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

Town of New Hartford

Northwest Resource Recovery Authority
Regular Meeting Minutes
July 16, 2026 @ 2pm
In Person Only
NHCOG Office / EdAdvance
355 Goshen Rd
Litchfield, CT 06759

1. Call to Order
Meeting Called to Order at 2:04pm

NRRA Members Present: Dave Barger (Cannan/Falls Village), Gordon Ridgway (Cornwall), Casey Flanigan (Sharon), Henry Tirrell (Norfolk), Seth Breakell (Goshen), Todd Carusillo (Goshen), Curtis Rand (Salisbury) Jesse Bunce (North Cannan)

Other's Present: Rista Malanca, Rachel Oster, Attorney Spinella (Representing USA Waste and Recycling)

2. Public Comment – No public comment

Motion made by H. Tirrell, seconded by G. Ridgway to move agenda item #6 (Correspondence) up to agenda item #3. The motion passed unanimously.

3. Correspondence
R. Malanca read D. Jerram's letter of resignation to Mayor Spino of Torrington.
R. Malanca noted that per the bylaws read, "the Board of Representatives may by resolution appoint a successor with all the powers and duties of such officer as provided in these bylaws."

Motion made by D. Barger, seconded by C. Flanigan to add a new item to the agenda, #4. Appoint New Chairperson. The motion passed unanimously.

4. Appoint New Chairperson

Motion made by H. Tirrell, seconded by D. Barger to nominate C. Rand as New Chairperson. The motion passed unanimously.

C. Rand thanked the Board and welcomed anyone else who wanted the position. Thanked Dan for his service as Chairperson and would be willing to step down in the future to let Dan serve again. No other nominations on the floor.

Motion made by D. Barger, seconded by T. Carusillo to close nominations. The motion passed unanimously.

Motion made by J. Bunce, seconded by T. Carusillo to approve the resolution to appoint C. Rand as a successor with all the powers and duties of such officer as provided in the bylaws as New Chairperson. The motion passed unanimously.

The board thanked D. Jerram for his commitment and work as Chair.

5. Report from Strategic Advisor Rachel Oster

Thank you for approving contract and bringing Diversion Strategies on Board. She has been helping with transition of the transfer station and started putting on policies in place.

Five areas of support

1. Getting the Transfer Station opened and operating for July 1.
2. Administrative work for municipal and hauler permits, applications, indemnification and insurance.
3. Evaluating regulatory and permit requirements, finalizing operating contract with IWS, and taking on permit responsibilities regarding compliance and who is responsible.
4. Initiating strategic planning activities. Will begin making calls out to each town to set up and interview Board members, what are needs, expectations and goals.
5. Thinking about what that procurement contract looks like, reviewing previous documents, working on what has to be done to get best RFP to get a sustainable partner moving forward as authority gets established.

R. Malanca clarified that we wanted to use this meeting to discuss how Rachel will be working day to day while the board will continue to use meetings on a monthly basis to make policy and big decisions. Rachel, as the Strategic Advisor, will be acting closer to the Executive Director based on the scope of services. Board is in agreement to authorize Diversion Strategies to make day-to-day operational decisions.

R. Oster asked what level of information Board wants. She would be happy to go into any more details or bring more information to the Board as requested.

C. Rand asked for a brief update on where we stand.

R. Oster spoke on the recent day-to-day operations as well as work on compliance matrices and spreadsheets that are being put in place for consistency and to allow for seamless growth.

There are still a few things left that need to be settled. We have a verbal agreement in place, but we need to work out and finalize the agreement with IWS as well as some hauler agreements and indemnifications.

The Torrington Transfer Station is currently receiving MSW from: Canaan/Falls Village, North Canaan, Colebrook, Cornwall, Norfolk, Salisbury and Sharon as well as haulers C&M, Rocco and USA.

C. Flanigan asked about Welch (Casella). R. Oster will reach out to them as well as Allied for other possible haulers.

6. Torrington Transfer Station Updates

Included in Rachel's report

7. Committee Reports

a. Facilities

J. Bunce noted that the scale house operator would like a camera to be able to see the equipment operators while they are working for safety. Rachel will check with IWS regarding cameras.
Both the payloader and the excavator totaled $80,500.
The scale house operator noted that lots of residents were wondering about access to the facility.
The scale house operator will be on vacation next week. IWS (Ryan) will cover her while she is gone.
The scale house operator was looking for and update on an employee agreement.
The tree still hasn't been cleaned up. R. Oster will follow up with J. Padula at the State as it should be them and Enviro to work out.
R. Oster noted that the scale house office needs to be cleaned and would like that to be authorized.
The board had appointed Annmarie Ryan as Operational Manager on June 1. It was recommended now that we have Rachel on board that we should appoint her and Operations Manager.

Motion made by C. Flanigan, seconded by T. Carusillo to appoint Rachel Oster as Operations Manager and authorize her to make day-to-day purchases, per the by-laws. The motion passed unanimously.

b. Budget

R. Malanca recommended that we clarify that C. Rand is authorized to execute documents as the new Chairperson.

Motion made by D. Barger, seconded by J. Bunce to authorize Curtis Rand to execute all documents for OPM Grant in Aid, with all the powers and duties originally authorized to Dan Jerram as Chairperson. C. Rand abstains. All others in favor. The motion passed.

J. Bunce asked about the timing of the grant funding. The only timing known is soon.

c. Communication

None. Correspondence was moved up to item #3 on the agenda.

C. Rand noted that without a Vice Chair that it would fall on someone else in the absence of the Chair the secretary will run the meeting.

Meetings for the rest of the year are set, but as we move forward, we may consider more remote meetings and possibly quarterly scheduled meetings.

8. Approval of Meeting Minutes – 6/24/2026 and 7/7/2026

Edits to the meeting minutes of 6/24/2026:

a. Page 4 – "Hours on the excavators range from ~~25,000 to 70,000"~~, should be (4,000 to 9,000.)
b. Page 4 – "$~~216,000"~~, should be ($261,000).
c. Page 6 – "however the ~~DEEP~~ will do that on behalf of the towns.", should be (NRRA).
d. Page 6 – "gotten ~~to~~ opposing", should be (two).

Edits to the meeting minutes of 7/7/2026:

a. Page 1 – "Special Meeting ~~Agenda~~", should be (Minutes).

Motion made by C. Flanigan, seconded by J. Bunce to approve the minutes from 6/24/2026 and 7/7/2026 with the above changes. The motion passed unanimously.

Motion made by T. Carusillo, seconded by D. Barger to adjourn at 2:37pm. The motion passed unanimously.

Submitted – 7/17/2026

Henry D. Tirrell – Secretary