



H·R·R·A  
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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  
HRRRA 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.

HRRRA 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 HRRRA 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 HRRRA 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 HRRRA 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 HRRRA 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 HRRRA's needs starting July 1, 2019. Chairman Gill and HRRRA 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



**Proposed FY 16-17 Budget**

	<u>Jul '16- Jun 17</u>
<b>Revenue</b>	
GRANTS/DONATIONS	35,000
HAULER PERMITS	77,750
HHWDD REIMBURSEMENT	75,000
INTEREST INCOME	12,000
PROGRAM SERVICES FEES	165,500
<b>Total Revenue</b>	<u>365,250</u>
<b>Expenditures</b>	
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
<b>Total Expenditures</b>	<u>365,250</u>
<b>Net Revenue in Excess of Expenditures</b>	<u>\$0</u>

**Proposed FY 16-17 Budget Detail**

	<u>Jul '16 - Jun 17</u>
<b>Revenue</b>	
GRANTS/DONATIONS	
OTHER GRANTS/DONATIONS	
Total GRANTS/DONATIONS	\$35,000 Billboard contest & contractual grants
HAULER PERMITS	\$35,000
HAULER PERMIT FEES	\$42,750 190 trucks @ \$225 - increase HRRRA permit fee from \$175
HAULER PERMIT LATE FEES	\$0
MUNICIPAL HAULER REGISTRATIONS	\$35,000 Municipal hauler registration fees returned to towns - NM + \$2,500
Total HAULER PERMITS	\$77,750
HHWDD REIMBURSEMENT	
HHW DANBURY AREA TOWNS	\$75,000 Municipal reimbursement for proportional share of HHW events
Total HHWDD REIMBURSEMENT	\$75,000
INTEREST INCOME	\$12,000 Dividends earned on Vanguard investments moved to checking
PROGRAM SERVICES FEES	
MSW PROGRAM FEES	\$105,500 105,500 T @ \$1/T per contract
RECYCLING PROGRAM FEES	\$60,000 12,000 T @ \$5/T
Total PROGRAM SERVICES FEES	\$165,500
Total Revenue	\$365,250
<b>Expenditures</b>	
CONTINGENCY	\$20,000 For unbudgeted, unanticipated costs as approved by the full HRRRA
EDUCATION	
PUBLIC EDUCATION	\$20,000 \$14,000 billboard contest, \$6,000 other advertising & chotchkas
RECYCLING EDUCATOR CONTRACT	\$11,500 60 programs (130 classrooms) @ \$160 + \$1,500 for billboard contest
STAFF EDUCATION	\$3,000 Recycling conference - 2 employees
Total EDUCATION	\$34,500
HHW EXPENSE	
HHWDD DANBURY AREA TOWNS	\$75,000 HHW costs - to be reimbursed by towns using DA & NE collections (Expense = budgeted revenue)
HHWDD REGIONAL	\$3,500 HHW costs - not reimbursed by towns - food, residents from non-participating towns, etc.
Total HHW EXPENSE	\$78,500
INSURANCE	
ERRORS & OMISSIONS	\$5,250 estimate from prior year
GENERAL LIABILITY	\$975 estimate from prior year
SURETY BOND	\$425 estimate from prior year
WORKERS COMP	\$590 CIRMA
Total INSURANCE	\$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	<u>\$5,300</u>	
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	<u>\$17,828</u>	
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	<u>\$28,000</u>	
REIMBURSEMENT FOR COLLECTED FEE		
MUNICIPAL HAULER REG REIMBURSEM	\$35,000	Pass through to municipalities - Expense equals expected revenue
Total REIMBURSEMENT FOR COLLECTED FEE	<u>\$35,000</u>	
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	<u>\$9,686</u>	
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	<u>\$110,321</u>	
Total STAFFING	<u>\$136,882</u>	
TRAVEL/MILEAGE REIMBURSEMENT	\$2,000	Mileage @ IRS rate \$.54/mi for trips to towns, schools, DEEP, Legislature, etc.
Total Expenditures	<u>\$365,250</u>	
Net Revenue in Excess of Expenditures	\$0	

**Proposed FY 16-17 Use of Fund Balance**

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