

Policies & Procurement Committee
November 2, 2022
Meeting Minutes

A Regular Meeting of the Policies & Procurement Committee of the Materials Innovation and Recycling Authority was held on November 2, 2022. Present via video or audio conferencing were:

Members Present: Dave Steuber
 Rich Soderman
 Leonard Assard

Members Absent: Ed Mone (Committee Chairman)

MIRA Staff Present: Tom Kirk, President
 Mark Daley, Chief Financial Officer
 Peter Egan, Director of Operations & Environmental Affairs
 Laurie Hunt, Director of Legal Affairs
 Tom Gaffey, Director of Recycling and Enforcement
 Dave Bodendorf, Senior Environmental Engineer
 Roger Guzowski, Contract and Procurement Manager

In the absence of Committee Chairman Mone, Director Steuber chaired the meeting. He called the meeting to order at 11:02 a.m. Following the Pledge of Allegiance, Acting Committee Chairman Steuber invited members of the public to address the Committee. As there was no public comment, he proceeded with the agenda.

1. APPROVAL OF MINUTES OF THE OCTOBER 5, 2022 COMMITTEE MEETING.

Acting Committee Chairman Steuber requested a motion to accept the minutes of the October 5, 2022 Polices and Procurement Committee meeting. The motion to approve was made by Director Assard and seconded by Director Soderman.

The motion to accept the minutes was approved unanimously.

2. RESOLUTION REGARDING WPF OFFICE REHABILITATION.

Acting Committee Chairman Steuber requested a motion to approve the foregoing resolution. The motion to approve was made by Director Assard and seconded by Director Soderman.

WHEREAS, at its July 13, 2022 meeting, MIRA's Board of Directors passed a resolution to not execute the option to extend MIRA's lease at 200 Corporate Place in Rocky Hill and instead to move MIRA staff to existing WPF office space at 300 Maxim Road in Hartford; and at that meeting, the Board of Directors further directed MIRA management to refine logistics and costs to move MIRA staff to 300 Maxim Road, and request approval from the Board for such costs to move MIRA staff that will remain with MIRA after April 30, 2023; and

WHEREAS, staff evaluation of the WPF offices found that steps were necessary and appropriate to complete odor mitigation and related general-contractor rehabilitation work ("WPF Office Rehabilitation") in order to move staff remaining with MIRA after April 30, 2023, other than those assigned to the Torrington and Essex Transfer Stations into the WPF offices at 300 Maxim Road ("Staff Relocations"); and

WHEREAS, staff have reached out to general contractors who have been prequalified by the Connecticut Department of Administrative Services to provide price quotes and proposals to complete the WPF Office Rehabilitation and Staff Relocations;

NOW THEREFORE, be it

RESOLVED: That MIRA'S Board of Directors directs Management to formally engage ACORE Builders, LLC as a general contractor to complete the WPF Office Rehabilitation substantially as discussed at this meeting.

Mr. Kirk indicated that this issue was also addressed from a funding standpoint at the Finance Committee earlier in the morning. Mr. Guzowski reminded the committee that this is follow up to a resolution that the Board passed at its July 13, 2022 meeting directing Management to move MIRA staff to existing office space at 300 Maxim Road and to refine the costs for such a move and to request approval from the Board for such costs. Mr. Guzowski described the use of a DAS contract for this procurement process and the scope of work.

The motion to approve the foregoing resolution was approved unanimously.

3. RESOLUTION REGARDING STAFF RELOCATION.

Acting Committee Chairman Steuber requested a motion to approve the foregoing resolution. The motion to approve was made by Director Assard and seconded by Director Soderman.

WHEREAS, at its July 13, 2022 meeting, MIRA's Board of Directors passed a resolution to not execute the option to extend MIRA's lease at 200 Corporate Place in Rocky Hill and instead to move MIRA staff to existing WPF office space at 300 Maxim Road in Hartford; and at that meeting, the Board of Directors further directed MIRA management to refine logistics and costs

to move MIRA staff to 300 Maxim Road, and request approval from the Board for such costs to move MIRA staff that will remain with MIRA after April 30, 2023; and

WHEREAS, staff has determined that contracting with a moving services company is necessary and appropriate to move staff remaining with MIRA after April 30, 2023, other than those assigned to the Torrington and Essex Transfer Stations into the WPF offices at 300 Maxim Road (“Staff Relocations”); and

WHEREAS, staff has determined that contracting with the same moving services company will be necessary and appropriate for the removal of all furniture remaining at MIRA’s offices at 200 Corporate Place after the Staff Relocations are complete (the “Leftover Furniture”) and resulting movement, storage, and/or disposal of the Leftover Furniture (the “Leftover Furniture Decommissioning”) if such Leftover Furniture cannot otherwise be sold; and

WHEREAS, staff has determined that some of the furniture required for the Staff Relocations and some of the Leftover Furniture is electrified modular panels that require the services of an electrician to safely move or install; and

WHEREAS, staff have reached out to moving companies who have been prequalified by the Connecticut Department of Administrative Services to provide price quotes and proposals to complete the Staff Relocations and Leftover Furniture Decommissioning; and

WHEREAS, staff have additionally reached out to electricians who have been prequalified by the Connecticut Department of Administrative Services to provide price quotes and proposals to complete the Staff Relocations and Leftover Furniture Decommissioning; and

NOW THEREFORE, be it

RESOLVED: That MIRA’s Board of Directors directs Management to formally engage William B. Meyer, Inc. as a moving services company to complete the Staff Relocations and necessary Leftover Furniture Decommissioning tasks substantially as described at a cost not to exceed \$30,000.

Mr. Guzowski indicated that this resolution is related to the prior one and is for the physical move of staff to the WPF offices. He indicated that the dollar amount for this move did not independently require Board approval but due to a provision in MIRA’s procurement policy that prevents splitting of contracts to avoid Board approval, it is brought to the Board in an abundance of caution given its relationship to the prior resolution. Mr. Guzowski described the DAS contract for this procurement process, and a contingency in the event that the electrical work exceeds what the moving services company can provide. Director Assard urged staff to consider that if there was leftover furniture that did not have resale value to offer it to the member towns for reuse if they pick it up at their cost prior to the move

The motion to approve the foregoing resolution was approved unanimously.

4. RESOLUTION REGARDING AMENDMENT TO AUTHORITY BYLAWS.

Acting Committee Chairman Steuber requested a motion to approve the foregoing resolution. The motion to approve was made by Director Assard and seconded by Director Soderman.

WHEREAS, two sections of the Authority's Bylaws differ from the language of its enabling legislation; and

WHEREAS, to avoid potential uncertainty and difficulty in obtaining a quorum at board meetings, conformity with statute is deemed advisable;

Now, **THEREFORE**, it is hereby

RESOLVED: That paragraph (b) of section 301 of the Authority's bylaws shall be amended by deletion of the second sentence thereof; and

FURTHER RESOLVED: That the first sentence of paragraph (a) of Section 504 of the Authority's bylaws shall be amended to read as follows:

- (a) Six (6) Directors of the Authority shall constitute a quorum for the transaction of any business or the exercise of any power of the Authority, provided, two directors from municipal government shall be present in order for a quorum to be in attendance.

Ms. Hunt said that two sections of the Authority's bylaws differ from the language of its enabling legislation, potentially causing confusion and making it more difficult to meet the statutory board quorum requirement for two directors from municipal government to be present at meetings. She said that both proposed changes mirror statutory language; the change to Section 301 of the bylaws reflects a statutory change made several years ago; the proposed change to Section 504 is due to the limited pool of municipalities with MIRA MSAs from which qualifying municipal officials may be appointed.

The motion previously made and seconded was unanimously approved.

5. EXECUTIVE SESSION.

Acting Committee Chairman Steuber requested a motion to enter executive session to discuss pending litigation by the Authority to enforce its legal rights under its waste deliver agreements. The motion to approve was made by Director Assard and seconded by Director Soderman. Acting Committee Chairman Steuber invited Mr. Kirk, Mr. Daley, Mr. Egan, Ms. Hunt, Mr. Gaffey and Mr. Bodendorf to join the committee members in Executive Session. The foregoing motion was unanimously approved.

Executive Session began at 11:24am and ended at 11:40am. Acting Committee Chairman Steuber noted that no action was taken during executive session, and proceeded with the agenda.

6. INFORMATIONAL REPORTS.

Acting Committee Chairman Steuber asked if there were any questions regarding the Informational Reports included in the meeting package or comments from staff. There were none.

7. ADDITIONAL ITEMS BROUGHT BEFORE COMMITTEE.

Acting Committee Chairman Steuber inquired if there were additional items to be brought before the Committee. There were none.

8. ADJOURNMENT.

Acting Committee Chairman Steuber requested a motion to adjourn. The motion was made by Director Assard and seconded by Director Soderman. The meeting adjourned at 11:43a.m.