



Dissolution Authority

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**MIRA DISSOLUTION AUTHORITY**

**July 17, 2024**

A Regular meeting of the Board of Directors of the MIRA Dissolution Authority (the “Authority”) was held in person and via Zoom on Wednesday, July 17, 2024. Present in person or via audio or video conferencing were:

Appointed Directors:

Chairperson Bert Hunter  
Matthew Dayton  
David Barkin (via Zoom)  
Michael Looney (via Zoom)  
William Beccaro (via Zoom)  
Rachel Taylor (arrived at approximately 9:39)  
Michael Walsh (via Zoom)  
John Fonfara (via Zoom)  
Paul Harrington  
Carl Fortuna (via Zoom)  
David Steuber (via Zoom)

Appointed Members:

Frank Dellaripa  
Thomas Swarr (via Zoom)

Present from Authority Staff:

Mark Daley, President & CFO  
Tom Gaffey, Director of Recycling and Enforcement  
Cheryl Kaminsky, Comptroller  
Dave Bodendorf, Manager of Engineering, Construction and Power Assets  
Chris Shepard, Environmental Compliance Manager  
Roger Guzowski, Supply Chain Manager

Others Present:

Ann Catino, Halloran & Sage  
Matthew Pafford (via Zoom)  
Ed Spinella  
Joanna Wozniak-Brown (via Zoom)  
CT-N            860-746-3200            860-463-7103

This meeting was recorded via ZOOM conferencing and is posted on the Authority’s website at:  
<https://www.ctmira.org/wp-content/uploads/2024/07/7-17-24-Board-Meeting.mp4>

**1. Call to Order, Chair’s Welcome, - Agenda Item 1**

Chairperson Hunter called the meeting to order at 9:32 am and requested a roll call for attendance.

**2. Public Comment - Agenda Item 2**

Chairperson Hunter asked if any members of the public wished to provide comment. No members of the public wished to provide comment.

**3. Review and Approve Minutes of the June 12, 2024 Regular Board Meeting - Agenda Item 3.**

Chairperson Hunter introduced the item and requested a motion to approve the minutes. The motion was made by Director Harrington and seconded by Director Fonfara. The motion passed as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton			X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor					Not present
7 – Michael Walsh			X		
8 – John Fonfara		X	X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - David Steuber					Abstain

**4. Review and Approve Minutes of the July 2, 2024 Special Board Meeting - Agenda Item 4.**

Chairperson Hunter introduced the item and requested a motion to approve the minutes. The motion was made by Director Harrington and seconded by Director Fonfara. The motion passed as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton			X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor					Not present
7 – Michael Walsh			X		
8 – John Fonfara		X	X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - David Steuber			X		

**5. Chairman’s and President’s Report – Agenda Item 5.**

Chairperson Hunter introduced the item and turned the meeting over to President Daley. President Daley updated the Board on several projects. He indicated the deposit for the scrap metal project was received and Freedman is now on site removing the inoperable equipment and scrap. He expects the work to be completed within the next few weeks. President Daley stated that Sales Auction Company is now on site starting and testing operable equipment for auction. Once Freedman is finished removing scrap from the staging area, the operable equipment will be moved outside for photos and videotaping in preparation for the August auction.

President Daley stated the repair of the Essex Transfer Station Roof is underway and the contractor has discovered some structural elements in unacceptable condition that must be replaced. This extra work has been authorized as an emergency procurement and will be brought to the Board for ratification in August. With this extra, unforeseen work, the project is now essentially on budget.

Finally, President Daley asked that the Board add an item to the agenda for South Meadows Site security.

**RESOLVED:** That the Board of Directors adds the following to the Agenda:

“RESOLVED: That the President is hereby authorized to utilize security services for the MIRA Dissolution Authority South Meadows site pursuant to the CT Department of Administrative Services contract for Security Personnel Services, substantially as discussed and presented at this meeting.”

The motion to add the item as Item 7(a) on the Agenda was made by Director Harrington and Seconded by Director Dayton. The motion passed by roll-call vote as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 – Michael Walsh			X		
8 – John Fonfara			X		

9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - David Steuber			X		

**6. Discussion – Initial Draft Outline Master Schedule for Authority Transition – Agenda Item 6**

Chairperson Hunter introduced the item and asked for an update from President Daley. President Daley confirmed that the Authority sunset date was not addressed in the Special Session so it remains 7/1/2025. He indicated there may be interest in modifying all sunset dates to align at 7/1/2026 but preparation for a 7/1/2025 sunset date must begin in the event that does not happen. The Authority has been working on a master schedule for use as a guide through the Authority’s sun setting. The master schedule addresses the wrap up or transition of current routine business and the wind down activities and the process of preparing DAS to take over.

President Daley indicated the specifics of employee separations were discussed at the HR Committee meeting held earlier on 7/17/24. He noted that the Authority has a 3 month working notice requirement that will require the issuance of layoff notices no later than Monday March 31, 2025 for separations to be effective Monday June 30, 2025. He believes once those notices go out it would very difficult to call off closing down the Authority.

The master schedule includes a narrative that is currently partially complete and a timeline. Included in the master schedule are the following subjects:

- 1) Authority Routine Business
- 2) Authority Wind Down Activity
- 3) DAS Stand Up Activity

The plan is to complete these documents to represent what management believes can reasonably be accomplished between now and the 6/30/2025 sunset and present them at the August Board. There are no Committee meetings scheduled for August.

Chairperson Hunter suggested that he, President Daley, and Directors Barkin, Harrington, and Taylor meet before the August Board meeting. The Directors discussed their availability for a possible meeting the week of August 5<sup>th</sup>.

**7. South Meadows Transition Committee Report – Agenda Item 7**

Chairperson Hunter asked Director Beccaro for comment but Director Beccaro was not available. Chairperson Hunter then asked President Daley for a report. President Daley stated an initial project management meeting for the South Meadows Redevelopment Considerations Study was held on June 18. The Weston and Sampson project team was in attendance along with Authority management. Minutes of the meeting were included in the Committee package. Discussed was the status of getting various aspects of the study underway particularly the review of existing environmental conditions, the hazardous building materials survey, public outreach and the flood protection system tasks. The Committee also reviewed site sign in / sign out requirements for personnel working on site and the schedule for providing a site specific safety plan for the HBM survey.

President Daley then updated the Board on the pre-planning meeting held July 2<sup>nd</sup> for the public project launch. A list of the stakeholders invited to the meeting was included in the Committee package. The meeting was scheduled as a special meeting of the Board so that any director or member could attend and we had very strong board attendance. We also had good attendance from the City of Hartford including James Wolfe (Chief of Staff), Jonathon Harding (Corporation Counsel) and John Gale (City Council member)

The meeting agenda was included in the Committee package. The expectations and specific tasks of the Study were reviewed at Committee and a round table discussion of the methodology and approach to public outreach was held.

As a result of these meetings, the public project launch meeting has been scheduled for July 23rd at

the Metzner Community Center where public meetings for the Brainard study were held. President Daley indicated the flyer and questionnaire for the meeting has been developed and is being circulated. Chairperson Hunter stated that the meeting will be a hybrid format, both in person and on-line, and the meeting will be recorded. President Daley confirmed the meeting will be noticed as a Special Board meeting, and there will be a Q&A panel at the conclusion of the public meeting which will include him, the consultants, and Chris Shepard.

President Daley updated the Board on the kick off meeting held June 26, 2024 for the flood protection system. The agenda for this meeting was included in the Committee package. Weston and Sampson, Simpson Gumpertz & Heger, the Greater Hartford Flood Commission and the City of Hartford were all in attendance. The study tasks and deliverables were reviewed with the City and Commission. Methods to dovetail our study deliverables with other planning efforts underway for the overall GHFC system and Army Corp of Engineer requirements were also discussed.

President Daley then updated the Board on the Hazardous Building Materials Survey. He indicated after the initial project management meeting, Eagle Environmental submitted its site specific health and safety plan which the Authority has reviewed and found acceptable. Eagle Environmental has since brought its equipment on site and is presently collecting samples. Mr. Shepard confirmed that sampling is now complete on the WPF side of the property and sampling on the PBF side of the property is ongoing.

**7(a) Review and Approve Resolution Regarding Security Services - Item 7(a) (added to agenda)**

**RESOLVED:** That the President is hereby authorized to utilize security services for the MIRA Dissolution Authority South Meadows site pursuant to the CT Department of Administrative Services contract for Security Personnel Services, substantially as discussed and presented at this meeting

President Daley indicated the item was to maintain security services with United Security, Inc. (“United”). Mr. Gaffey summarized the services provided and explained that United was the low priced provider on these services last fiscal year under a DAS contract. He stated that the contract term currently ends on 12/31/2024 so the resolution is for the Board to approve these services from 7/1/2024 through 12/31/204. Chairperson Hunter asked how the security service s contract works. Mr. Gaffey stated United personnel are union employees and receive the same holidays as State of Connecticut employees. Director Harrington asked if a budget was in place for these services. President Daley confirmed there is a budget in place. Director Barkin asked if there was a question about the DAS contract being extended. Mr. Gaffey confirmed that it has not yet been extended. Mr. Gaffey stated he will reach out to DAS and inquire about an extension. Chairperson Hunter requested a motion to move the resolution. The motion to move the resolution was made by Director Harrington and seconded by Director Dayton. The motion passed by roll call vote as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 – Michael Walsh			X		
8 – John Fonfara			X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - David Steuber			X		

## **8. CSWS Transition Committee Report - Agenda Item 8.**

Chairperson Hunter introduced the item and asked Director Fortuna for remarks. Director Fortuna stated that he and President Daley have had discussions with the northwest hills towns. Regarding the Essex towns, he is hoping to set up a meeting with Senator Needleman next week. He then handed the meeting over to President Daley.

President Daley summarized the status of several transfer station projects proposed to be completed prior to transfer of the facilities. The Essex tip floor project is planned for spring of 2025 after the remaining useful life of the floor is expended. The Essex roof replacement is underway and some structural issues were discovered that will result in the cost of the project being at budget. The ridge vent repair has been cancelled as it is not necessary and that budgeted expense will be redirected to the roof replacement. We are soliciting pricing for the phase 1 environmental assessment for Essex. In Torrington, the drainage improvement project scope and drawings are complete and Mr. Bodendorf will be meeting three prospective bidders at the site next week with bids due at the end of July. The roof repairs for Torrington are planned for October, Mr. Gaffey has instructed Enviro, the site operator, to obtain prices. The project will be done under the existing transfer station O&M contract. Quotes are also now being solicited for the Torrington phase 1 site assessment.

Mr. Daley stated that the Committee discussed the July 1, 2025 sunset date for the Authority and the fact that it has not been extended by the legislature. The transition to a regional waste authority will be challenging to complete by July 1, 2025, but the Authority will continue to work towards that goal and working with DAS to step into the Authority's shoes as necessary. President Daley mentioned that a monthly call is now set up for the Torrington transition. The first call happened on June 18<sup>th</sup> to supplement the Committee's work to transfer the facility to local regional control. Invitees to the call were the Northwest Hills COG, Litchfield and New Hartford first selectmen, the City of Torrington, Committee Chair Fortuna, Chairperson Hunter and President Daley. The monthly call now set for 3<sup>rd</sup> Tuesday of each month from 1:00 to 2:00

The initial meeting addressed:

- 1) FY 2025 budget matters
- 2) NW Hills Non Binding LOI
- 3) Change to PA 23-170 clarifying use of reserves to support tip fee / bond reimbursement
- 4) Request for Additional Sunset Date Change in Special Session
- 5) Ann's memo on alternate structures and assignment provisions
- 6) Torrington not having right of first refusal
- 7) Next step to develop subsidy projection.

During the 1<sup>st</sup> call NW Hills COG indicated it was deliberating a RWA vs expansion of existing inter local such as RRDD1. NW Hills indicated it had not yet contracted an attorney and are awaiting decision on governing structure. The 2<sup>nd</sup> Torrington call occurred yesterday and HRRA was in attendance. We updated on the sunset dates, data now being exchanged between the Authority and COG, status of projects in advance of transfer and next steps. Later this month HRRA will be considering potential takeover of the Torrington operation and we discussed possible structures for that.

President Daley state the Committee also discussed setting up calls for the Essex communities to deal specifically with transitioning Essex transfer station to local / regional control. Mr. Gaffey is working on setting up those calls. Invitees to the calls will include Norm Needleman, Carl Fortuna, Bert Hunter, Mark Daley and Tom Gaffey.

## **9. Finance Committee Report - Agenda Item 9.**

Chairperson Hunter requested a report from Committee Chair Harrington. Director Harrington briefly mentioned what occurred at the Committee and turned the meeting over to President Daley.

**9(a) Review and Approve Resolution Ratifying Insurance Procurement**

**RESOLVED:** That the Board of Directors ratifies the President and CFO’s Emergency Purchase binding of insurance policies as stated on the Renewal Insurance Proposal dated June 25, 2024 attached hereto as Exhibit A.

President Daley summarized the Insurance Procurement Resolution and associated procurement process. Director Harrington made a motion to approve the Resolution. The motion was seconded by Director Dayton. Chairperson Hunter asked if there was any further discussion on the item. There being none, the motion passed by roll call vote as indicated in the table below.

<b>Director</b>	<b>Raised</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 – Michael Walsh			X		
8 – John Fonfara			X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - Dave Steuber			X		

**9(b) Review and Approve Resolution Awarding Temporary Services**

**RESOLVED:** That the Board of Directors authorizes the President and CFO to enter into On-Call Temporary Staffing Agreements with the following firms:

- Hallmark Total Tech
- Bright Path Associates LLC
- RADgov Inc.

President Daley indicated the Committee reviewed the RFQ process with the Board and described how the Authority has been using such services. He confirmed the contract term is for two years through June 30, 2026 and termination provisions allow the Authority to terminate the contract with a 30-day notice. He briefly reviewed the RFQ responses and recommendation by the evaluation team. Director Harrington moved the resolution and Director Dayton seconded the motion. The resolution passed by roll call vote as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 - David Barkin			X		
4 - Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 - Michael Walsh			X		
8 - John Fonfara			X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - Dave Steuber			X		

**9(c) Review and Approve Resolution Authorizing and Funding a Structural Inspection and Maintenance Plan for the South Meadows Site**

**RESOLVED:** That the President is authorized to execute a Request for Services with HDR Engineering Inc. providing for the preparation a Structural Inspection and Maintenance Plan as further described in the Background attached to this Resolution.

**FURTHER RESOLVED:** A budget of \$59,000 is hereby established for the conduct of such Structural Inspection and Maintenance Plan which shall be funded through the Property Division’s South Meadows Transition Contingency Reserve.

President Daley reviewed the resolution with the Board and the associated procurement process. He stated the Authority reached out to three consultants from its on-call stable and indicated two consultants, Arcadis and HRP, declined to provide a proposal while one consultant, HDR, provided a proposal. Chairperson Hunter requested a motion to approve the resolution. Director Harrington made a motion to approve the resolution. The motion was seconded by Director Dayton. Chairperson Hunter asked if there was any further discussion. Director Barkin asked for clarification on which consultants declined to provide a price and which consultant provided a proposal. President Daley confirmed that HDR is the consultant that provided a proposal. Director Barkin asked what type of on call agreement is being used. President Daley confirmed that the work will be done by HDR under the Authority’s competitive, three year on-call engineering services agreement. There being no further discussion, Chairperson Hunter requested a vote on the resolution. The resolution passed by roll call vote as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 - David Barkin			X		
4 - Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 - Michael Walsh			X		
8 - John Fonfara			X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - Dave Steuber			X		

**10. Attached Supplemental Information – Agenda Item 10.**

Chairperson Hunter introduced the item and asked President Daley if he wanted to cover anything. President Daley indicated the information was reviewed at the Finance Committee and the Authority is in good shape regarding the budgets. Chairperson Hunter asked the Directors to reach out to President Daley with any questions they may have about the information.

**11. Executive Session to discuss the sale of real estate owned by the Authority in Hartford, Watertown, Ellington and Shelton and any pending consummation, termination or abandonment of all transactions or proceedings concerning any such sale.– Agenda Item 11.**

Chairperson Hunter read the purpose of the Executive Session into the record and asked President Daley to advise who would be invited to the executive session. President Daley confirmed the attendees for the executive session as: all Board Members and Directors, President Daley, Attorney Catino, and Mr. Guzowski.

Director Harrington made a motion to enter executive session. The motion was seconded by Director Dayton. The motion passed by roll call vote as indicated in the table below.

Director	Raised	Second	Aye	Nay	Abstain
1 - Chairperson Hunter			X		
2 - Matthew Dayton		X	X		
3 – David Barkin			X		
4 – Michael Looney			X		
5 - William Beccaro			X		
6 - Rachel Taylor			X		
7 – Michael Walsh			X		
8 – John Fonfara			X		
9 - Paul Harrington	X		X		
10 - Carl Fortuna			X		
11 - David Steuber			X		

Executive session began at 10:36 am and concluded at 11:30 am. Chairperson Hunter confirmed no official action was taken and adjourned the meeting at 11:31 am.