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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Executive Committee Meeting

Thursday, April 27, 2017, 10:30 a.m.

HRRRA Offices, Old Brookfield Town Hall

MINUTES

Chairman Mike Gill called the meeting to order at 10:37 a.m.. Members in attendance were M. Gill, M. Knickerbocker, R. Marconi and H. Rosenthal. Also in attendance was J. Iannucci, Director

Approval of Minutes

Motion by M. Knickerbocker, second by H. Rosenthal to approve the minutes of the Executive Committee meeting of May 26, 2016, as presented. **Vote:** All in favor except R. Marconi abstained.

Personnel

The Executive Committee reviewed the self-evaluations prepared by staff and noted all the goals for the past year were met by both the Director and Assistant Director.

R. Marconi commented the Director has done an excellent job with the organization and her efforts show in her work. Committee members agreed.

The Chairman noted that C. Reedy was unable to attend the meeting.

J. Heaton-Jones reviewed her goals for 2017-18 listed in her annual evaluation.

- Create and run a region wide educational program on backyard composting using the CT DEEP grant issued April 2017.
- Implement at least one more municipal organics drop-off program.
- Facilitate an additional regional HHW event.
- Update and enhance the HRRRA Public Education program using the new statewide public education standards being released May 2017.
- Continue to support and facilitate the planning of the organization past 2019.

The committee added two additional goals for the following year:

1. R. Marconi requested that the Director continue to provide to the Authority updates on the current status of Waste-to-Energy capacity in the state.
2. M. Gill requested that Staff support RRTF members efforts to increase waste reduction and recycling efforts in their individual communities. Specifically to be a bridge for Task Force Members and the town administration. Many Task Force members complained

they did not have the support of their Chief Elected Official to make any significant change. Task Force Members were asked to complete a Municipal Recycling, Waste Reduction and Reuse Self-Evaluation for their individual municipalities in order to determine where the Municipalities needs are and to set goals for the coming year. Staff should continue to support members to meet those goals.

The Director pointed out there continues to be a gap in total staff hours from before she became the Executive Director. Previously there were a total of 60 staff hours a week. Currently total staff hours are 47 hours per week. In order to meet the goals set forth and to not take away from any services being provided to the member municipalities the Executive Director requested to increase her hours from 35 hours a week to 37.5 hours. This increase in hours was noted in last year's review to be considered by the Committee during this review. The Chairman noted the proposed budget for 2017-18 reflects the increased hours in salary. The Committee discussed the impact to the budget.

Motion by H. Rosenthal, second by R. Marconi, to recommend to the full Authority a 2.5% salary increase for both the Executive Director and Assistant Director and to increase the Executive Directors hours from 35 hours to 37.5 hours a week. Assistant Directors Salary to be \$25,955/yr and the Executive Director salary to be \$93,350/yr effective July 1, 2017, for the FYE ending June 30, 2018. **Vote:** All in favor.

FY 17-18 Draft Budget

The Chairman will contact Winters Bros. to review the current Recycling Rebate agreement given the current market for recycled materials and will request an increase to the HRRR rebate.

The Committee discussed adding \$40,000 to the Fund Balance revenue line to balance the budget. The \$40,000 will be used to pay for the proposed third HHW event to be scheduled for late 2017.

It was discussed that as of July 1, 2017, J. Heaton-Jones will no longer receive a stipend of \$8,000 in lieu of medical insurance. The HRRR will pay the Director's medical insurance directly to the insurance provider.

Motion by R. Marconi, second by M. Knickerbocker, to recommend to the full Authority at the annual meeting a 2017-18 FY budget with projected revenue of \$455,000 and total expenditures of \$455,000. **Vote:** All in favor.

Adjournment

On a **motion** by M. Knickerbocker, second by H. Rosenthal, the meeting was adjourned at 11:59 p.m. **Vote:** All in favor.

Minutes Respectfully Submitted by,

Jennifer A. Heaton-Jones
HRRR Director