

**Central CT Solid Waste Authority (CCSWA) Minutes**

**Annual Meeting - Full Membership Meeting**

**Monday, December 15, 2025**

**1:30 p.m. EST**

**Members and Designees**

Jim Rupert	Bolton Town Administrator
Donald Nunes	Enfield Public Works
Russ Arnold	Farmington Public Works
Kirk Severance	Granby Public Works
Petrel Maylor	Hartford Public Works
Heriberto Santos-Benitez	Hartford Public Works
Scott Atkin	Manchester Public Works
Tim Bockus	Manchester Public Works
Rebecca Fowler	Manchester Public Works
Tom Roy	Simsbury Public Works
Vincent Stetson	South Winsor Public Works
Fred Presley	Wethersfield Town Manager

**Staff**

Matt Hart	CRCOG Executive Director
Robyn Nichols	CRCOG Principal Program Manager, MSC

**Guests**

Laura Feitner-Calarco	H2M Architects & Engineers
Joe Manzella	H2M Architects & Engineers
Sarah Trussman	H2M Architects & Engineers
Kathleen Young	H2M Architects & Engineers
David Keeling	The Cylinder Collective
Pam Roach	The Cylinder Collective
Jesse Schofield	CTS (CT Tire Stewardship Organization)
Kevin Sullivan	Wethersfield Resident
Brian Popovich	USA Recycling
Debra Burrell	USA Recycling

1. The virtual meeting was called to order by Fred Presley, CCSWA Chair, at 1:32 p.m.
2. Quorum was confirmed.
3. There was no public comment.

4. Robyn Nichols (CRCOG) introduced Joe Manzella (H2M) and Laura Feitner-Calarco (H2M), who provided a presentation on the 80% draft RWA Planning Report to date, including results of the Member Survey, which provided additional direction to CCSWA Planning Priorities. Laura (H2M) and the H2M Project Team provided background on data sources reviewed from CTDEEP and municipal sources which were used to inform on regional MSW and waste management needs and opportunities, including a development of a robust CCSWA education & outreach campaign. MSW (capacity/costs/infrastructure), expansion of public/private partnerships (including food scraps/organic waste composting, recycling, and diversion), CCSWA membership growth, and technology group purchasing ranked as high priorities for CCSWA and the region. H2M asked for feedback on the draft RWA Planning Report to consider for inclusion in the final RWA Planning Report due to CTDEEP at the end of January 2026. Upon completion of the planning phase, H2M and the RWA Project Team will move forward with chosen implementation priorities.
5. Robyn Nichols (CRCOG) introduced David Keeling and Pam Roach from The Cylinder Collective to provide background and updates on the gas cylinder EPR stewardship program, which went into effect October 1, 2025. Information on types of cylinders covered by the program as well as program logistics for participating transfer station collection sites and signage/education were discussed. Although participation through The Cylinder Collective is voluntary, gas cylinder EPR is mandated throughout the State of CT. For additional information, please contact David Keeling or Kim O'Rourke (the Program Coordinator).
6. Robyn Nichols (CRCOG) introduced Jesse Schofield from the CT Tire Stewardship organization to discuss Tire EPR. Discussion included the Covered Entity Agreement, types of tires to be collected under the law, program logistics, and retailers/collection agencies. Municipalities interested in participating in the CT Tire Stewardship Program should contact Jesse Schofield for additional information.
7. The October 20, 2025 CCSWA Full Membership Meeting Minutes were approved unanimously (Motion by Tom Roy (Simsbury) and seconded by Tim Bockus (Manchester)).
8. Fred Presley, outgoing CCSWA Chair, provided a brief Chair Report, thanking the Committee for the opportunity to lead them as Chair as well as his long-time participation over the years with CCSWA and CRCOG.
9. CRCOG Staff Reports – Robyn Nichols (CRCOG) provided background on Amended 2025/2026 CCSWA Budget (actuals) as well as the proposed 2026/2027 CCSWA Budget, including steady annual membership dues, increased growth in revenues due to STIF

account interest and grant funding, and reduced expenses due to grant administration and operations funding. Motions to approve both the Amended 2025/2026 CCSWA Budget (actuals) and the 2026/2027 Proposed CCSWA Budget were made by Russ Arnold (Farmington) and seconded by Tom Roy (Simsbury). Both passed unanimously.

10. Robyn Nichols (CRCOG) presented the Proposed 2026 CCSWA Spend Guidelines. No changes have been anticipated, with expenditure amounts/spend limits to be approved in accordance with spend. Motion to approve the Proposed 2026 CCSWA Spend Guidelines was made by Russ Arnold (Farmington) and seconded by Tim Bockus (Manchester). The 2026 CCSWA Spend Guidelines passed unanimously.
11. Robyn Nichols (CRCOG) presented the Proposed Executive Committee, Officer, and Solid Waste/Recycling Tonnage Coordinator Slates, as follows.

**2026 CCSWA Executive Committee Slate**

Christopher Hayes	Hartford
Fred Presley	Wethersfield
Russ Arnold	Farmington
Tom Roy	Simsbury
Jim Rupert	Bolton
Tim Bockus	Manchester
Anthony (Tony) Manfre	South Windsor
Petrel Maylor/Heriberto Santos-Benitez	Hartford (SW Tonnage Rep – nonvoting)
Scott Atkin/Tim Bockus	Manchester (Recycling Tonnage Rep – nonvoting)

**2026 CCSWA Officer Slate**

Chair – Tom Roy (Simsbury)  
Vice-Chair – Scott Atkin (Manchester)  
Treasurer – Russ Arnold (Farmington)  
Secretary – Open

Fred Presley (CCSWA Chair) called for a motion to approve the 2026 Executive Committee slate. Tim Bockus (Manchester) and Russ Arnold (Farmington) seconded the Motion. The 2026 CCSWA Executive Committee slate passed unanimously.

Fred Presley (CCSWA Chair) called for a motion to approve the 2026 CCSWA Officer slate. Kirk Severance (Granby) and Tim Bockus (Manchester) seconded the Motion. The 2026 CCSWA Officer slate passed unanimously.

Robyn Nichols (CRCOG) provided background on the Proposed 2026 Solid Waste Representative (City of Hartford) and the 2026 Recycling Tonnage Representative (Manchester). These positions will be non-voting members of the CCSWA Executive Committee. Motion to approve the 2026 Representatives was made by Tom Roy (Simsbury) and Russ Arnold (Farmington). The Motion passed unanimously.

12. The 2026 CCSWA Full Membership Meeting schedule was presented by Robyn Nichols (CRCOG). Meetings will remain virtual on the third (3<sup>rd</sup>) Monday monthly, except for holidays or over July/August, unless otherwise scheduled or in-person.

Fred Presley (CCSWA Chair) called for a Motion to approve the 2026 CCSWA Full Membership Meeting Schedule. Made by Russ Arnold (Farmington) and seconded by Tom Roy (Simsbury). Motion passed unanimously.

### 13. Next Steps

January 26, 2026 Executive Committee Meeting (virtual)

14. Motion to adjourn made by Russ Arnold (Farmington) and seconded by Tom Roy (Simsbury). Meeting adjourned at 2:52 p.m.

**CRCOG DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY OR  
LANGUAGE.**

Individuals may request auxiliary aids and/or language assistance by contacting (860) 522-2217 x4222 as soon as possible. Un interprete estará disponible para esta reunión si usted lo solicita al 860-522-2217, x4293, lo más pronto posible. Jeśli potrzebujesz tłumacza na język polski, zadzwoń (860) 522-2217, x4222 jak najszybciej.

Esta es una reunión virtual. Para mayor información sobre la conexión, por favor contactar a Robyn Nichols al correo electrónico: [rnichols@crcoqct.gov](mailto:rnichols@crcoqct.gov).

To będzie zebranie zdalne. O informacji o odpowiednim linku internetowym poprosimy kontaktować Robyn Nichols na adres e-mail [rnichols@crcoqct.gov](mailto:rnichols@crcoqct.gov) lub pod numerem telefonu 860-724-4222.