

HOUSATONIC RESOURCES RECOVERY AUTHORITY
Executive Committee Meeting
Thursday, April 26, 2018, 10:30 a.m.
HRRR Offices, Old Brookfield Town Hall



MINUTES

Chairman Rudy Marconi called the meeting to order at 9:10 a.m.. Members in attendance were M. Knickerbocker, S. Dunn and H. Rosenthal. Also in attendance was J. Heaton-Jones, Executive Director.

Approval of Minutes

Motion by M. Knickerbocker, second by H. Rosenthal to approve the minutes of the Executive Committee meeting of January 11, 2018, as presented. **Vote:** All in favor

Personnel

Motion by M. Knickerbocker, second by H. Rosenthal, to go into executive session for the purpose to review staff's annual evaluations, and to invite the Director into the executive session. **Vote:** All in favor. The Executive Committee entered executive session at 9:12 a.m. and came out of executive session at 9:50 a.m.

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

J. Heaton-Jones' 2018-19 goals:

- Continue to work towards implementing an additional municipal organics drop-off program and to help support and enhance the existing programs in Bridgewater, Newtown, Redding, Ridgefield and Sherman.
- Maintain the Back-yard Composting workshops and classes at the HRRR office for as long as there is resources through the CT DEEP grant.
- Facilitate Trash Talk presentations in each of the member towns to help promote the new WIWO campaign and educate the public on waste reduction and recycling.
- To prepare the organization for the change in service/contract from Wheelabrator to Winters Bros. Waste Systems of CT, that is scheduled to take place July 1, 2019. This includes implementing the new computer system, updating Hauler registration and permitting requirements, and organizing press releases.
- Continue to monitor capacity of solid waste in the State of Connecticut

T. Carlson's 2018-19 goals:

- Develop proposal for school districts to analyze current hauling needs as a function of existing waste and recycling streams. The goal of this activity is to better engage school systems with resources offered by HRRR that will result in lowered hauling expense, improved recycling rates and broadened educational outreach for individual school communities.
- Revamp Billboard Contest awards to minimize impact on HRRR financial reporting and improve redemption by award winners.

- Learn how to update and edit the HRRRA website.
- Develop a schedule for social media postings for the HRRRA website and social media feeds to generate more public awareness. Along with creating a database of civic and private environmental groups to engage and share HRRRA social media communications.
- Commit time each month to cull thru old HRRRA files for review and organizing establishing a paperless system for archiving documents. Sort through existing files to determine relevance. Dispose of irrelevant files per legal requirements. Remaining files shall be scanned and digitally archived with proper disposal of hard copies.

Motion by H. Rosenthal, second by M. Knickerbocker, to recommend to the full Authority a 2.5% salary increase for both the Executive Director and Assistant and to increase the Executive Directors hours from 37.5 hours to 40 hours a week, and to recommend to the full Authority to provide the Executive Director, as a full-time employee, Short Term and Long Term Disability and Life Insurance per the Personnel Policy, section 20 and 21. Assistant Salary to be \$26,650/yr and the Executive Director salary to be \$102,063/yr effective July 1, 2018, for the FYE ending June 30, 2019. **Vote:** All in favor.

FY 18-19 Draft Budget

The Executive Director presented two draft budgets (Budget A and Budget B) The Executive Committee chose Budget B which reflects the increase in the Director's working hours to 40 hours per week.

Motion by H. Rosenthal, second by M. Knickerbocker, to recommend to the full Authority at the annual meeting a 2018-19 FY budget with projected revenue of \$461,500 and total expenditures of \$461,500. **Vote:** All in favor.

Adjournment

On a **motion** by S. Dunn, second by M. Knickerbocker, the meeting was adjourned at 10:00 a.m. **Vote:** All in favor.

Minutes Respectfully Submitted by,

Jennifer A. Heaton-Jones
HRRRA Director