



Old Town Hall
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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Executive Committee Meeting

Thursday, June 23, 2016, 10:15 a.m.

Room 133, Brookfield Town Hall

MINUTES

Chairman Mike Gill called the meeting to order at 10:26 a.m. as soon as a quorum was present. Members in attendance were M. Gill, M. Knickerbocker and H. Rosenthal. Also in attendance were J. Iannucci, Director, C. Reedy, Assistant Director, and various other members of the Authority and the public.

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.

Review and Discuss Office Move

This item was deferred to the full Authority meeting to follow.

FY 16-17 Draft Budget

Motion by M. Gill, second by M. Knickerbocker, to recommend to the full Authority the draft FY16-17 budget as revised per the Executive Committee's instructions at its May 26th meeting.

Vote: All in favor.

Adjournment

On a **motion** by M. Knickerbocker, second by H. Rosenthal, the meeting was adjourned at 10:29 a.m. **Vote:** All in favor.

Minutes Respectfully Submitted by,

Cheryl D. Reedy
HRRA Assistant Director



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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Executive Committee Meeting
Thursday, June 23, 2016, 10:15 a.m.
Room 209, Brookfield Town Hall
100 Pocono Rd, Brookfield, CT

AGENDA

1. Call to order
2. Approval of minutes of May 26, 2016 (Attachment A)
3. Review and discuss HRRA office move
4. Review and approve draft budget for FY 16-17 (Attachment B)
5. Adjournment

cc: HRRA members and alternates
Town clerks and FOI list



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HOUSATONIC RESOURCES RECOVERY AUTHORITY

Executive Committee Meeting

Thursday, May 26, 2016, 10:30 a.m.

HRRA Offices, Old Brookfield Town Hall

MINUTES

Chairman Mike Gill called the meeting to order at 10:38 a.m.. Members in attendance were M. Gill, M. Knickerbocker and H. Rosenthal. Also in attendance were J. Iannucci, Director, C. Reedy, Assistant Director, B. Creighton and P. Oberg, AAW and R. Bingham, Winters Bros.

Approval of Minutes

Motion by H. Rosenthal, second by M. Knickerbockers to approve the minutes of the Executive Committee meeting of April 23, 2015, as presented. **Vote:** All in favor.

Personnel

The Executive Committee reviewed the self-evaluations prepared by staff and noted that almost all of the goals for the past year had been met with the exception of extending the recycling education program to reach high school students. Staff thinking was to get the existing recycling education program, which is targeted at third graders and complements the state third grade curriculum, into all third grade classrooms in the region before taking on other grades.

M. Knickerbocker said the Director has done an outstanding job. He praised her good communication with members as well as her advocacy for the needs of the region and its municipalities in Hartford. H. Rosenthal agreed.

Staff was given an opportunity to comment. J. Iannucci said she only set two goals for next year because both moving the office and committing the staff work for the workshops determining the future of HRRA are very important and both are expected to take a significant amount of time. Last year she worked much more than 35 hours per week in order to meet her goals and the other objectives that were requested of her throughout the year, and so therefore she set goals for 2016-17 that would more in line with her scheduled 35 hours. M. Knickerbocker and H. Rosenthal agreed that consideration should be given to adding hours for the Director, if necessary, even if for a year. M. Knickerbocker suggested hiring a contractor to digitize HRRA records, or to help with the office move or a consultant to help with the RFQ process. The Executive Committee has no objections to sharing IT with Brookfield after the move, if offered and available.

C. Reedy commented that she and J. Iannucci make a good team. She requested the opportunity to address privately the Executive Committee in executive session.

M. Gill added three items to the goals for the Director. (1) To plan for and come back with a recommendation for a third HHW collection in the region, possibly in Brookfield. (2) To meet with AAW and WB to find out how to more accurately report tonnage origination in each town and whether there is technology available to do that better or more efficiently. M. Knickerbocker asked about the technology available to weigh loads and he and M. Gill also asked about the automatic GPS tracking of collection vehicles to more accurately determine the town of origin of split loads. (3) To apply for and obtain more grants for HRRA to supplement the Authority's revenue stream.

Motion by M. Gill, second by M. Knickerbocker, to enter into executive session for the purpose of discussing personnel issues and invite in C. Reedy. **Vote:** All in favor. The Executive Committee entered executive session at 11:20 a.m. and came out of executive session at 11:57 a.m. No motions were made and no votes were taken during the executive session.

H. Rosenthal noted that the Executive Committee was very happy with the performance of the Director over the past two years and wanted to increase the Director's salary to the same level it was at when the previous Director left the position. **Motion** by H. Rosenthal, second by M. Knickerbocker, to increase the Director's salary to \$85,000 per year for the FYE June 30, 2017 with the possibility that the Director's hours could be increased to 37.5 or even 40 hours per week (with a commensurate increase in salary) in the future, if warranted. **Vote:** All in favor.

Motion by M. Knickerbocker, second by H. Rosenthal, to increase the Assistant Director's salary by 2.5% to \$25,321 for the FYE June 30, 2017. **Vote:** All in favor.

FY 16-17 Draft Budget

No action was taken on the draft budget for next fiscal year. Instead, staff was directed to revise the budget to include the following items: (1) salary increases and related expenses approved above as well as increased revenue and/or decreased expenses in order to cover such expense increases. (2) Reduce legal fees in next year's budget to \$20,000 and put that \$20,000 into contingency, which can be used for any purpose with the approval of the full Authority as needed. (3) Remove use of fund balance, copier capital purchase, and repayment of the prepaid recycling rebates to AAW from the operating budget and create a separate budget for fund balance use which includes all those lines as well as funds, if needed, for the onetime expense of office moving. Once revised the FY 16-17 budget should be sent to the Executive Committee for review and then a brief meeting to approve prior to the annual HRRA meeting on June 23, 2016. H. Rosenthal noted that separating out the onetime items to be paid from fund balance goes along with the new Fund Balance Policy the Authority adopted at its last meeting.

M. Gill passed out copies of the AR Aging Summary from Wheelabrator dated 5/23/16 to make members aware of those haulers in the region who are failing to pay Wheelabrator within the terms they agreed to when permitted. There was discussion about how HRRA and Wheelabrator are now working together to bring the AR Balance down in order to level the playing field for all haulers as well as to ensure that HRRA receives its program fee as quickly as possible. The Executive Committee would like to see the AR Aging Summary from Wheelabrator after every quarterly reconciliation.

Workshop Review and Next Steps

Staff is drafting an RFQ to send out to companies interested in servicing HRRA's needs starting July 1, 2019. Chairman Gill and HRRA legal counsel R. Metzler will revise staff's draft to be

ready for review by the whole Authority at the annual meeting. H. Rosenthal noted that he was pleasantly surprised and pleased that all the municipalities have wanted to stick together as a region for solid waste after 2019.

Adjournment

On a **motion** by M. Knickerbocker, second by H. Rosenthal, the meeting was adjourned at 12:33 p.m. **Vote:** All in favor.

Minutes Respectfully Submitted by,

Cheryl D. Reedy
HRRRA Assistant Director

Attachment B

B1

Proposed FY 16-17 Budget

	Jul '16- Jun 17
Revenue	
GRANTS/DONATIONS	35,000
HAULER PERMITS	77,750
HHWDD REIMBURSEMENT	75,000
INTEREST INCOME	12,000
PROGRAM SERVICES FEES	165,500
Total Revenue	365,250
Expenditures	
CONTINGENCY	20,000
EDUCATION	34,500
HHW EXPENSE	78,500
INSURANCE	7,240
MISCELLANEOUS	5,300
OFFICE EXPENSES	17,828
PROFESSIONAL SERVICES	28,000
REIMBURSEMENT FOR COLLECTED FEE	35,000
STAFFING	136,882
TRAVEL/MILEAGE REIMBURSEMENT	2,000
Total Expenditures	365,250
Net Revenue in Excess of Expenditures	\$0

Proposed FY 16-17 Budget Detail

	Jul '16 - Jun 17
Revenue	
GRANTS/DONATIONS	
OTHER GRANTS/DONATIONS	
Total GRANTS/DONATIONS	\$35,000 Billboard contest & contractual grants
HAULER PERMITS	\$35,000
HAULER PERMIT FEES	
HAULER PERMIT LATE FEES	\$42,750 190 trucks @ \$225 - increase HRRRA permit fee from \$175
MUNICIPAL HAULER REGISTRATIONS	\$0
Total HAULER PERMITS	\$35,000 Municipal hauler registration fees returned to towns - NM + \$2,500
HHWDD REIMBURSEMENT	\$77,750
HHW DANBURY AREA TOWNS	
Total HHWDD REIMBURSEMENT	\$75,000 Municipal reimbursement for proportional share of HHW events
INTEREST INCOME	\$75,000
PROGRAM SERVICES FEES	\$12,000 Dividends earned on Vanguard investments moved to checking
MSW PROGRAM FEES	
RECYCLING PROGRAM FEES	\$105,500 105,500 T @ \$1/T per contract
Total PROGRAM SERVICES FEES	\$60,000 12,000 T @ \$5/T
Total Revenue	\$165,500
Expenditures	\$365,250
CONTINGENCY	
EDUCATION	\$20,000 For unbudgeted, unanticipated costs as approved by the full HRRRA
PUBLIC EDUCATION	
RECYCLING EDUCATOR CONTRACT	\$20,000 \$14,000 billboard contest, \$6,000 other advertising & chotchkas
STAFF EDUCATION	\$11,500 60 programs (130 classrooms) @ \$160 + \$1,500 for billboard contest
Total EDUCATION	\$3,000 Recycling conference - 2 employees
HHW EXPENSE	\$34,500
HHWDD DANBURY AREA TOWNS	
HHWDD REGIONAL	\$75,000 HHW costs - to be reimbursed by towns using DA & NE collections (Expense = budgeted revenue)
Total HHW EXPENSE	\$3,500 HHW costs - not reimbursed by towns - food, residents from non-participating towns, etc.
INSURANCE	\$78,500
ERRORS & OMISSIONS	
GENERAL LIABILITY	\$5,250 estimate from prior year
SURETY BOND	\$975 estimate from prior year
WORKERS COMP	\$425 estimate from prior year
Total INSURANCE	\$590 CIRMA
	\$7,240

Proposed FY 16-17 Budget Detail

MISCELLANEOUS	
MISC EXPENSE	\$2,000 Food for mtgs, recognition awards, GDCC luncheons, periodicals, etc.
PAYROLL PROCESSING SERVICE	\$800 Quickbooks annual payroll processing fees
SERVICE FEES/MEMBERSHIPS	\$2,500 Membership in NERC, CRC, GDCC, PSI, etc.
Total MISCELLANEOUS	\$5,300
OFFICE EXPENSES	
RENT	\$12,000 Rent plus utilities from Town of Brookfield eff. 7/1/16
PHONE/FAX/INTERNET	\$2,500 No longer provided as part of rent - \$208/mo
SUPPLIES	\$3,328 Office supplies, paper, postage, water, etc. - some previously from HVCEO
Total OFFICE EXPENSES	\$17,828
PROFESSIONAL SERVICES	
AUDIT SERVICES	\$6,200 Per contract
CONSULTING SERVICES	\$1,800 Website hosting and misc consulting needs for new website
LEGAL	\$20,000 Misc. legal matters + beyond 2019 contractual issues
Total PROFESSIONAL SERVICES	\$28,000
REIMBURSEMENT FOR COLLECTED FEE	
MUNICIPAL HAULER REG REIMBURSEM	\$35,000 Pass through to municipalities - Expense equals expected revenue
Total REIMBURSEMENT FOR COLLECTED FEE	\$35,000
STAFFING	
MEDICAL INSURANCE	\$8,000 payment in lieu of medical insurance for Director as approved by Exec Comm.
PAYROLL TAXES	
CT PR TAXES	\$625 1.9% of first \$15k of salary + assessment of \$25.50/ee
FED PR TAX	\$9,052 7.65% of salary for employer share of FICA & Medicare tax
Total PAYROLL TAXES	\$9,686
PENSION	\$8,875 7.5% of salaries per HRRRA Personnel Policies
SALARIES	
DIRECTOR'S SALARY	\$85,000 Adjust position salary & merit increase - salaried at 35 hrs/wk
ASSISTANT DIRECTOR'S SALARY	\$25,321 2.5% increase - 12 hrs/wk
Total SALARIES	\$110,321
Total STAFFING	\$136,882
TRAVEL/MILEAGE REIMBURSEMENT	
Total Expenditures	\$2,000 Mileage @ IRS rate \$.54/mi for trips to towns, schools, DEEP, Legislature, etc.
Net Revenue in Excess of Expenditures	\$365,250
	\$0

Proposed FY 16-17 Use of Fund Balance

	<u>Jul '16- Jun 17</u>
Fund Balance FYE 6-30-16	<u>792,535</u>
FY 16-17 One Time or Capital Expenditures	
Reimburse AAW for Prepaid Recycling Rebate	5,130
Office Moving Expenses	20,000
Copy Machine Purchase	5,000
Total Expenditures	<u>30,130</u>
Fund Balance FYE 6-30-17	<u>\$762,405</u>