



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Monday, September 23, 2019, 10:30 a.m.
Room 133 Brookfield Town Hall
100 Pocono Rd, Brookfield, CT 06804

AGENDA

1. Call to order, determination of quorum, pledge of allegiance
2. Public comment
3. Chairman and members' comments
4. Director's and tonnage reports (*Attachment A*)
5. Administrative approvals
 - a. *Minutes of June 24, 2019 (*Attachment B*)
 - b. *Financial statements through August 31, 2019 (*Attachment C*)
6. Old business
 - a. *Regional Solid Waste and Recycling Agreement Recycling Tip Fee – review MOU and fee
7. New business
 - a. *Glass Pilot Program update
 - b. Household Hazardous Waste Events – requirements for participating municipalities
 - c. Regional Recycling Coordinator report
8. *Adjournment

**Possible action items*

cc: HRRR members and alternates
Town clerks and FOI list



HRRRA Director's Report July - September 15, 2019

MSW and Recycling Tonnage Reports

- The MSW and recycling tonnage reports through August 30th are attached.
- MSW tonnage year to date is running at **102%** compared to the same time last year.
- Recycling tonnage is running at **59%** compared to the same time last year.
- E-waste tonnage is running at **85%** compared to the same time last year.
- Glass tonnage collected as of March 1, 2019 – **70 tons**

Public Education Update

T. Carlson gave a recycling presentation to Danbury Chamber of Commerce future leaders group. She also met with Redding Elementary School about improved recycling and donated 45 recycling bins. T. Carlson has met twice with Rockville Elementary (New Milford) about improved recycling in their building and donated 30 bins.

Meetings /Activities from July – September 15, 2019

- Staff met with Oak Ridge at the Ridgefield transfer station on July 1 to check in on the transition from Wheelabrator operators to Oak Ridge operators. The meeting at the transfer station was followed by a meeting with R. Marconi and P. Hill to discuss and workout operational issues and residential pricing.
- Staff met with Oak Ridge and the Town of Ridgefield on July 2.
- The July 20th HHW event in Brookfield was closed early at 12pm due to extreme heat. Three of MXI Environmental workers were sent to the hospital and one HRRRA worker was treated on site for heat stroke. Despite the early closing the event processed 608 cars and the total cost of the event was \$40,277.
- We implemented a new process at HHW events to take motor oil, propane tanks, auto batteries, antifreeze and CFLs. HRRRA is now charging \$20 per car for these items or residents have the option to dispose of these items at local drop-off sites at no or little cost. This will help reduce event cost significantly.
- M. Knickerbocker and J. Heaton-Jones facilitated a Haulers Meeting on July 30th to review the hauler requirements with registration stickers and hauler permits and to answer questions regarding the Regional Solid Waste and Recycling Contract.
- T. Carlson wrapped up the Hauler registration and permitting season on July 31st. There are currently 61 registered collectors and or self-haulers within the HRRRA region. There are still a handful of non-compliant collectors that have yet to submit or complete their paperwork.
- The new regional Electronic Waste contract with Take 2 took effect July 1 and has successfully been implemented in each member municipality.
- HRRRA Staff facilitated an e-waste training with Take 2 for each municipal transfer station operator in early August.
- J. Heaton-Jones met with Walnut Hill Church to secure the Bethel HHW event location.
- The September 7th HHW Event in Bethel was a success with 427 cars. The cost of the event was \$28,123

- M. Knickerbocker and J. Heaton-Jones met with CT DEEP Commissioner K. Dykes in mid-August to introduce HRRRA and to discuss concerns and needs for the region.
- J. Heaton-Jones attended a Board of Selectman meeting in Roxbury in August to present and answer questions regarding the state regulations on registering haulers and the issue with RRR Maintenance.
- J. Heaton-Jones participated in several Recycle CT Foundation meetings.
- J. Heaton-Jones continues to participate in the Northeast Recycling Council's Glass Committee and Recycling Markets Committee.
- The HRRRA purchased an enclosed small trailer to store and transport HHW event supplies to make it easier for staff to manage events.
- J. Heaton-Jones met with CT DEEP staff several times to discuss and work out the Glass Pilot Program application.
- Staff facilitated a meeting for all member municipalities to complete the CT DEEP Annual Municipal Recycling Report which is due September 30th.
- **The next HRRRA Meeting is scheduled for Friday, December 13th** It will take place before the annual Danbury Chamber Luncheon at a NEW location, the Amber Room in Danbury.

HRRA/Wheelabrator - MSW Tonnage

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	YTD as % of Prior YTD
Jan	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	10,256.78	10,745.50	
Feb	9,082.72	9,656.34	9,759.96	8,305.92	7,648.06	7,070.96	7,626.85	7,535.47	8,841.09	8,863.32	
Mar	12,008.02	11,809.91	10,632.01	9,199.49	8,507.43	8,415.64	9,077.68	8,584.21	9,868.75	9,948.73	
Apr	13,461.21	11,212.42	10,269.20	10,373.68	10,330.16	8,796.55	8,669.38	8,853.20	10,547.05	11,502.64	
May	11,285.47	12,081.01	11,825.87	11,536.19	10,632.45	10,095.92	9,103.14	10,209.07	11,650.66	12,115.93	
Jun	12,956.37	12,998.70	11,246.95	11,665.08	9,908.25	10,776.39	9,977.93	10,055.20	11,361.23	11,396.48	
Jul	12,118.43	11,142.45	11,818.05	11,885.87	11,457.12	10,613.73	8,978.65	9,650.28	11,654.85	12,347.13	
Aug	12,195.33	12,835.18	12,154.61	10,442.51	9,504.43	9,308.83	10,088.70	10,065.10	12,294.98	11,546.06	
Sep	11,601.53	12,916.11	10,816.64	10,090.83	9,830.16	9,562.86	9,024.18	9,569.14	10,565.45		
Oct	11,516.97	11,226.64	11,417.38	11,022.28	10,320.11	9,101.82	8,877.85	9,696.31	11,969.58		
Nov	11,829.98	12,497.05	12,158.28	9,445.19	8,872.00	9,051.83	9,570.73	10,864.04	11,660.40		
Dec	11,949.55	11,610.69	10,727.36	10,068.41	10,111.75	9,176.60	9,434.03	9,925.42	10,606.23		
Total Tons YTD	140,418.20	140,190.73	133,643.29	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	88,465.79	102%
% of WSDA Benchmark Annual Tonnage (115,284)	122%	122%	116%	108%	101%	96%	94%	99%	114%		

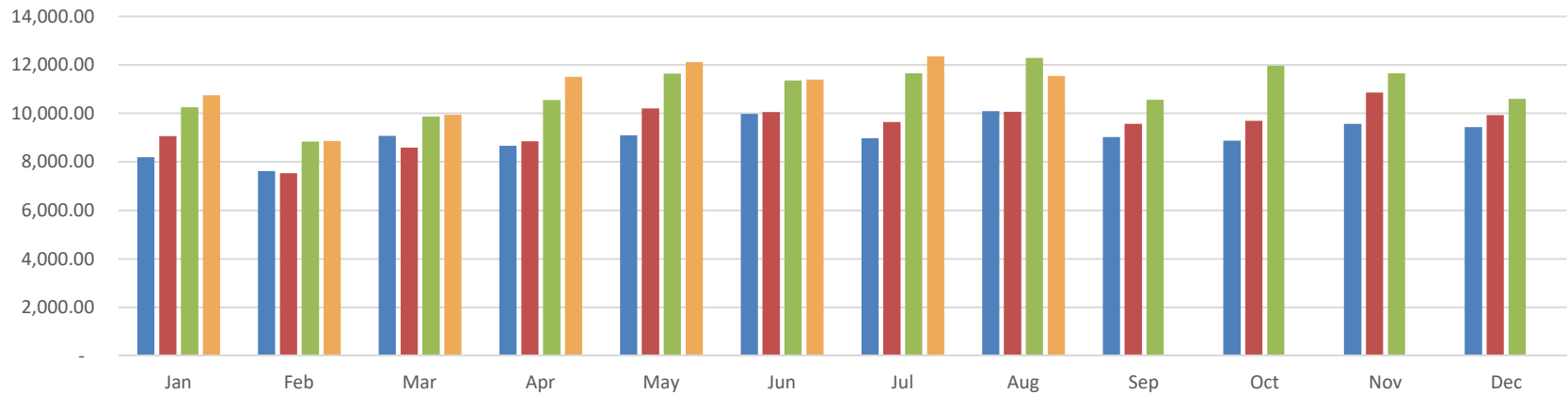
HRRA/WES MSW Program Fee

	Calendar 2010	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017	Calendar 2018	Calendar 2019	
Program Fee Earned YTD	\$96,888.56	\$107,946.86	\$102,905.33	\$98,706.83	\$94,480.81	\$110,681.10	\$108,622.38	\$114,068.06	\$131,277.05	\$112,358.98	
Program Fee Pd To HRRA YTD	\$92,369.68	\$107,522.00	\$102,905.00	\$98,707.00	\$94,481.00	\$111,729.59	\$110,343.05	\$102,954.28	\$131,277.05	\$48,165.29	

HRRR/Wheelabrator - MSW Tonnage Year-to-Date

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	YTD as % of Prior YTD
Jan	10,412.62	10,204.23	10,816.98	10,909.90	9,521.05	8,709.97	8,193.26	9,060.62	10,256.78	10,745.50	
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% of WSDA Benchmark Tonnage (115,284)											

MSW Tonnage - CY 2016, 2017, 2018, 2019



year. There was additional discussion that the Fund Policy is a goal not a minimum and that the Authority is not a for-profit business and should be using funds to serve the public.

Motion by J. Urice, second by K. Hanson to send the proposed budget back to the Executive Committee.

Vote: The motion failed; with 53 votes against and 36 in favor Danbury(36).

P. Bass proposed a friendly amendment to reduce expenses and inquired if the Administrative Assistant would consider reduction in base salary and the medical stipend with the understanding compensation to be revisited at the 6 month mark in the fiscal year. T. Carlson agreed to the reduction of salary and to reduce the medical stipend in lieu of medical insurance. J. Heaton-Jones noted that the Authority per the Personnel Policy is required to give full time employees health insurance. T. Carlson accepted the stipend, anything else would be against the personnel policy.

Motion by P. Bass, second by S. Dunn to amend budget as presented by reducing Contingency Fund balance from \$20,000 to \$10,000 and to reduce Legal Fees from \$20,000 to \$10,000, resulting in a \$20,000 increase to the Fund Balance. **Vote: The motion failed;** with 50 votes against from the towns of Bethel(8), Danbury(36) and New Fairfield(6) and 39 in favor from Bridgewater(1), Brookfield(7), Kent(1), New Milford(12), Newtown(12), Redding(4) and Sherman(2).

Motion by R. Straiton, second by D. Lowe to move the question on original motion by S. Dunn, second by R. Straiton **Vote: The motion passed unanimously;** with 89 votes in favor.

Vote on the main motion by S. Dunn, second by R. Straiton to approve the HRRRA 2019-20 fiscal year budget as presented with expenditures totaling \$574,750 (attachment D) **Vote: The motion passed;** with 53 votes in favor and 36 against from Danbury(36).

d) Nominating Committee Report:

On behalf of himself, S. Von Holt and H. Rosenthal, J. Urice read the Nominating Committee report nominating M. Knickerbocker to serve as Chairman, S. Dunn as Vice Chairman, H. Rosenthal as Secretary, J. Pemberton as Treasurer and M. Boughton as Assistant Treasurer for the next year.

e) Election of Officers for the 2019-20 FY:

Motion by J. Urice, second by P. Bass to accept proposed slate of officers for the 2019-2020 fiscal year.

Vote: The motion passed unanimously; with 89 votes in favor.

Adjournment:

On a motion by J. Urice, second R. Straiton, the meeting was adjourned at 11:52 a.m. **Vote:** All in favor of adjournment. **The motion passed unanimously;** with 89 votes in favor.

Respectfully submitted,

Tiffany Carlson
Administrative Assistant

PROFIT v LOSS Report

Ordinary Income/Expense	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Income				
GRANTS/DONATIONS	6,000.00	6,000.00	0.00	100.0%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	0.68			
CURRENT HAULER PERMITS	49,000.00	46,250.00	2,750.00	105.95%
MUNICIPAL HAULER REGISTRATIONS	35,350.00	35,000.00	350.00	101.0%
PREPAID MUNICIPAL REGISTRATIONS	0.00	0.00	0.00	0.0%
Total HAULER PERMITS	84,350.68	81,250.00	3,100.68	103.82%
HHWDD REIMBURSEMENT				
HHW PARTICIPATING TOWNS	28,702.66	35,000.00	-6,297.34	82.01%
HHWDD REIMBURSEMENT - Other	100.00			
Total HHWDD REIMBURSEMENT	28,802.66	35,000.00	-6,197.34	82.29%
INTEREST INCOME	2,705.91	0.00	2,705.91	100.0%
MISC INCOME	1.00	0.00	1.00	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	93,749.70	38,300.00	55,449.70	244.78%
RECYCLING PROGRAM FEES	6,913.25	6,000.00	913.25	115.22%
Total PROGRAM SERVICES FEES	100,662.95	44,300.00	56,362.95	227.23%
Total Income	222,523.20	166,550.00	55,973.20	133.61%
Gross Profit	222,523.20	166,550.00	55,973.20	133.61%
Expense				
CONTINGENCY	0.00	20,000.00	-20,000.00	0.0%
EDUCATION				
PUBLIC EDUCATION	1,938.56	2,000.00	-61.44	96.93%
RECYCLING EDUCATOR	0.00	0.00	0.00	0.0%
STAFF EDUCATION	0.00	0.00	0.00	0.0%
Total EDUCATION	1,938.56	2,000.00	-61.44	96.93%
HHW EXPENSE				
HHW TOWN SHARE	28,402.84	35,000.00	-6,597.16	81.15%
HHW HRRRA SHARE	13,752.50	13,000.00	752.50	105.79%
HHWDD DANBURY AREA TOWNS	0.00	0.00	0.00	0.0%
Total HHW EXPENSE	42,155.34	48,000.00	-5,844.66	87.82%
INSURANCE				
ERRORS & OMISSIONS	0.00	5,725.00	-5,725.00	0.0%
GENERAL LIABILITY	0.00	1,400.00	-1,400.00	0.0%
SURETY BOND	0.00	450.00	-450.00	0.0%
WORKERS COMP	0.00	550.00	-550.00	0.0%
Total INSURANCE	0.00	8,125.00	-8,125.00	0.0%
MISCELLANEOUS				
MISC EXPENSE	161.66	400.00	-238.34	40.42%
PAYROLL PROCESSING SERVICE	26.28	133.32	-107.04	19.71%
SERVICE FEES/MEMBERSHIPS	19.19	4,000.00	-3,980.81	0.48%
Total MISCELLANEOUS	207.13	4,533.32	-4,326.19	4.57%



OFFICE EXPENSES						
	COPY EXPENSE	493.60	583.32	-89.72	84.62%	
	PHONE/FAX/INTERNET/COPY	0.00	0.00	0.00	0.0%	
	RENT	2,700.00	2,700.00	0.00	100.0%	
	SUPPLIES	1,785.04	633.40	1,151.64	281.82%	
	Total OFFICE EXPENSES	4,978.64	3,916.72	1,061.92	127.11%	
PROFESSIONAL SERVICES						
	AUDIT SERVICES	0.00	0.00	0.00	0.0%	
	CONSULTING SERVICES	0.00	0.00	0.00	0.0%	
	LEGAL SERVICES	4,951.00	5,000.00	-49.00	99.02%	
	Total PROFESSIONAL SERVICES	4,951.00	5,000.00	-49.00	99.02%	
REIMBURSEMENT FOR COLLECTED FEE						
	MUNICIPAL HAULER REG REIMBURSEM	0.00	0.00	0.00	0.0%	
	Total REIMBURSEMENT FOR COLLECTED FEE	0.00	0.00	0.00	0.0%	
STAFFING						
	DISABILITY INSURANCE	0.00	0.00	0.00	0.0%	
	HEALTH INSURANCE	1,096.90	1,096.90	0.00	100.0%	
	HSA CONTRIBUTION	0.00	0.00	0.00	0.0%	
	IN LIEU OF MEDICAL INSURANCE	1,333.32	1,333.34	-0.02	100.0%	
	PAYROLL TAXES					
		CT PR TAXES	31.82	105.00	-73.18	30.31%
		FED PR TAX	2,045.34	1,967.32	78.02	103.97%
	Total PAYROLL TAXES	2,077.16	2,072.32	4.84	100.23%	
	PENSION	1,905.24	2,858.00	-952.76	66.66%	
	SALARIES					
		DIRECTOR SALARY	17,435.84	17,435.84	0.00	100.0%
		OTHER SALARIES	7,967.32	7,967.34	-0.02	100.0%
		SALARIES - Other	0.00	0.00	0.00	0.0%
	Total SALARIES	25,403.16	25,403.18	-0.02	100.0%	
	Total STAFFING	31,815.78	32,763.74	-947.96	97.11%	
	TRAVEL/MILEAGE REIMBURSEMENT	97.89	708.16	-610.27	13.82%	
	Total Expense	86,144.34	125,046.94	-38,902.60	68.89%	
	Net Ordinary Income	136,378.86	41,503.06	94,875.80	328.6%	
	Other Income/Expense					
	Other Income					
		DIVIDENDS	0.00	12,000.00	-12,000.00	0.0%
		INVESTMENT GAIN	6,808.25	0.00	6,808.25	100.0%
	Total Other Income	6,808.25	12,000.00	-5,191.75	56.74%	
	Other Expense					
		INVESTMENT LOSS	332.13	0.00	332.13	100.0%
		MOVING EXPENSES	0.00	0.00	0.00	0.0%
	Total Other Expense	332.13	0.00	332.13	100.0%	
	Net Other Income	6,476.12	12,000.00	-5,523.88	53.97%	
	Net Income	142,854.98	53,503.06	89,351.92	267.0%	