



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Monday, June 24, 2019, 9:30 a.m.**  
**Brookfield Town Hall, First Selectman's Office**  
**100 Pocono Rd, Brookfield, CT 06804**

**AGENDA**

1. Call to order
  2. Approval of minutes of June 5, 2019 (Attachment A)
  3. Personnel – annual evaluations of Director and Administrative Assistant and set salary for FY 19-20. *The Executive Committee may go into executive session at some point during this item for discussion of personnel issues.* (Attachment B)
  4. \*Draft budget for FY 2019-20 (Attachment C)
  5. \*Adjournment  
*\*Possible action items*
- cc: HRRRA members and alternates  
Town clerks and FOI list

**Proposed FY 18-19 Use of Fund Balance**

	<u>Jul '19- Jun 20</u>
Est. Fund Balance FYE 6-30-19	<u>715,000</u>
Total Expenditures (no plan to use FB)	<u>0</u>
Est. Fund Balance FYE 6-30-20	<u><b>\$715,000</b></u>

Gain/Loss on Investments and Planned FB Use

HRRRA Jul '19 - Jun 20 DRAFT Budget

Revenue			
<b>GRANTS/DONATIONS</b>			
	<b>OTHER GRANTS/DONATIONS</b>	\$31,500	Billboard contest & Oak Ridge Contract Donation
<b>Total GRANTS/DONATIONS</b>		\$31,500	
<b>HAULER PERMITS</b>			
	<b>HAULER PERMIT FEES</b>	\$46,250	185 trucks @ \$250
	<b>HAULER PERMIT LATE FEES</b>	\$0	
	<b>MUNICIPAL HAULER REGISTRATIONS</b>	\$35,000	Municipal hauler registration
	<b>PRE-PAID HAULER REGISTRATIONS</b>	\$0	
	<b>PREPAID MUNICIPAL REGISTRATIONS</b>	\$0	
	<b>PREPAID RECYCLING PERMIT FEES</b>	\$0	
<b>Total HAULER PERMITS</b>		\$81,250	
<b>HHWDD REIMBURSEMENT</b>			
	<b>HHW DANBURY AREA TOWNS</b>	\$175,000	Municipal reimbursement for proportional share of 5 HHW events
<b>Total HHWDD REIMBURSEMENT</b>		\$175,000	
<b>INTEREST INCOME</b>		\$12,000	Dividends earned on Vanguard investments moved to checking
<b>PROGRAM SERVICES FEES</b>			
	<b>MSW PROGRAM FEES</b>	\$230,000	115,000 T @ \$2/T per contract
	<b>RECYCLING PROGRAM FEES</b>	\$45,000	9000 T @ \$5
<b>Total PROGRAM SERVICES FEES</b>		\$275,000	
<b>Total Revenue</b>		\$574,750	
Expenditures			
<b>CONTINGENCY</b>		\$20,000	For unbudgeted, unanticipated costs as approved by the full HRRRA
<b>EDUCATION</b>			
	<b>PUBLIC EDUCATION</b>	\$35,000	Billboard contest, Public Education items and programs
	<b>STAFF EDUCATION</b>	\$4,500	Conferences and Trainings
<b>Total EDUCATION</b>		\$39,500	
<b>HHW EXPENSE</b>			
	<b>HHWDD DANBURY AREA TOWNS</b>	\$175,000	HHW costs - Pass through to be reimbursed by towns
	<b>HHWDD REGIONAL FUND</b>	\$65,000	HHW costs - not reimbursed by towns - food, adv, non-haz waste
<b>Total HHW EXPENSE</b>		\$240,000	
<b>Gain/Loss on Investments and Planned FB Use</b>			
	<b>ERRORS &amp; OMISSIONS</b>	\$5,725	estimate from prior year
	<b>GENERAL LIABILITY</b>	\$1,400	\$1010 GL & \$200 Property for copy machine
	<b>SURETY BOND</b>	\$450	estimate from prior year
	<b>WORKERS COMP</b>	\$550	CIRMA
<b>Total INSURANCE</b>		\$8,125	
<b>MISCELLANEOUS</b>			
	<b>MISC EXPENSE</b>	\$2,500	Food for mtgs, awards, GDCC luncheons, periodicals, etc.
	<b>PAYROLL PROCESSING SERVICE</b>	\$800	Quickbooks annual payroll processing fees
	<b>SERVICE FEES/MEMBERSHIPS</b>	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHAetc.
<b>Total MISCELLANEOUS</b>		\$7,300	
<b>OFFICE EXPENSES</b>			
	<b>RENT</b>	\$16,200	\$1,350/mo by lease to BK
	<b>COPY EXPENSE</b>	\$3,500	Annual machine lease \$1700/yr + \$150/mo for ink, toner, maint etc
	<b>SUPPLIES</b>	\$3,800	Office supplies, postage, etc. software
<b>Total OFFICE EXPENSES</b>		\$23,500	
<b>PROFESSIONAL SERVICES</b>			
	<b>AUDIT SERVICES</b>	\$6,500	Per contract
	<b>CONSULTING SERVICES</b>	\$1,800	Website hosting and misc consulting needs
	<b>LEGAL</b>	\$20,000	Misc. legal matters
<b>Total PROFESSIONAL SERVICES</b>		\$28,300	
<b>REIMBURSEMENT FOR COLLECTED FEE</b>			
	<b>MUNICIPAL HAULER REG REIMBURSEM</b>	\$0	To be retained by HRRRA for HHW
<b>Total REIMBURSEMENT FOR COLLECTED FEE</b>		\$0	
<b>STAFFING</b>			
	<b>Life/Short/Term Insurance</b>	\$8,700	Full time employee benefit per Personnel Policy
	<b>HEALTH INSURANCE</b>	\$7,332	Health ins. for Director
		\$8,000	In lou of medical insurance - Admin
	<b>HSA CONTRIBUTION</b>	\$3,450	Health ins. for Director
<b>PAYROLL TAXES</b>			
	<b>CT PR TAXES</b>	\$630	1.9% of first \$15k of salary + assessment of \$25.50/ee
	<b>FED PR TAX</b>	\$11,804	Employer share of FICA & Medicare tax
<b>Total PAYROLL TAXES</b>		\$12,443	
<b>PENSION</b>		\$11,432	7.5% of salaries per HRRRA Personnel Policies
<b>SALARIES</b>			
	<b>DIRECTOR'S SALARY</b>	\$104,615	2.5% increase / 40 hrs week
	<b>ASSISTANT DIRECTOR'S SALARY</b>	\$47,804	2.5% increase / 35 hrs week
<b>Total SALARIES</b>		\$152,419	
<b>Total STAFFING</b>		\$203,776	
<b>TRAVEL/MILEAGE REIMBURSEMENT</b>		\$4,249	Mileage @ IRS rate \$.585/mi (to towns, schools, DEEP, LOB)
<b>Total Expenditures</b>		\$574,750	
<b>Net Revenue in Excess of Expenditures</b>		\$0	
<b>Appropriated from Fund Balance</b>			
<b>Net Revenue + Appropriations in Excess of Expenditures</b>		\$0	

**HRRA Budget History**

	Actual	Actual	Actual	Actual	Current Fiscal Year Budget	Proposed DRAFT
	<u>Jul '11 - Jun '12</u>	<u>July '15 - Jun '16</u>	<u>July '16 - Jun '17</u>	<u>July '17 - Jun '18</u>	<u>July '18 - Jun '19</u>	<u>July '19 - Jun '20</u>
GRANTS/DONATIONS	23,000	21,000	34,400	53,530	32,000	31,500
HAULER REGISTRATION & PERMITS	42,680	55,835	67,410	79,365	86,250	81,250
HHW REIMBURSEMENT	67,677	79,948	81,344	77,318	135,000	175,000
INTEREST INCOME	15,500	15,531	13,942	15,057	12,000	12,000
MISC INCOME	20	164	20	-	-	-
MSW PROGRAM FEES	105,385	109,465	110,088	122,720	110,000	230,000
RECYCLING ROYALTIES	0	-	-	-	-	-
RECYCLING ADMIN/REVENUE SHARING	64,325	106,484	59,412	89,267	86,250	45,000
SALE OF RECYCLING EQUIPMENT	0			50,000	-	
USE OF FUND BALANCE	0			50,000	-	
	<u>\$318,587</u>	<u>\$388,427</u>	<u>\$366,616</u>	<u>\$487,257</u>	<u>\$461,500</u>	<u>\$574,750</u>
AUDIT	5,650	6,100	6,200	6,350	6,500	6,500
CONTINGENCY	0	-	-	-	20,000	20,000
EDUCATION	33,424	47,237	29,273	53,399	33,500	39,500
HHW PARTICIPATING TOWNS	55,787	78,878	81,440	78,448	135,000	175,000
HHW REGIONAL HRRA FUND	6,213	3,799	2,785	49,220	3,500	65,000
INSURANCE	6,530	6,620	6,920	7,526	7,875	8,125
MISCELLANEOUS	3,588	4,363	4,834	4,615	6,045	7,300
OFFICE EXPENSES	9,863	7,762	16,934	22,296	23,100	23,500
PROFESSIONAL SERVICES	15,780	23,192	69,146	70,040	21,700	21,800
STAFFING	139,988	120,860	137,600	142,349	162,180	203,776
TRAVEL/MILEAGE REIMBURSEMENT	1,230	1,934	2,475	2,037	2,100	4,249
	<u>\$318,301</u>	<u>\$322,530</u>	<u>\$382,317</u>	<u>\$467,479</u>	<u>\$461,500</u>	<u>\$574,750</u>
Gain/Loss on Investments and Planned FB Use		-\$16,498	-\$44,810	-\$50,000	\$0	\$0
Fund Balance FYE Actual & Estimated	628,601	801,800	741,289	711,066	711,066	711,066
Total Expense Less Pass Through Reimbursables	\$222,266	\$221,867	\$276,167	\$357,831	\$286,500	\$399,750
Fund Balance as % of Total Unreimbursed Expense	282.81%	361.39%	268.42%	198.72%	248.19%	177.88%