



## MEMORANDUM

**TO:** MIRA Policies & Procurement Committee  
**FROM:** Moira Kenney, Assistant HR Manager/Board Administrator  
**DATE:** November 23, 2016  
**RE:** Notice of Regular Meeting

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There will be a regular meeting of the **Policies & Procurement Committee** of the Materials Innovation and Recycling Authority's Board of Directors on **Thursday, December 1, 2016 at 11:00 a.m. in the Board Room at MIRA's office located at 200 Corporate Place, Rocky Hill, CT 06067.**

The purpose of this meeting will be:

1. Pledge of Allegiance
2. Public Comment (3 minutes per speaker)
3. Approval of Minutes of the October 13, 2016 Regular Committee Meeting (*Attachment 1*).
4. Review of the MIRA Spot Waste Study conducted by HDR (*Attachment 2*).
5. Discussion of Proposed Revisions to the Authority's Bylaws (*Attachment 3*).
6. Executive Session to discuss pending litigation and pending RFP responses, potential lease of MIRA real estate, trade secrets, personnel matters, security matters, and feasibility estimates and evaluations.
7. Informational
  1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by CRRA's Procurement Policy (*Attachment 4*).
  2. Report on purchases that are considered exceptions to the competitive process pursuant to CRRA's Procurement Policy (*Attachment 5*).
  3. Report on Legal Requests for Services (*Attachment 6*).
  4. Report on Solicitation (*Attachment 7*).
8. Such other items that may properly come before the Committee.