

**Policies & Procurement Committee**  
**March 6, 2014**  
**Regular Meeting Draft Minutes**

Members Present by phone:           Committee Chairman John Adams  
  Vice-Chairman Barlow (present by telephone)  
  Ralph Eno (present by telephone)

CRRA Staff Present:                   Tom Kirk, President  
  Mark Daley, Chief Financial Officer  
  Peter Egan, Director of Environmental Affairs  
  Roger Guzowski, Contracts and Procurement Manager  
  Laurie Hunt, Director of Legal Services  
  Christopher Shepard, Environmental Compliance Manager  
  Moira Kenney, HR Specialist/Board Administrator

Also Present:                           John Pizzimenti, USA Hauling, Jim Sandler, Esq. Sandler & Mara.

Committee Chairman Adams called the meeting to order at 11:02 a.m. and noted that a quorum was present.

Committee Chairman Adams noted there were no members of the public present who wished to address the Committee and said the regular meeting would commence.

1.    **APPROVAL OF MINUTES OF THE JAN. 16, 2014, REGULAR POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the Regular Jan. 16, 2014, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Vice-Chairman Barlow and seconded by Director Eno.

The motion to approve the minutes was approved by roll call.

2.    **REVIEW AND RECOMMEND RESOLUTION REGARDING RATIFICATION OF EMERGENCY PROCUREMENT CONTRACT**

Committee Chairman Adams requested a motion on the above referenced matter. The motion to approve was made by Vice-Chairman Barlow and seconded by Director Eno.

**RESOLVED:** That the CRRA Board of Directors ratifies the Emergency Procurement as substantially presented and discussed at this meeting.

Mr. Egan explained this item is related to the next item for approval on the agenda. He said costs and revenues for the jet turbine facility at South Meadows are located in the Property Division

budget. Mr. Egan said based on management's estimate that the unit will run about 20 hours at 4,000 gallons an hour \$1.2 million was budgeted in FY'14 to purchase jet fuel. He said this year has been out of the norm and the jet turbine facility has more hours than budgeted. Mr. Egan said in particular the jets ran eight times in January and February. He explained as a result the budget for jet fuel procurement was exhausted and an increment of fuel, 75,000 gallons (which is the typical purchase) was made on an emergency basis.

Mr. Egan explained it was important to have fuel available if the jets continued to be called on or were called upon for Black start capabilities. He said the emergency procurement described in the memo executed by the President totaled \$126,000. Mr. Egan said emergency procurements are contemplated in CRRA's Procurement Policies and are ratified after the fact by the Board.

The motion previously made and seconded was approved unanimously by roll call.

3. **REVIEW AND RECOMMEND RESOLUTION REGARDING PURCHASE OF JET FUEL FOR THE SOUTH MEADOWS JET TURBINE FACILITY**

Committee Chairman Adams requested a motion on the above referenced matter. The motion to approve was made by Vice-Chairman Barlow and seconded by Committee Chairman Adams.

**RESOLVED:** That the President is hereby authorized to execute a purchase order with Santa Buckley energy, Inc. for purchase of Ultra Low Sulfur No. 1 Diesel Fuel to support operation of the South Meadows Jet Turbine Facility, substantially as presented and discussed at this meeting.

Mr. Egan said this resolution authorizes management to execute a purchase order to obtain another \$600,000 of jet fuel between now and June 30, 2014. He explained the very cold temperatures this winter and constraints with natural gas supplies and other variables have impacted electric power production in this area.

Mr. Egan said 20 hours of run time were budgeted for the operation of all four twin packs operating. He said by February 15, 2014, a total of 30.74 hours were utilized with 13 of those hours in January and February and another five hours in December. Mr. Egan said management recommends the purchase of another \$600,000 worth of jet fuel for the end of the year.

Mr. Egan said the jets generate revenues sufficient to reimburse CRRA for replacement of the fuel consumed when run. He said the \$600,000 will purchase enough fuel for another 5 hours of assumed run time between now and June with approximately the same amount of jet fuel at the end of June as there was in the tank at the beginning of July the year prior.

Director Eno asked how this overage will be accounted for in the budget. Mr. Kirk explained there will be an unfavorable variance in fuel purchases with a corresponding positive variance (and then some) on the revenue side.

The motion previously made and seconded was approved unanimously by roll call.

## **DISCUSSION REGARDING STATUS OF LEGAL SERVICES SOLICITATIONS**

Ms. Hunt said CRRA's procurement policy generally appoints employees to review bids as they come in and to conduct interviews if necessary. She said however, review of the legal firms is the responsibility of the Policies & Procurement Committee and noted they may choose to conduct interviews if they feel it is appropriate.

After discussion the Committee agreed to discuss this matter with the full Board in order to extend the invitation to participate to all of the members.

## **DISCUSSION REGARDING PENDING OUTSTANDING AND UPCOMING SOLICITATIONS**

Mr. Guzowski said in April and May there are a number of solicitations currently on the street which will be brought to the Policies & Procurement Committee for approval including: an RFP for legal services, renewal of the RFP for an existing three year agreement for both public relations and information consulting services, inspection and maintenance of the ash leachate system at the Hartford and Shelton landfills, and new RFP's for an organizational review.

Vice-Chairman Barlow requested a list of those solicitations and the dates they are going out. Mr. Guzowski noted they are posted on the web site with due dates of early to mid-April and an expectation by management of bringing them for approval at the May Board meeting.

Mr. Kirk noted that regardless of the progress in the memorandum of understanding (hereinafter referred to as "MOU") with the Connecticut Department of Energy and Environmental Protection (hereinafter referred to as the "CT DEEP") and potential transfer of the landfill responsibilities from CRRA to the CT DEEP, the MOU is not a factor in the RFP process as it is the CT DEEP's intent to adopt CRRA's contractors in the short term.

## **DISCUSSION REGARDING THE SOUTH MEADOWS REMEDIATION PROJECT**

Mr. Egan provided the Committee with an overview of the South Meadows remediation project (which is coming to an end after nearly ten years) utilizing the power point included in the package.

## **INFORMATIONAL**

Committee Chairman Adams said that the Informational Section had been thoroughly reviewed and discussed.

## **EXECUTIVE SESSION**

Committee Chairman Adams requested a motion to enter into Executive Session to discuss pending litigation, trade secrets, personnel matters, security matters, pending RFP's and feasibility estimates and evaluations. The motion made by Director Eno and seconded by Vice-Chairman Barlow was approved unanimously. Committee Chairman Adams requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Mark Daley  
Roger Guzowski  
Laurie Hunt  
Chris Shepard  
Peter Egan

The Executive Session commenced at 11:45 a.m. and ended at 12:50 p.m. Committee Chairman Adams noted that no votes were taken.

The meeting was reconvened at 12:50 p.m., the door was opened, and the Board secretary and all members of the public were invited back in for the continuation of public session.

**ADJOURNMENT**

Committee Chairman Adams requested a motion to adjourn the meeting. The motion made by Vice-Chairman Barlow and seconded by Director Eno was approved unanimously by roll call.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Moira Kenney  
HR Specialist/Board Administrator