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)


5. *Adjournment

*Possible action items

cc: HRRA members and alternates
   Town clerks and FOI list
## Proposed FY 18-19 Use of Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul '19- Jun 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Fund Balance FYE 6-30-19</td>
<td>715,000</td>
</tr>
<tr>
<td>Total Expenditures (no plan to use FB)</td>
<td>0</td>
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<tr>
<td>Est. Fund Balance FYE 6-30-20</td>
<td>$715,000</td>
</tr>
</tbody>
</table>

Gain/Loss on Investments and Planned FB Use
## Revenue

**GRANTS/DONATIONS**
- $31,500 Billboard contest & Oak Ridge Contract Donation

**HAULER PERMITS**
- **Total HAULER PERMITS**
  - HAULER PERMIT FEES: $46,250 (185 trucks @ $250)
  - HAULER PERMIT LATE FEES: $0
  - MUNICIPAL HAULER REGISTRATIONS: $35,000 (Municipal hauler registration)
  - PRE-PAID HAULER REGISTRATIONS: $0
  - PREPAID MUNICIPAL REGISTRATIONS: $0
  - PREPAID RECYCLING PERMIT FEES: $0
  - **Total HAULER PERMITS** $81,250

**HHWDD REIMBURSEMENT**
- **HHW DANBURY AREA TOWNS**
  - $175,000 (Municipal reimbursement for proportional share of 5 HHW events)

**PROGRAM SERVICES FEES**
- **MSW PROGRAM FEES**
  - $230,000 (115,000 T @ $2/T per contract)

**Recycling Program Fees**
- **Total PROGRAM SERVICES FEES**
  - $275,000

**Net Revenue**
- $574,750

## Expenditures

**CONTINGENCY**
- $20,000 (For unbudgeted, unanticipated costs as approved by the full HRRA)

**EDUCATION**
- **PUBLIC EDUCATION**
  - Billboard contest, Public Education items and programs
  - $35,000
- **STAFF EDUCATION**
  - Conferences and Trainings
  - $4,500

**HHA REIMBURSEMENT**
- **HHW DANBURY AREA TOWNS**
  - $175,000

**INSURANCE**
- **ERRORS & OMISSIONS**
  - Estimate from prior year
  - $5,725
- **GENERAL LIABILITY**
  - $1,400 ($1010 GL & $200 Property for copy machine)
- **SURETY BOND**
  - Estimate from prior year
  - $450
- **WORKERS COMP**
  - $550

**MISCELLANEOUS**
- **MISC EXPENSE**
  - Food for mtgs, awards, GDCC luncheons, periodicals, etc.
  - $2,500
- **PAYROLL PROCESSING SERVICE**
  - Quickbooks annual payroll processing fees
  - $800
- **SERVICE FEES/MEMBERSHIPS**
  - Membership in NERG, CRC, GDCC, PSI, NAMHHAetc.
  - $4,000

**OFFICE EXPENSES**
- **RENT**
  - $16,200 ($1,350/month by lease to BK)
- **COPY EXPENSE**
  - Annual machine lease $1700/yr + $150/month for ink, toner, maint etc
  - $3,500
- **SUPPLIES**
  - Office supplies, postage, etc.
  - $3,800

**PROFESSIONAL SERVICES**
- **AUDIT SERVICES**
  - $6,500 (Per contract)
- **CONSULTING SERVICES**
  - Website hosting and misc consulting needs
  - $1,800
- **LEGAL**
  - Miscellaneous legal matters
  - $11,432

**REIMBURSEMENT FOR COLLECTED FEE**
- **MUNICIPAL HAULER REG REIMBURSEMENT**
  - $0 (To be retained by HRRA for HHW)

**STAFFING**
- **Life/Short/term Insurance**
  - Full time employee benefit per Personnel Policy
  - $7,732
- **HEALTH INSURANCE**
  - Health ins. for Director
  - $8,000
- **HSA CONTRIBUTION**
  - In lou of medical insurance - Admin
  - $3,450
- **PAYROLL TAXES**
  - CT PR TAXES
    - $630 (1.9% of first $15k of salary + assessment of $25.50/ee)
  - FED PR TAX
    - $11,804 (Employer share of FICA & Medicare tax)

**Total Payroll Taxes**
- $12,443

**PENSION**
- 7.5% of salaries per HRRA Personnel Policies
- $11,132

**SALARIES**
- **DIRECTOR’S SALARY**
  - $104,615 (2.5% increase / 40 hrs week)
- **ASSISTANT DIRECTOR’S SALARY**
  - $47,804 (2.5% increase / 35 hrs week)

**Total SALARIES**
- $152,419

**Total STAFFING**
- $203,776

**TRAVEL/MILEAGE REIMBURSEMENT**
- Mileage @ IRS rate $.585/mi (to towns, schools, DEEP, LOB)
- $4,249

**Total Expenditures**
- $574,750

**Net Revenue in Excess of Expenditures**
- $0

**Appropriated from Fund Balance**
- $0

**Net Revenue + Appropriations in Excess of Expenditures**
- $0
<table>
<thead>
<tr>
<th></th>
<th>Actual Jul '11 - Jun '12</th>
<th>Actual July '15 - Jun '16</th>
<th>Actual July '16 - Jun '17</th>
<th>Actual July '17 - Jun '18</th>
<th>Current Fiscal Year Budget July '18 - Jun '19</th>
<th>Proposed DRAFT July '19 - Jun '20</th>
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<tbody>
<tr>
<td>GRANTS/DONATIONS</td>
<td>23,000</td>
<td>21,000</td>
<td>34,400</td>
<td>53,530</td>
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<td>HAUler REGISTRATION &amp; PERMITS</td>
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<td>MSW PROGRAM FEES</td>
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<td>RECYCLING ADMIN/REVENUE SHARING</td>
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<td>USE OF FUND BALANCE</td>
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<td>CONTINGENCY</td>
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<td>EDUCATION</td>
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<td>HHW PARTICIPATING TOWNS</td>
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<td>HHW REGIONAL HRRA FUND</td>
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<td>2,037</td>
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<td>Gain/Loss on Investments and Planned FB Use</td>
<td>-16,498</td>
<td>-44,810</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Fund Balance FYE Actual &amp; Estimated</td>
<td>628,601</td>
<td>801,800</td>
<td>741,289</td>
<td>711,066</td>
<td>711,066</td>
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<tr>
<td>Total Expense Less Pass Through Reimbursables</td>
<td>$222,266</td>
<td>$221,867</td>
<td>$276,167</td>
<td>$357,831</td>
<td>$286,500</td>
<td>$399,750</td>
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<tr>
<td>Fund Balance as % of Total Unreimbursed Expense</td>
<td>282.81%</td>
<td>361.39%</td>
<td>268.42%</td>
<td>198.72%</td>
<td>248.19%</td>
<td>177.88%</td>
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