



Northwest Resource Recovery Authority
Special Meeting
June 1, 2026 @ 6pm
In Person Only
Sharon Town Hall
63 Main Street, Sharon CT
Minutes

MEMBERSHIP

City of Torrington

Town of Goshen

Town of Salisbury

Town of Norfolk

Town of Cornwall

Town of Sharon

Town of Colebrook

Town of North Canaan

Town of Canaan/Falls Village

1. Call to Order at 6:00 PM

Present: Dan Jerram (Torrington), Seth Breakell (Goshen), Curtis Rand (Salisbury), Henry Tirrell (Norfolk), Todd Carusillo (Goshen) (arrived at 6:07)

Others Present: Jennifer Heaton-Jones, Rista Malanca

2. Welcome new members

Town of Cornwall (Gordon Ridgway- Present), Colebrook (Brad Bremer – arrived at 6:07), Sharon (Casey Flanigan - Present), North Canaan (Jesse Bunce - Present), Canaan/Falls Village (Dave Barger - Present)

Motion made by C. Rand, seconded by H. Tirrell to accept and welcome the Towns of Cornwall, Colebrook, Sharon, N. Canaan & Canann/Falls Village - The motion passed unanimously

a. Distribution of meeting calendar, notification of historical information. By-Laws were distributed along with a copy of the regular meeting schedule to all members present

3. Public Comment - No public comment

4. Discussion with possible action, regarding filling remaining term of Secretary & Treasurer position - Chairman Jerram noted that Mayor Spino replaced two Torrington representatives: Elinor Carbone replaced by Mayor Molly Spino and Michael Magistralli was replaced with Paul Harrington. E. Carbone was the Treasurer and M. Magistralli was the Secretary. The Secretary and Treasurer positions are now vacant.

Chairman Jerram asked if any Board members were interested in filling these positions. H. Tirrell expressed interest in the Secretary position and D. Barger expressed interest in the Treasurer position.

Motion made by T. Carusillo, seconded by C. Rand to nominate and appoint Henry Tirrell as Secretary & Dave Barger as Treasurer –The motion passed unanimously.

5. Legislative Update
 - a. Senate passed Conveyance Request on April 28, 2026
 - b. House passed Conveyance Request on May 4, 2028

It was also noted that the deed to execute the conveyance is now with State of CT Office of the Treasurer. Next step is review by the State Property Review Board and back to DAS for execution. Maria Horn has been updated on progress.

- c. Start up capital - \$500,000 has been authorized by OPM for startup costs incurred by NRRRA. There are three sources of funding, OPM \$500,000 one time start up grant, \$350,000 SMM Grant, and new regional service grant to NHCCOG to support MSW - \$100,000 this FY and \$200,000 FY 26.

6. Strategic Advisor Update - Five Applications were submitted, 4 were interviewed, 3 were interviewed twice. The Board selected a finalist, but applicant ignored requests for reference and compensation requests. Interview team was Curtis, Dan, Rista, Elinor, and Mike.

R. Malanca mentioned there is the potential for some administrative service and potentially a UCONN intern to help assist with administrative duties. It was also noted that, Jen Heaton-Jones, Executive Director of the Housatonic Resource Recovery Authority (HRRRA) has stepped up to be a expert advisor. Chairman Jerram thanked both J. Heaton-Jones and HRRRA for their support and expressed a willingness to provide financial support the HRRRA for their services if necessary. J. Heaton-Jones is committed to supporting the NRRRA as a sister organization, which will strengthen both organizations. She wants to ensure NRRRA has enough funding to invest into its own organization to be successful but will talk with the HRRRA Board. She also noted that when HRRRA was just getting established, startup funds came from both the State of CT and their associated COG.

The Board agreed to change the order of the agenda to go to items 9-12 first, then 7 & 8.

7. Agenda Item 9 - Correspondence
 - a. FOIA Complaint - a copy of complaint was given to the Board members. It was noted that NRRRA does not have a website, but one is getting set up thanks to N. Canaan. Also, all Minutes are still all in draft mode and need to be approved and amended.

8. Agenda Item 10 - Meeting Minutes

Chairman Jerram noted for the record, that he has reviewed all of the minutes and listened to all of the recordings. There are some amendments that need to be made to the minutes, the Board reviewed and commented on each set of minutes separately.

October 6, 2025, meeting – Chairman Jerram noted this meeting was related to the formation of Board, reviewed and adopted by-laws, and appointed officers, authorized application for an EIN, set meeting schedule. Correct spelling of “Jerram” on page 2.

Motion made by C. Flanagan, Seconded by C. Rand to approve meeting minutes of 10/6/2025 as amended above. D. Jerram in favor, all others abstain. The motion passed.

October 14, 2025, meeting – Chairman Jerram noted this was a short meeting to authorize interim DAS agreement for Torrington Transfer Station, reminding the Board that the NRRRA holds permit and had to authorize the State to operate under that permit.

He also noted the minutes should be amended to reflect in the beginning of that meeting Goshen was welcomed and recognized as a new member by acclamation.

Motion made by C. Rand, seconded by J. Bunce to approve meeting minutes of 10/14/2025 as amended. D. Jerram in favor, all others abstain. The motion passed.

October 27, 2025, meeting - Chairman Jerram noted the minutes reflect that Todd Carusillo was welcomed as a member. The minutes should be amended to update the banner on the side to remove Curtis Rand as he had not been officially a member yet and to reflect the acknowledgement that membership had gone from 3 to 4 members.

Motion made by C. Rand, seconded by T. Carusillo to approve the meeting minutes of 10/27/2026, as amended. D. Jerram and T. Carusillo in favor, all others abstain. The motion passed.

January 27, 2026, meeting - Chairman Jerram noted that this meeting was focused discussion of modifying the by-laws in order to help attract more members. NRRRA Board members had been asking Towns through the NHCOG meetings to join the meetings. Ultimately no changes were made to the by-laws. At this meeting they also discussed the Strategic Advisory position and went into Executive Session for the purpose of developing a Request For Information, to solicit interest in operating the Torrington Transfer Station through a fair process.

Motion made by T. Carusillo, seconded by J. Bunce to approve the 1/27/2026 meeting minutes as written. T. Carusillo & D. Jerram in favor, all others abstain. The motion passed.

March 5, 2026, meeting – Chairman Jerram noted the banner need to be amended to include Goshen and Salisbury since they had joined the NRRRA by this time. Minutes need to be amended to reflect that Salisbury had joined the NRRRA on 2/11/2026 and that the Board welcomed them and recognized Salisbury as a new member by acclamation.

Motion made by C. Rand, seconded by D. Barger to approve the meeting minutes of 3/5/2026 as amended. C. Rand, T. Carusillo & D. Jerram in favor, all others abstain. The motion passed.

March 13, 2026, meeting – Chairman Jerram noted the minutes need to be amended to correct spelling of “Jerram”. Also, the motion on Page 2, item 4 M. need to be amended to add “and authorize the chair to sign – vote unanimous.”

Motion made by C. Rand, seconded by T. Carusillo to approve the meeting minutes of 3/13/2026 as amended. C. Rand, T. Carusillo, and D. Jerram in favor, all others abstain. The motion passed.

April 16, 2026, meeting- Chairman Jerram noted that he feels the minutes are incomplete and need to be amended as follows, in the Call to Order the Board welcomed and recognized Norfolk as a new member by acclamation, noting Norfolk passed ordinance on 4/6/2026. Additionally, the Board discussed Cornwall had a Town meeting scheduled the following night to pass the ordinance to join the NRRA.

Motion made by C. Rand, seconded by J. Bunce to approve the meeting minutes of 4/16/2026, as amended. T. Carusillo, H. Tirrell, D. Jerram and C. Rand in favor, all others abstain. The motion passed.

9. Agenda Item 11 - By-Laws Review

Chairman Jerram handed out draft revisions of the By-Laws.

All Changes were discussed, the following changes were made to the proposed revisions.

Article II, Section 1: add (municipal service agreements)

Article II, Section 1: add “A member who join after 7/1/2026, but does not receiving services, and have not signed an MSA, can be members but not voting members.”

Article II, Section 2: add (or the governing body where the legislative body is the Town meeting)

Article II, Section 9: strike “July 15” and change to “June 30”

Article II, Section 14: strike “not less than ten (10) nor more than sixty (60) calendar days before the date of the meeting and change to not less than (48) hours for regular, special, in person or hybrid meeting

Article II, Section 14: strike “If, mailed such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the chief executive official of each municipal member at his or her address as it appears on the records of the Authority, with postage thereon paid”

Article II, Section 14: strike “2/3” and change to “simple majority”

Article III, Section 1: add “The Authority shall make its best effort to draft and approve its budget annually during the month of March each year in order to give Member Municipalities sufficient time for budget planning. Expenses associated with the Authority shall be paid for by member Municipalities that have elected to receive services (codified in a “municipal service agreement”). Routine billing is completed monthly (based on an approved “tip fee”) for municipal solid waste (MSW) and recyclables delivered to and processed by the Torrington Transfer Station (TTS). Municipal members who fail to pay their routine bills within thirty (30) calendar days from the time such routine bills become due may be deemed delinquent. If full payment is not made within the next succeeding thirty (30) calendar days after the date of delinquency, the delinquent member’s Representative may, without further notice and without hearing, be suspended from exercising any voting privileges and the municipal member may be required to pay interest and late charges on such delinquent payments (from the initial date of delinquency) in accordance with a schedule determined by the Board of Representatives. It should be noted that Northwest Hills Council of Government member towns may join the NRRRA and not receive services. In this instance these member towns would not be responsible for payment of any cost of operation (or budget allocation) until such a time that they elect to receive services from the Authority (codified through a signed municipal service agreement”).

Article III, Section 2: add after Municipal members (who elect to receive services provided by the NRRRA) and after by the Board of Representatives,”

Article III, Section 2: add (It should be noted that Northwest Hills Council of Government member towns may join the NRRRA and not receive services. In this instance these member towns would not be responsible for payment of dues and fees until such a time that they elect to receive services.

Article III, Section 3: add after Treasurer (or his/her appointed alternate)

Article V, Section 13: strike “two-thirds” and change to “simple majority”

Motion made by C. Rand, seconded by J. Bunce to approve the By-Laws as discussed.

Discussion: In the future the Board may want to address terms of office in Article II, Section 4, but this was not discussed tonight.

No further discussion - The motion passed unanimously.

10. Agenda Item 12 - Establishment of Sub-Committees/ Assignments of duties

Chairman Jerram informed the Board that he met with Mayor Spino after the last meeting cancelled and discussed the formation of subcommittees. There is a lot of work to do to get off the ground, without dedicated staff, standing committees are a way to disperse and assign duties. Recommended a facilities committee, communication committee, budget subcommittee, Statutory and permit compliance committee.

Over the next weeks the Board wants to focus on the Communications, Facilities and Budget Committees.

Proposed Slate

Communication – Curtis Rand, Dan Jerram and Henry Tirrell

Facilities Committee – Molly Spino, Jesse Bunce and Seth Breakell

Budget Committee - Dave Barger (Treasurer), Gordon Ridgway and Casey Flanagin

Motion made by T. Carusillo, seconded by D. Barger to approve the slate as presented – The motion passed unanimously.

Recognizing the need to be able to act in a timely manner to be prepared to take over operations of the Torrington Transfer Station on 7/1/2026, the Board discussed authorizing the Executive Committee to make certain decisions on behalf of the Board.

Motion made by G. Ridgway, seconded by T. Carusillo to Authorize the Executive Committee to work on transition items such as research and retain counsel and insurance and other administrative decisions to facility the transition of the NRRRA. – The motion passed unanimously.

Per the revised By-Laws an alternate can be appointed by the Treasurer. Dave Barger appointed Jesse Bunce as his alternate (Deputy Treasurer).

Motion made by D. Barger, Seconded by G. Ridgway to authorize the following signatories on all bank documents, Dave Barger, Jesse Bunce, and NHCOC Staff, acting as Operations/Business Manager Annmarie Ryan – The motion passed unanimously.

Motion made by C. Rand, seconded by J. Bunce to request an agreement with NHCOC to enter into an administrative service agreement to appoint Annmarie Ryan as Operational Manager for FY 26/27 - The motion passed unanimously.

11. Agenda Item 7 - Executive Session: Contract Negotiations - Review Proposals from HRRRA & Enviro Express for continued operations of the facility as of July 1, 2026

Motion made by J. Bunce, seconded by T. Carusillo to enter into Executive Session – invite Jen Heaton Jones and Rista Malanca into Executive Session at 7:37 PM – The motion passed unanimously.

Came out of Executive Session at 9:35 PM

Chairman Jerram noted for the audience that the Board discussed the joint proposal from HRRRA and IWS and the proposal from Enviro Express for continued operations of the Transfer Station starting 7/1/2026.

Motion made by J. Bunce, seconded by C. Flanigan to pursue the option of working with HRRRA.

Discussion – The Budget subcommittee will be assigned to finalize review and develop a proposed budget for Board review.

D. Barger set a budget Subcommittee meeting for Thursday June 4, 2026 @ 3:30, North Canaan Town Hall – In person

D. Jerram abstain, all others in Favor. The motion passed.

12. Agenda Item 8 - Budget Review -Set Tip Fee

No tip fee set until after Budget Subcommittee completes their work.

Motion by D. Barger, seconded by T. Carusillo to adjourn at 9:38. All in favor – The motion passed unanimously.

Submitted – 6/5/2026

Henry D. Tirrell - Secretary



Northwest Resource Recovery Authority

MEMBERSHIP

Elinor Carbone
City of Torrington

Daniel Jerram
City of Torrington

Michael Magistrali,
City of Torrington

Special Meeting
October 6, 2025 @ 9am
Virtual Only

ZOOM: Meeting ID: 848 3176 8453 Passcode: 903987

<https://us02web.zoom.us/j/84831768453?pwd=jD907hdXg9vayC27HurqM0jZHfAARP.1>

Meeting Minutes

1. Call to Order 9:03 am
Mayor Carbone, Dan Jerram, Michael Magistralli
2. Review & Adoption of By-Laws
Motion by Magistrali, seconded by Jerram to adopt the By-laws as presented in the copy dated 9-22-25. Vote Unanimous
3. Election of Officers
Chairman - Dan Jerram Nominated by Magistrali, seconded by Carbone. Nomination accepted. Vote unanimous
Secretary - Michael Magistrali Nominated by Jerram, seconded by Carbone. Nomination accepted. Vote unanimous.
Treasurer - Elinor Carbone Nominated by Jerram, seconded by Magistrali. Nomination accepted. Vote unanimous
4. Authorization to apply for EIN #
Motion made by Magistrali, seconded by Jerram to authorize the Treasure to apply for EIN # and prepare necessary documents. Vote unanimous
5. Set Regular Meeting Schedule – Reserving the right to call a special meeting when necessary, the proposed regular meeting schedule of the

Northwest Resource Recovery Authority is as follows : January 6, 2026, April 7, 2026, July 7, 2026 (Annual Meeting), October 6 2026. All meetings will be held virtually unless otherwise noticed and will be held at 9am.

Motion by Carbone, Seconded by Jerram to adopt the regular meeting schedule as presented. Vote unanimous

Motion by Jerran, seconded by Carbone to adjourn the meeting at 9:17. Vote Unanimous

Respectfully Submitted by:



Rista Malanca, AICP

Northwest Hills Council of Governments



Northwest Resource Recovery Authority

MEMBERSHIP

Daniel Jerram, Chairman
City of Torrington

Elinor Carbone, Treasurer
City of Torrington

Michael Magistrali, Secretary
City of Torrington

Vacant
Town of Goshen

Special Meeting
October 14, 2025 @ 8:30am
Virtual Only

ZOOM: Meeting ID: 885 5433 1483 Passcode: 722667

<https://us02web.zoom.us/j/88554331483?pwd=U1PgAKSl9k2lhmZGl481VmuFTIFNG.1>

Meeting Minutes

1. Call to Order at 8:43

Dan Jerram, Elinor Carbone & Todd Carusillo (unofficial Goshen representative)

Michael Magistralli – Joins at 8:47

2. Authorization to execute the “Agreement for Interim DAS Operations of Torrington Transfer Station” DAS sent Chairman Jerram the document to sign. All members have received and reviewed the document. Document attached to minutes.

Motion by Carbone, seconded by Magistrali Authorize the Chairman to execute the Agreement for interim DAS Operations through June 30, 2026.
Vote Unanimous

3. Adjourn - Motion by Carbone, seconded by Magistrali to adjourn at 8:48.
Vote Unanimous.

Respectfully Submitted by:

Rista Malanca, AICP

Northwest Hills Council of Governments

**Agreement for Interim Operation
of the Torrington Transfer Station**

This Agreement for Interim Operation of the Torrington Transfer Station (the “Agreement”) is entered into by and between the Northwest Resource Recovery Authority (the “NRRA”) and the State of Connecticut Department of Administrative Services (“DAS”), and the parties intend that this Agreement shall be effective as of **2025**, (the “Effective Date”).

WHEREAS, P.A. 23-170 established the MIRA Dissolution Authority (“MDA”) as successor in interest to the Materials Innovation and Recycling Authority (“MIRA”); and

WHEREAS, the MDA operated the Torrington Transfer Station (the “Facility”) pursuant to Municipal Service Agreements with current participating municipalities (“MSAs”), the Transfer Agreement for the Connecticut Solid Waste System Recycling Facility, with Murphy Road Recycling, dated April 29, 2021, as amended and ratified through an Omnibus Amendment Agreement dated June 14, 2023 (“MRR Agreement”), the “Host Community Agreement” with the City of Torrington, and the Operation and Maintenance Services Agreement dated May 4, 2020, with Enviro Express, Inc. (the “Enviro Express O&M Agreement”), various hauler agreements (“Hauler Agreements”), and an agreement with a scale operator for the Facility (the “Scale Operator Agreement”) (collectively the MSAs, MRR Agreement, Host Community Agreement, Enviro Express O&M Agreement, Hauler Agreements, and Scale Operator Agreement shall be referred to as the “Facility Agreements”); and

WHEREAS, the MDA ceased to exist as of July 1, 2025; and

WHEREAS, under P.A. 23-170 Sec. 15, DAS became the successor agency to the MDA and all of the MDA’s rights, properties, and obligations have passed to and vested in DAS as of July 1, 2025, including the operation and management of the facility which is possible only if DAS is properly authorized; and

WHEREAS, DAS has been operating the facility since July 1, 2025, under a temporary authorization from the Department of Energy and Environmental Protection (“DEEP”); and

WHEREAS, the temporary authorization under which DAS is operating the facility will expire on or about November 4, 2025; and

WHEREAS, pursuant to Public Act No. 25-168, Sec. 288(b), any permits, registrations, and licenses relating to the Facility, including but not limited to the Municipal Transfer Station General Permit Registration (the “Permits”) were transferred to the NRRA; and

WHEREAS, the NRRA does not possess ownership or operation of the Facility; and

WHEREAS, it is in the public interest that the Facility continues its operations on an interim basis while a long-term solution is negotiated and arranged with respect to disposal of the

municipal solid waste and recyclables generated by the municipalities currently being served by the Facility,

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises, terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Facility shall be operated by DAS in accordance with the Facility Agreements for the period commencing November 3, 2025, and continuing thereafter up to and including June 30, 2026, (the "Termination Date"). The period from November 3, 2025, through the Termination Date shall be referred to herein as the "Interim Period".
2. For the duration of the Interim Period, DAS shall be deemed to be the designee of the NRRA with respect to the Permits and any other permits, registrations, or licenses relating to the Facility that were transferred to the NRRA pursuant to Public Act No. 25-168, Sec. 288(b).
3. This Agreement shall be governed by, and construed and enforced in accordance with, Connecticut law.
4. This Agreement constitutes the entire agreement between the parties concerning its subject matter and supersedes all previous agreements and understandings between the parties, whether written or oral, related to such subject matter. Any modifications or amendments to this Agreement must be in writing and executed by both parties.
5. The parties hereto agree to take such further actions and execute such additional agreements or documents as may reasonably be necessary or appropriate to accomplish the continued operation of the Facility during the Interim Period consistent with this Agreement.

6. FORUM AND CHOICE OF LAW

The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

7. SOVEREIGN IMMUNITY

The parties acknowledge and agree that nothing in any solicitation related to the contract or the contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of

Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the contract. To the extent that this section conflicts with any other section, this section shall govern.

8. EXECUTIVE ORDERS AND OTHER ENACTMENTS


- (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
- (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

In witness whereof, the parties have executed this Agreement and intend that it shall be effective as of the Effective Date.

State of Connecticut

The Northwest Resource Recovery Authority

By: _____
Michelle H. Gilman
Commissioner
Department of Administrative Services

By  _____
Print name: Daniel Jerram
Its Chairman _____, Duly Authorized

Date signed: _____

Date signed: 10/14/2025 _____



Northwest Resource Recovery Authority

MEMBERSHIP

Daniel Jerram, Chairman
City of Torrington

Elinor Carbone, Treasurer
City of Torrington

Michael Magistralli, Secretary
City of Torrington

Todd Carusillo
Town of Goshen

Special Meeting
October 27, 2025 @ 9:00am
Virtual Only

ZOOM: Meeting ID: 837 0010 7194 Passcode: 599165

<https://us02web.zoom.us/j/83700107194?pwd=b8ah1c27QzcPiNUbKw5HKmXb7hL2tB.1>

Meeting Minutes

1. Call to Order

Chairman Dan Jerram called the meeting to order at 9:04

Attendance: Dan Jerram Michael Magistralli, Elinor Carbone, Todd Carusillo

Minutes of Carusillo's appointment by Goshen Board of Selectman attached.

Others in attendance: Robert Phillips, Rista Malanca

2. Discussion regarding Municipal General Transfer Station Permit

Invoice of MGTSP sent by DEEP to be paid. Magistralli requested Department of Administrative Services (DAS) pay invoice as part of the operations, but no response to date.

Although DAS is collecting all the revenues to cover operating expenses, such as the permit, the NRRRA wants to ensure the MGTSP stays valid.

Motion by Carbone, seconded by Carusillo to request NHCOG to pay the \$890 permit fee and for the NRRRA to invoice DAS to reimburse as an operating expense. Vote Unanimous.

3. Discussion regarding Request for Information

Board members have and will review.

Motion by Carbone Seconded by Jerram to release RFI by close of business Thursday 10/30 pending additional comments from NRRRA Board. Vote Unanimous

4. Adjourn

Motion by Carbone seconded by Carusillo to adjourn at 9:35. Vote Unanimous

Respectfully Submitted by:



Northwest Resource Recovery Authority

MEMBERSHIP

Daniel Jerram, Chairman
City of Torrington

Elinor Carbone, Treasurer
City of Torrington

Michael Magistrali, Secretary
City of Torrington

Todd Carusillo
Town of Goshen

Special Meeting

January 27, 2026 @ 3:30 PM

Virtual Only

Meeting Minutes

1. Call to Order

Dan Jerram, Elinor Carbone, Todd Carusillo & Michael Magistrali

Others present: Robert Phillips and Rista Malanca from Northwest Hills Council of Governments.

2. Review and possible amendments to By-Laws

Dan Jerram discussed potential changes to By-Laws to encourage other members to join without commitment to use the Torrington Transfer Station

D. Jerram motion, seconded by T. Carusillo to consider revisions to by-laws as proposed in Article III, Section II. Vote unanimous.

The Board discussed possible revisions, including the distinction between “dues” and “fees”. It is agreed that there should be a thorough review and discussion about the revisions to the current by-laws

D. Jerram withdrew motion, seconded by M. Magistrali to allow for further collaboration and discussion of by-law revisions.

3. Northwest Hills Council of Governments Sustainable Materials Management Grant – review and potential recommendation for Scope of Work

R. Malanca gave summary of grant award and agreed to send out grant narrative for Board to review. In the near future, the Board needs to consider details of what services and scope of work should be procured under this grant. No action necessary at this time.

4. Discussion: Additional resources at Northwest Hills Council of Governments to assist the NRRRA

M. Magistrali Motion, seconded by E. Carbone to endorsement the proposed NRRRA Strategic Advisor position and support the NHCOG Policy Board in retaining this position through the use of RSG-MSW funds. Unanimous.

5. Review responses from the RFI (Potential Executive Session – Negotiations)

Tabled until further notice

6. Torrington Transfer Station Acquisition – update (Potential Executive Session – Legal and Negotiations)

E. Carbone motion, seconded by T. Carusillo to enter into Executive Session for the purposed of discussing legal strategy @4:53 and invite Rista Malanca and Rob Phillips. Vote unanimous

M. Magistrali motion, seconded by E. Carbone to come out of Executive Session at EC 5:13

No motions or decisions were made during Executive Session

7. Adjourn

M. Magistrali Motion, seconded by T. Carusillo to adjourn at 5:13. Vote Unanimous

Respectfully Submitted by:



Rista Malanca, AICP

Northwest Hills Council of Governments



Northwest Resource Recovery Authority

MEMBERSHIP

Elinor Carbone
City of Torrington

Daniel Jerram
City of Torrington

Michael Magistrali,
City of Torrington

Todd Carusillo,
Town of Goshen

Curtis Rand,
Town of Salisbury

Meeting

March 5, 2026 @ 10:30am

Virtual Only

Meeting Minutes

1. Call to Order

Board members Present: Dan Jerram, Elinor Carbone, Todd Carusillo, Curtis Rand, Michael Magistrali

Others Present: Jesse Bunce, Casey Flanagan, Dave Barger, Molly Spino, Gordon Ridgway, Henry Tirrell, Denise Raap, Brad Bremer, Rista Malanca, David Zabel & Brian Bartrum

2. Executive Session: Discussion of potential legal matters regarding the cancelation of Municipal Service Agreements.

Motion by C. Rand, Seconded by T. Carusillo to enter into executive session for discussion with legal counsel regarding the early termination of existing Municipal Service Agreements. All Chief Elected Officials Present (Bunce, Flanagan, Barger, Spino, Ridgway, Tirrell, RAAP & Bremer) were invited into executive session along with Attorney Zabel, NHCOC Staff Rista Malanca and the Sharon/Salisbury Transfer Station Staff Brian Barturm.

Entered into Executive Session at 10:34

Exited Executive Session at 12:12

Motion by M. Magistrali, seconded by E. Carbone motion to send a letter to Commissioner Gilman regarding NRRAs position on the early termination of the Municipal Service Agreements-vote unanimous.

Chairman Jerram also acknowledged that the request to convey the Torrington Transfer Station to the NRRRA has been submitted.

Chairman Jerram also recognizes the Town of Salisbury recently joined the NRRRA and First Selectman Curtis Rand is the new Board Members.

3. Set Regular meeting schedule : Proposed 3rd Thursday of the Month at 2pm.

Motion made by T. Carusillo seconded by M. Magistrali to set the regular meeting schedule of the NRRRA for the 3rd Thursday of the month at 2pm. Vote Unanimously

4. Discuss Strategic Advisor applications

Five applications have been submitted for the Strategic Advisor Position.

Motion by E. Carbone, seconded by T. Carusillo to enter into Executive Session to discuss individual applications to the Strategic Advisor Position. NHCOG Staff Rista Malanca and Rob Phillips are invited into Executive Session

Enter into Executive Session at 12:21

Exited Executive Session at 12:44

No actions were taken

Motion by T. Carusillo, seconded by E. Carbone at 12:45

Respectfully Submitted by:

Rista Malanca, AICP
Northwest Hills Council of Governments



Northwest Resource Recovery Authority

MEMBERSHIP

Daniel Jerram, Chairman
City of Torrington

Elinor Carbone, Treasurer
City of Torrington

Michael Magistrali, Secretary
City of Torrington

Todd Carusillo
Town of Goshen

Curtis Rand
Town of Salisbury

Special Meeting

March 13, 2026 @ 10:30am

Virtual Only

Meeting Minutes

1. Call to Order

Present: Dan Jerram, Elinor Carbone, Michael Magistrali, Todd Carusillo, Curtis Rand

Other's Present: Rista Malanca, Rob Phillips

2. Update on meeting with DAS held 3/11/2026

Chairman Jerram summarized a virtual meeting held with DAS regarding the Torrington Transfer Station. This meeting was organized by Rep. Canino, with several other State

Representatives present along with the DAS Commissioner and her staff. This meeting was intended to bring both sides to the table to discuss DAS's recent decision to terminate existing contracts and Municipal Service Agreements regarding the Torrington Transfer Station.

Chairman Jerram suggested that the NRRRA respond in writing to DAS to ensure proper information is relayed and NRRRA's position is documented.

3. Review and Authorize letter to be sent to DAS (Potential Executive Session to discuss negotiations)

T. Carusillo, seconded by E. Carbone motioned to go into Executive Session to discuss NRRRA's position for potential negotiations and legal matters as it pertains to the early termination of contracts . Vote Unanimous

Entered into Executive Session at 10:46

Exited Executive Session at 11:35

Motion by T. Carusillo, seconded by C. Rand to authorize the Chairman to refine and send a letter to the Commissioner of DAS on behalf of the NRRRA. Vote unanimous

4. Authorize extension of the "Interim DAS Operation of Torrington Transfer Station agreement" between NRRRA and DAS through June 30, 2027

The Board wanted to clarify any confusion as to their willingness to extend the existing contract with DAS that would allow their continued operation of the Torrington Transfer Station under the existing agreement.

Motion made by M. Magistralli seconded by T. Carusillo to authorize the Chairman to enter into an extension of the current agreement with DAS for a period up to, and including June 30, 2027.

5. Approval of Minutes
 - a. March 5, 2027 – tabled

6. Adjourn
Meeting was adjourned at 11:39

Respectfully Submitted by:

Rista Malanca, AICP
Northwest Hills Council of Governments

Northwest Resource Recovery Authority

Special Meeting

April 16 @ 2:00 PM
Virtual Only

Meeting Minutes

1. Call to Order

Members Present: Dan Jerram, Elinor Carbone, Todd Carusillo, Michael Magistrali, Curtis Rand;

Others present: Torrington Mayor Molly Spino, Norfolk First Selectman Henry Tirrell, Goshen First Selectman Seth Breakell, Atty. David Zabell, Rista Malanca from Northwest Hills Council of Governments.

2. 2:15 p.m. Motion by Todd Carusillo to move into executive session to discussion legal strategies for moving forward with acquisition and operation of Torrington Transfer Station and to discuss hiring of strategic advisor and to invite David Zabell, Rista Malanca, First Selectman Tirrell, First Selectman Breakell, and Mayor Molly for input and discussion, second by Curtis Rand.

Motion passed unanimously.

No motions were made and no votes taken during executive session.

3:30 p.m.-Motion by Todd Carusillo to exit executive session, seconded by Curtis Rand.

Carbone. Motion approved by unanimous vote.

3. Adjourn

Motion by Elinor Carbone to adjourn. Motion seconded by Todd Carusillo. Motion approved by unanimous vote.

Meeting adjourned at 3:45 p.m.

Respectfully Submitted by:

Michael Magistrali

Secretary

BYLAWS OF THE NORTHWEST RESOURCE RECOVERY AUTHORITY

ARTICLE I

Name, Statutory Creation, Purpose and Principal Address

Section 1. Name. The name of the authority shall be the Northwest Resource Recovery Authority (“NRRA” or “the Authority”).

Section 2. Statutory Creation. The Authority was created by the adoption of Chapter 63 of the Code of Ordinances of the City of Torrington by said City on May 19, 2025, which took effect on July 19, 2025, a copy of which is attached hereto as Attachment A. (the “Ordinance”). The Authority was created as a municipal solid waste authority under the provisions of Chapter 103b, Sections 7-273aa to 7-273oo, inclusive, of the Connecticut General Statutes (“Chapter 103b”) then in effect, having all of the rights, powers, duties and obligations of a municipal solid waste authority pursuant to Chapter 103b and Chapters 446d and 446e of the Connecticut General Statutes Annotated.

Section 3. Purpose. The Authority was established and created for the purpose of sustainably managing Municipal Solid Waste and recycling materials including, but not limited, to owning and operating one or more waste management facilities and providing for the management and disposal of solid waste and recyclables from any municipalities that may choose to become a member of the Authority in accordance with these bylaws, or that enters into a Municipal Service Agreement (“MSA”) with the Authority. It is the intent that the member towns of the Northwest Hills Council of Governments (NHCOG] be afforded the opportunity to become members of the Authority.

In fulfilling its purpose, the Authority may collaboratively explore, coordinate, and implement solid waste, food waste/organics, and recycling disposal, diversion, and management, including education and outreach, programs, services, funding opportunities, procurement and related activities in conjunction with the Connecticut Department of Energy and Environmental Protection (“DEEP”) and the Connecticut Coalition for Sustainable Materials Management (“CCSMM”), and other public/private stakeholders.

ARTICLE II

Membership, Member Representation and Authority Meetings

Section 1. Members of the Authority. The City of Torrington shall be the initial member of the Authority. Other municipalities may join the authority upon their adoption of an ordinance in substantially the same form as Attachment A and upon a majority vote of the then member representatives and upon such terms and conditions as determined by the Authority which may include, but are not limited to, entering into agreements to deliver solid waste (municipal service agreements), food waste/organics, and recyclables to a facility owned and operated by the Authority and assuming a proportionate share of the costs of the Authority. Through their adoption of such an ordinance, member municipalities have designated the Authority as their solid waste and recyclable authority, provided, however that such municipal designations of the Authority do not constitute a commitment of any municipality's solid waste or recyclables in a manner that is contrary to any existing legal obligations, nor shall any provision of these Bylaws constitute such a commitment.

Section 2. Member Withdrawal. A member municipality may withdraw from the Authority upon a vote of its legislative body (or the governing body where the legislative body is the Town Meeting) and upon at least six months' prior written notice to each of the other member municipalities and only after agreeing, in writing, to comply with the terms and conditions contained in any contracts then in effect between such member and the Authority or the holders of any bonds of the Authority. No such withdrawal shall relieve a member municipality of any liability, responsibility, or obligation incurred by it as a member of the Authority or as a user of any Authority projects.

Section 3. Board of Representatives. The business of the Authority and the powers vested therein shall be exercised by a Board of Representatives to be appointed as follows: Each member municipality, except the City of Torrington, shall have one representative to the Board of Representatives who shall be appointed by the chief executive officer, legislative body, or other appointing authority of such municipality as set forth in such municipality's ordinance. The City of Torrington, as the host municipality for the facility, shall have three representatives who shall be appointed by its mayor. Alternate representatives may be appointed by each member municipality in

the same number and same manner. In the event of any absence or unavailability of any representatives for any reason at meetings of the Authority, the alternate representatives may act in place of, and shall have the same authority as, the absent representatives, including voting authority. Written notice of all appointments shall be sent to the Secretary of the Authority in advance of any meeting to be attended by an alternate representative.

Section 4. Terms of Office. The terms of office of representatives and alternate representatives shall run from July 1 to June 30 of each year. Terms of office shall be one, two, or three years, which shall be arranged so that no more than one-third of such terms shall expire within any one year. In order to accomplish this, in the first group of Representatives appointed, one shall be appointed to a term of one year, one shall be appointed to a term of two years, and one shall be appointed to a term of three years. Thereafter, as municipalities are admitted to membership in the authority, the length of the term for such municipality's representative shall be determined by the then-sitting representatives so as to maintain the staggered term provision (this section may need to be modified to reflect appointment terms in the individual ordinances).

Section 5. Vacancies. Any vacancy on the Board of Representatives shall be filled by the member municipality whose representative or alternate representative has ceased to serve, in the same manner as the original appointment. The replacement representative or alternate representative will serve for the remaining unexpired term of the previous representative or alternate representative.

Section 6. Compensation for Representatives and Alternate Representatives. Neither Representatives nor Alternate Representatives shall receive any compensation from the Authority for serving as representatives.

Section 7. Reimbursement of Expenses. A person serving as a representative and/or alternate representative may receive from the Authority reimbursement of reasonable and necessary expenses in accordance with such policies and procedures as the Authority implements.

Section 8. Removal of Representatives. Any representative or alternate representative may be removed from such office at any time by his/her appointing member municipality for cause or other

reason in such manner as said member municipality may determine. Upon any such removal, said member municipality may appoint a replacement representative or alternate representative who shall serve for the remaining unexpired term of the removed representative or alternate representative.

Section 9. Meetings of Board of Representatives. An annual meeting of the Board of Representatives of the Authority shall be held not later than July 15 (change to June 30 – to get officers in place prior to beginning of fiscal year) of each year at such time and place to be determined, which meeting shall be conducted in accordance with the provisions of the Connecticut Freedom of Information Act and regulations thereunder, and which may be remote only or in part, consistent with provisions of Connecticut Public Act 22-2, as amended from time to time. At such annual meeting the Representatives shall elect a chairperson, secretary, and treasurer. The Representatives shall thereafter meet quarterly.

Section 10. Duties of the Chairperson. The Chairperson shall preside over all meetings of the Board of Representatives. In the absence of the Chairperson, the Secretary or the Treasurer may preside.

Section 11. Duties of the Secretary. The Secretary shall record or cause to be recorded all the votes and proceedings of the Board of Representatives.

Section 12. Duties of the Treasurer. The Treasurer shall perform such duties as the Board of Representatives and/or the full membership of Authority may direct from time to time.

Section 13. Quorum and Voting Requirements. At any meeting of the Board of Representatives, a simple majority of the total number of representatives shall constitute a quorum. No action of the Board of Representatives shall be valid and binding unless adopted by an affirmative vote of a majority of the representatives present and voting at a duly called meeting, subject to higher voting requirements applicable to particular matters such as those set forth in these Bylaws.

Section 14. Notice of Meetings of Board of Representatives. Written or printed notice stating the place, day, and hour of any meeting of the Board of Representatives shall be delivered not less than ten (10) one day (24 hours) for a “regular meeting” and two days (48 hours) for a “special

meeting” nor more than sixty (60) calendar days before the date of the meeting (by mail, e-mail, or fax, at the discretion of the Secretary) to the chief executive official of each municipal member of the Authority. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the chief executive official of each municipal member at his or her address as it appears on the records of the Authority, with postage thereon prepaid. Any matter relating to the affairs of the Authority may be brought up for discussion and added to the agenda by a $\frac{2}{3}$ simple majority vote of the representatives in attendance, whether or not stated in the notice of the meeting, provided, however, that unless stated in the notice of the meeting, no By-Law provision may be brought up for adoption, amendment, or repeal.

Section 15. Removal of An Officer. Any officer may be removed with cause from such office by an affirmative vote of two-thirds ($\frac{2}{3}$ rds) of the Representatives present and voting. Any such removal vote shall take place at a meeting of the Board of Representatives duly called for such purpose. At such meeting, the officer subject to removal shall not be entitled to vote on his or her own removal.

Section 16. Resignation. Any officer may resign at any time by giving written notice to the Chairperson of the Authority. Any such notice shall take effect as of the date of the receipt of such notice or at any later time specified therein. The acceptance of such resignation shall not be a condition precedent necessary to its effectiveness.

Section 17. Replacement of Officers. In the event of resignation, retirement, disqualification, death, disability, or removal from office, absence or inability to serve, for any reason whatsoever, of any officer of the Authority, the Board of Representatives may by resolution appoint a successor with all the powers and duties of such officer as provided in these bylaws.

ARTICLE III

Finances

Section 1. Fiscal Year and Budget. The Authority’s fiscal year shall begin on July 1 of a particular year and terminate on June 30 of the following year. The Authority’s annual budget shall conform to its fiscal year. The Authority shall make its best effort to draft and approve its budget annually during the month of March each year in order to give Member Municipalities sufficient time for

budget planning. Expenses associated with the Authority shall be paid for by Member Municipalities that have elected to receive services (codified in a “municipal service agreement”). Routine billing is completed monthly (based on an approved “tip fee”) for municipal solid waste (MSW) and recyclables delivered to and processed by the Torrington Transfer Station (TTS). Municipal members who fail to pay their routine bills within thirty (30) calendar days from the time such dues and fees become due may be deemed delinquent. If full payment is not made within the next succeeding thirty (30) calendar days after the date of delinquency, the delinquent member’s Representative may, without further notice and without hearing, be suspended from exercising any voting privileges and the municipal member may be required to pay interest and late charges on such delinquent payments (from the initial date of delinquency) in accordance with a schedule determined by the Board of Representatives.

It should be noted that Northwest Hill Council of Government member towns may join the NRRA and not receive services. In this instance these member towns would not be responsible for payment of any cost of operation (or budget allocation) until such a time that they elect to receive services from the Authority (codified through a signed municipal service agreement”).

Section 2. Dues and Fees. Municipal members (who elect to receive services provided by the NRRA) shall be required to pay dues and fees at a rate and frequency determined by the Board of Representatives. The current dues and fees rate schedule shall be maintained by the Treasurer and provided to any member of the Authority upon request. Municipal members who fail to pay their dues and fees within thirty (30) calendar days from the time such dues and fees become due may be deemed delinquent. If full payment is not made within the next succeeding thirty (30) calendar days after the date of delinquency, the delinquent member’s Representative may, without further notice and without hearing, be suspended from exercising any voting privileges and the municipal member may be required to pay interest and late charges on such delinquent payments (from the initial date of delinquency) in accordance with a schedule determined by the Board of Representatives. It should be noted that Northwest Hill Council of Government member towns may join the NRRA and not receive services. In this instance these member towns would not be responsible for payment of dues and fees until such a time that they elect to receive services.

Section 3. Control and Disbursement of Funds. Funds which accrue to the Authority shall be controlled, disbursed, and accounted for by the Board of Representatives. The Board may authorize the Business or Operations Manager to carry out these functions to meet day to day obligations; however, any disbursement of funds that exceeds \$1,000 requires signatures from both the Operations Manager and the Treasurer (or two members of the Authorities officers).

Section 5. Procedure for Authorizing Authority Debt. The Authority may incur indebtedness in accordance with the provisions of Chapter 103b, as amended from time to time, which presently requires that such collective debt issuance must be individually approved by the legislative body of each municipal member.

Section 6. Procedure for entering into contracts. Except as otherwise provided in the articles or in these bylaws, the Board of Representatives may by resolution authorize any officer, officers, agent, or agents to enter into any contract or to execute any instrument in the name of and on behalf of the Authority. This authority may be general or it may be confined to one or more specific matters. No officer, agent, employee, or other person purporting to act on behalf of the Authority shall have any power or authority to bind the Authority in any way, to pledge the Authority's credit, or to render the Authority liable for any purpose or in any amount, unless that person was acting with authority duly granted by the Board of Representatives as provided in these bylaws, or unless an unauthorized act was later ratified by the Board of Representatives.

ARTICLE IV Indemnification

Section 1. To the extent permitted by the laws of the State of Connecticut, the Authority shall indemnify any officer, representative or employee of the Authority who was or is a party or is threatened to be made a party to any threatened, pending or completed claim, action, suit or proceeding (other than an action by or in the name of the Authority), by reason of the fact that he or she is an officer, representative or employee of the Authority, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with any such claim, action, suit or proceeding; provided that no indemnification shall be provided with respect to any civil matter in which he or she shall have been finally adjudicated not to have acted in good faith in the reasonable belief that his or her action

was in the best interests of the Authority, or, in any criminal matter, not to have had reasonable cause to believe that his or her conduct was lawful. To the extent permitted by law, the Authority may purchase and maintain insurance against the liabilities of its officers, representatives, employees and agents.

Article V.

Decisions Requiring Further Municipal Legislative Body Action; Withdrawal

Section 1. Withdrawal from the Authority. Any member municipality which has adopted the Ordinance but which does not wish to (a) deliver its solid waste and recyclables to the facility, (b) pay its proportionate share of the future costs of the Authority's programs and operations, including, but not limited to, operation of the facility, or (c) pay its proportionate share of any indebtedness duly authorized by the Authority as provided in these Bylaws, may, upon a vote of its legislative body, elect to withdraw from the Authority; provided, however, that no such withdrawal shall relieve such municipality of any such liability, responsibility, or obligation incurred by it while it was a member of the Authority or a user of any Authority project, including, but not limited to, the operation of the facility.

Any member municipality which does not wish to (a) deliver its solid waste and recyclables to the facility, (b) pay its proportionate share of the future costs of the Authority's programs and operations, including, but not limited to, operation of the facility, or (c) pay its proportionate share of any indebtedness duly authorized by the Authority as provided in these Bylaws, but which nevertheless does not voluntarily withdraw from membership in the Authority, may be stripped of its membership by an affirmative vote of a majority of all other members of the Authority (rather than a simple majority of those present and voting). Any such removal vote shall take place at a meeting of the Authority's full membership duly called for such purpose and conducted in accordance with procedures established by the Authority. At such meeting, the municipal member subject to removal from the Authority shall not be entitled to vote on the question of its removal.

Section 13. Adoption and Amendment of Authority Bylaws. These bylaws may be amended only by a two-thirds simple majority vote of the Board of Representatives.

Date of Approval – June 1, 2026