. Logan asked if it was easy to pull historical data on tonnage received to see a sampling of the tonnage received over the years. Ms. Vitagliano stated that the Authority’s records should provide such.

Mr. Pedersen discussed the process of adopting a strategic plan for the Authority including key components. Mr. Winter suggested looking at the charter of the Authority as a good starting point for the document which may guide responsibilities and powers and its role in diversion, education, and processing of materials in the City.

Layout priorities on what the Board wanted to focus on and how to address them. Ms. Miller suggested a consultant be hired to assist the Board with the plan to help identify documents to review and help synthesize what we pull together.

Discussion ensued around authorizing the Executive Director to inquire about a few options and bring them back to the Board at the next meeting. 2-3 potential consultants to help develop a short 1–3-page strategic plan that helps align Authority mission with present day priorities.

Ms. Bonito made a motion that the Board authorizes the Executive Director to research consultant services to develop a simple strategic plan that aligns with and advances the mission, ordinance and bylaws of the New Haven Solid Waste and Recycling Authority, which may include a preliminary outline, facilitate one meeting develop a draft document and review and possibly a focus group and/or a community meeting and elaborate on scenarios that aligns with the mission and operations seconded by Ms. Miller. There was no further discussion.

Voice Vote:

AYES: R. Bonito, J. Logan, S. Miller, K. Pedersen, and S. Winter

NAYES: NONE

ABSTENSIONS: NONE

Ms. Vitagliano updated the Board on the Hometown Recycling Day under the Executive Director's report. It will be held on Saturday, October 26 at Amistad Academy. Helpsy, Take2 and fileshred will be in attendance. Under operations update, Laydon has given a mid-august early September start date. Ms. Vitagliano believes the work will be completed prior to the Solar Array installation taking place so there will not be two projects coinciding on the property. The Authority supports the Public Works Department regarding the constituent coupon system and if the department decides to move from a paper-based option to a scanner/reader for drivers license to track residents tipping. There was only one report in June of the gate arm not working properly at the Transfer Station. For the operator rotation for the month of June was business as usual, no issues to report.

There was no old business, nor new business.

{Director Linda Davis Cannon joined.}

Ms. Bonito made a motion to go into Executive Session to discuss a personnel matter under CGS Sec 1-210(b)(2) seconded by Mr. Logan, there was no further discussion.

Voice Vote:

AYES: R. Bonito, L. Davis Cannon, J. Logan, S. Miller, K. Pedersen, and S. Winter

NAYES: NONE

ABSTENSIONS: NONE

The Board entered executive session at 6:28 pm.

The Board exited executive session at 6:41 pm.

There were no public comments.

Ms. Bonito made a motion to adjourn, seconded by Ms. Davis Cannon. There was no further discussion. Mr. Pedersen adjourned the meeting at 6:42 pm.

Respectfully submitted,

Malinda M. Figueroa
Secretary

DRAFT



July 25, 2024

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
NEW HAVEN SOLID WASTE AND RECYCLING AUTHORITY**

A special meeting of the New Haven Solid Waste and Recycling Authority (the “Authority”) was held on July 25, 2024, at 5:00 p.m. online via Zoom Video Conference call.

Board members present: L. Davis Cannon, J. Logan, C. May, S. Miller, K. Pedersen, and S. Winter
Board member absent: R. Bonito

Others present: Lori Vitagliano, Executive Director
Malinda M. Figueroa, Secretary

Kyle Pedersen began the meeting at 5:03 p.m.

Ms. Vitagliano gave an overview of the history of the Authority and its mission. Bylaws allow for seven (7) directors, six (6) of which are appointed by the Mayor and one (1) Alder representative. Two (2) of the directors must be in the ward or a ward downstream from the Transfer Station. There are a total of six (6) scale house operators which are Public Works Department employees assigned to the Transfer Station.

There is one (1) full-time employee, the executive director, and two (2) part-time employees, the executive administrative and operations assistant and the material management coordinator. The facilities of the Authority consist of the administrative office located at 14 Trumbull Street which is leased office space and the Transfer Station itself on Middletown Avenue. The operator of the transfer station, CWPM is its second five (5) year renewal option of a Request for Proposal let out in 2017, the second renewal option expires in June 2027. The scales at the Transfer Station operate with AMCS scale software.

Revenue Sources for the Authority include residential permit account, permitted (licensed) haulers and cash and credit card customers. Expenses incurred are for contractual services, i.e. attorney fees, hauling and disposal of MSW as well as operation, maintenance and management of the transfer station. Audits are conducted annually by the Authority’s designated auditor, RSM.

Community engagement currently consists of a biannual hometown recycling day event, the Authority’s website, monthly newsletter, printed bifold handouts, phone inquiries, emails and in-person outreach which includes attending community management meetings.

There were no public comments.

Ms. Miller made a motion to adjourn, seconded by Mr. Logan. There was no further discussion. Mr. Pedersen adjourned the meeting at 6:08 pm.

Respectfully submitted,

Malinda M. Figueroa
Secretary