

## 2013-02-13 BRRA Reg Mtg Minutes

**TOWN OF BROOKLYN  
RESOURCE RECOVERY COMMISSION  
Regular Meeting Minutes  
Wednesday, February 13, 2013  
Brooklyn Town Hall  
4 Wolf Den Road**

**1. Roll Call:** Mike Barry, Bob Benson, Roger Pellerin, and Bob Lee.

**Absent:** Randy Brumbaugh, Tom Pallone and Peter Menounos.

**Also Present:** Heather Coutras, Landfill Attendant, Audrey Cross-Lussier, Secretary.

**2. Approval of Regular Meeting Minutes January 9, 2013:**

A motion was made by Roger Pellerin to approve the meeting minutes of January 9, 2013. Bob Benson seconded the motion. No discussion held. All in favor. The motion passes unanimously.

Chairman Barry updated Bob Lee on what was discussed at last month's meeting January 9, 2013.

**3. New Business:**

**a. Landfill Attendant Replacement:**

Chairman Barry stated that Heather Coutras has filled in as the Landfill Attendant due to the sudden illness of Chris Atsales.

Chairman Barry discussed the trash and bulky removal by Casella Waste. Ms. Coutras updated Chairman Barry that Casella takes both of the bulky containers whether they are completely filled or not. Mr. Barry will call Casella Waste to discuss this issue. Mr. Barry will request that a representative from Casella Waste come to next month's meeting.

Ms. Coutras discussed the collection of dishwashers, washers and dryers. Chairman Barry stated that it goes in with the metal. Discussion held.

Chairman Barry stated that the scale house has been cleaned out and the interior painted.

**b. Employee Training/Office Coverage:**

Chairman Barry stated that in the event of an emergency there is a need for someone to be trained to relieve the Landfill Attendant to operate the scale house. Chairman Barry asked Commission Members if anyone would be available to act as back-up. Chairman Barry asked Bob Benson if you would oblige. Mr. Benson agreed to do so.

Chairman Barry stated that he has received many compliments from residents on Ms. Coutras' work

performance. Chairman Barry would like to hire Ms. Coutras permanently and have her become licensed. Discussion held.

**c. Landfill Permit:**

Chairman Barry commented that the Town of Brooklyn is now a Licensed Landfill and permitted for the last 2 months. The permit fee for the License was \$800.

**d. Discussion on OSHA Compliance:**

Chairman Barry commented that safety equipment has been purchased for the employees working at the Transfer Station – steel toed shoes, neon vests, coats and safety glasses, etc., to become OSHA Compliant.

**e. Budget Discussion:**

Roger Pellerin presented the 2013-2014 Proposed Budget for the Transfer Station.

Actual Revenue through 1/15/13 is \$49,400. Estimated Fiscal Year 12/13 \$89,800. Budgeted Fiscal Year 12/13 \$100,000. Proposed Budget Fiscal Year 13/14 is \$89,800.

Mr. Pellerin reviewed his basis for estimating results for Fiscal year 2012/2013:

Transfer Station Fees: \$89,800; Bag sales for first 26 weeks is \$24,318, Bulky charge for first 26 weeks is \$21,770 which gives a total revenues for first 26 weeks of \$46,088. This accounts for 51.3% of total year. Therefore, \$46,088 divided 51.3% = estimated full year of \$89,800. Below the \$100,000 budgeted due to low receipts.

Expenses – Advertising & Legal Notices; Permits (State); Bag Expense; Disposal Charges; Electric; Printing & Publications; Recording Secretary; Payroll Full Time and Part Time; Repairs, Buildings, & Signs; Telephone; Water Analysis; Rental (Port-o-Let), Hazardous Waste Day – Subtotal Expenses: Actual through 1/15/13 \$51,079; Estimate Fiscal Year 12/13 \$102,350; Budgeted Fiscal year 12/13 \$125,004. Proposed Budget Fiscal Year 13/14 \$92,420.

Profit or (Loss) Excluding of Contractual Services Actual through 1/15/13 -\$1,679, Estimated Fiscal year 12/13 \$ -12,550; Budgeted Fiscal Year 12/13 \$-25,004; Proposed Budget 13/14 -\$2,620.

Contractual Services: Actual through 1/15/13 \$42,758, Estimated Fiscal year 12/13 \$102,300, Budgeted Fiscal Year 12/13 \$101,800, Proposed Budget Fiscal Year 13/14 \$105,300.

Total All Expenses: Actual through 1/15/13 \$93,837, Estimated Fiscal year 12/13 \$204,650, Budgeted Fiscal Year \$226,804, Proposed Budget Fiscal Year 13/14 \$197,720.

Loss Including All Expenses: Actual through 1/15/13 \$-44,437, Estimated Fiscal Year 12/13 \$-114,850, Budget Fiscal Year 12/13 \$-126,804, Proposed Budget Fiscal year 13/14 \$-107,920.

Mr. Pellerin reviewed the summary narrative with the Commission. Discussion held. Changes were made to page 2 paragraph 1.

A motion was made by Bob Benson to approve the Proposed Budget 2013-2014 with the mentioned corrections. Mike Barry seconds this motion. No discussion held. All in favor. The motion passes unanimously.

**4. Public Commentary:** None.

**5. Adjourn:** A motion was made by Bob Benson to adjourn the meeting at 7:55 p.m. Bob Lee seconds this motion. No discussion held. All in favor. The motion passes unanimously,

---

Audrey Cross-Lussier  
Recording Secretary