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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. Knickerbocker 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 HRRRA 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 HRRRA 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