



**REVISED**  
**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Wednesday, October 16, 2019, 2:00 p.m.**  
**Room 209 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. Administrative approvals
  - a. \*Minutes of September 23, 2019 (*Attachment A*)
5. Old business
  - a. \*Regional Solid Waste and Recycling Agreement Recycling Tip Fee Increase – Executive Committee Recommendation to the Full Authority  
*Executive session anticipated for this item.*
6. New business
  - a. Correction to FY 2018/19 original budget line item. (*Attachment B*)
7. \*Adjournment

*\*Possible action items*

cc: HRRRA members and alternates  
Town clerks and FOI list



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**

**REGULAR MEETING MINUTES**

**Monday, September 23, 2019, 10:00 a.m.**

**Room 133 Brookfield Town Hall**

**100 Pocono Road, Brookfield, CT 06804**

**Members or Alternates Present**

Bethel, Matt Knickerbocker  
Brookfield, Steve Dunn  
Danbury, Joel Urice  
Kent, Bruce Adams  
New Milford, Pete Bass  
Newtown, Fred Hurley  
New Fairfield, Pat DelMonaco  
Redding, Julia Pemberton (Call In)  
Ridgefield, Rudolph Marconi  
Sherman, Don Lowe

**Others Present:**

8 Dan Rosenthal, First Selectman Newtown  
7 Sheldon Conn, Brookfield  
36 Suzanne Von Holt, New Milford  
1 Ken Vallera, AAW  
12 Mike Brennon, Oak Ridge  
12 Lynn Waller, Public  
6  
4  
11  
2  

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99

**Members Absent**

Bridgewater

**Call to Order:**

The meeting was called to order by Chairman M. Knickerbocker at 10:33 a.m. with a quorum of 99 votes present from ten towns. M. Knickerbocker led everyone in the pledge of allegiance.

**Public Comment:**

L. Waller expressed concerns that the public is beginning to believe that recycling is going into the trash. They don't like to have to clean the items knowing its going to the dump. She asked what she should be telling the public and asked the Authority to write an article to be published in the paper. J. Heaton-Jones responded that the recycled material is in fact being sorted, bailed and sold as commodities to be made into new products. Residents should be told that they should continue to recycle.

Chairman Knickerbocker thanked L. Waller for her comments and agreed the Authority should publish an article.

**Chairman and Members' Comments:**

J. Urice commented that he was recently in Bridgeport and noticed there were no lines at the burn plant as reported to the Authority in the past. K. Vallera from AAW responded that it depends on the day and time and they are still experiencing wait times.

Chairman Knickerbocker thanked the HRRR Staff for a successful Household Hazardous Waste event in Bethel on September 7<sup>th</sup> and wanted to recognized Walnut Hill Church for allowing the event to take place at their facility.

B. Adams announced that he is not running for re-election this fall and that this would be his last HRRR meeting. He thanked the HRRR staff and former chairs for their work and dedication to the organization. He believes the HRRR is a wonderful organization and was pleased to be a part of it. He has learned a lot about waste management and recycling that otherwise he would not have gained.

#### **Administrative Approvals:**

- a) **Minutes - Motion** by, S. Dunn second by, J. Urice to approve the minutes of June 24, 2019 (attachment B) **Vote: The motion passed;** with 74 votes in favor and 25 votes abstaining from Bethel, Ridgefield and New Fairfield.
  
- b) **Financial Statements - Motion** by J. Urice, second by M. Knickerbocker, to approve the financial statements through August 30, 2019 (attachment C), as presented. **Vote: The motion passed unanimously;** with 99 votes in favor.

#### **Directors Report**

Executive Director, J. Heaton-Jones highlighted that MSW tonnage is at 102% compared to the same time last year and recycling tonnage is at 59% to the same time last year. The FY budget did reflect the assumption that tonnage would be low due to AAW taking material out of the region. The glass pilot phase I has collected 81.17 tons of glass since March 1<sup>st</sup> from the towns of Bethel, Redding and Ridgefield.

The transition from Wheelabrator to Oak Ridge has been successful. There have been only a few issues with the Ridgefield scale house between the operator and residents. Oak Ridge has installed video and audio surveillance to help address the issues and concerns.

The HRRR facilitated the first Bethel HHW event on September 7<sup>th</sup>. The event processed 428 cars.

The next HRRR meeting is December 13<sup>th</sup> at the Amber Room in Danbury. J. Heaton-Jones reminded members that the HRRR pays for the lunch and that if a member can not attend after already indicated they would to please send someone in their place so that the HRRR does not have an empty table.

#### **Old Business:**

##### **6a) Regional Solid Waste and Recycling Agreement MSW Tip Fee and Recycling Tip Fee:**

**Motion** by J. Urice, second by, M. Knickerbocker to move item (6a.) to (7d.) **Vote: The motion passed unanimously;** with 99 votes in favor.

#### **New Business:**

**7a. Glass Pilot** - To date 81.17 tons of glass has been collected separate from the mixed recycling stream from three transfer stations in the region and sent to be recycled bottle to bottle or as an aggregate. The tonnage report for glass is on A9 of the agenda packet. J. Heaton-Jones submitted the application for a glass pilot to the CT DEEP on February 1<sup>st</sup>. The department sent a response on July 9<sup>th</sup> with a request to respond no later than July 12<sup>th</sup>. Due to the length and scope of questions being asked by the department the authority did not respond immediately and instead had a meeting with the Commissioner. The meeting with the Commissioner was followed by several meetings with the department to review the application and follow-up the questions in person. As of Wednesday,

September 18<sup>th</sup> the department and the HRRR Executive Director came to an agreement on the outline of the pilot. J. Heaton-Jones resubmitted the application and is expecting a response within a week.

In the meantime J. Heaton-Jones has been in contact with P. Grasso of Urban Mining. Urban Mining Northeast (UMNE) is a licensed regional producer of Pozzotive<sup>®</sup>, a high performance postconsumer pozzolan and functional industrial filler. Pozzotive<sup>®</sup> is used in a multitude of applications including: concrete products, paints, coatings, adhesives, polymers, elastomers and many others.

The company had originally planned on being up and running in Connecticut in November of 2019 but will now be ready March of 2020. They are under construction in Beacon Falls, 26 miles from Danbury a 37 minute transport. They will be permitted to process 50,000 tons of glass annually. They are interested in our material. J. Heaton-Jones has a meeting scheduled with Patrick and Louis Grasso in October to discuss a partnership.

Currently the glass being collected in Bethel, Redding and Ridgefield is now going to HQ in Southington CT. The company can not take much more than what is being collected. In order for the program to expand to more municipalities the HRRR will need either secure another outlet or store the material until Urban Mining is operating. The CT DEEP has confirmed that the material can be stored under a Municipal Permit and has provided the guidelines and requirements to do so. J. Heaton-Jones will look into this option and report back to the Authority via email.

**7b. Household Hazardous Waste** - J. Heaton-Jones explained the importance of each participating town sending workers and or volunteers to the HHW events in order for them to run smoothly. It takes 20-25 people to run a successful collection program. Two municipalities did not send any help to the last event in Bethel. Luckily the car count was low, and the event was not hurt by the shortage of workers. However, if the event had brought in the high number of cars that many of the events do, it would have been difficult to manage.

J. Heaton-Jones also requested clarification on what municipalities should and shouldn't be listed on the event flyers. Now that the host communities are being subsidized from the new HRRR HHW fund perhaps all the HRRR towns should be listed on the events. J. Heaton-Jones explained that most residents that are a distance from the hosting community do not attend due to the low convenience. Cost should not be a reason for a town not to promote the events and each municipality should budget annually that at least 20-30 cars will attend each event. Every HRRR resident should know they can utilize any event for safe and proper disposal of their household hazardous material. The Authority agreed and moving forward all event flyers and information will promote that any HRRR municipality may attend an HHW event.

**7c. Regional Recycling Coordinator** - J. Heaton-Jones reported on behalf of T. Carlson. The Director explained that T. Carlson's first task as the regional recycling coordinator was to investigate the experience of the resident in each town when they call their town hall or look on their municipality's website for information on how to dispose of trash, hazardous waste and or recycling.

Every resident, young, old, rich or poor creates trash and recycling every day. Yet it is difficult to get the information and answers they are looking for from the town hall or from the town website. A link to either a recycling page or to the HRRRA should be placed on the HOME page of every town. Not everyone pays taxes or has a dog to license or even wants a job with the town, however this information is nearly always listed on the home page. J. Heaton-Jones expressed the importance of having accurate and easy to find information on the town website and ensuring that the person(s) answering the phone at town hall are informed to answer questions or direct the resident to the HRRRA. T. Carlson will begin working with each town individually to update their websites to have the correct information available. The HRRRA staff will host a training event for town employees who interact with the public on questions pertaining to trash and recycling.

Each HRRRA Member was given a custom packet of information with the summary and rating experience.

**7d. Regional Solid Waste and Recycling Agreement MSW Tip Fee and Recycling Tip Fee:**

**Motion** by M. Knickerbocker, second by S. Dunn, to go into executive session for the purpose to discuss the Regional Solid Waste and Recycling System Agreement Contract between HRRRA and Oak Ridge and the request from Oak Ridge to increase the recycling tip fee. The Executive Director, any HRRRA Member or Alternate present, and D. Rosenthal were invited into the executive session.

**Vote: The motion passed unanimously;** with 99 votes in favor.

The Authority entered executive session at 11:26 a.m.. The Authority came out of executive session at 11:55 a.m. The Authority returned to public session at 11:56 a.m.. no action was taken. **Motion** by R. Marconi, second by D. Lowe for the Executive Committee to research and report back to the full authority with a recommendation. **Vote: The motion passed unanimously;** with 99 votes in favor.

**Adjournment**

**Motion** by B. Adams second by M. Knickerbocker, to adjourn the meeting at 11:57a.m. **Vote:** All in favor of adjournment. **Vote: The motion passed unanimously;** with 99 votes in favor.

Respectfully submitted,

Jennifer A. Heaton-Jones  
Executive Director

**Housatonic Resources Recovery Authority**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

| Ordinary Income/Expense            | Jul '18 - Jun 19  | Budget            | \$ Over Budget   | % of Budget    |
|------------------------------------|-------------------|-------------------|------------------|----------------|
| <b>Income</b>                      |                   |                   |                  |                |
| GRANTS/DONATIONS                   | 25,250.00         | 32,000.00         | -6,750.00        | 78.91%         |
| <b>HAULER PERMITS</b>              |                   |                   |                  |                |
| CURRENT HAULER PERMITS             | 47,700.00         | 46,250.00         | 1,450.00         | 103.14%        |
| HAULER PERMIT LATE FEES            | 5,483.23          | 0.00              | 5,483.23         | 100.0%         |
| MUNICIPAL HAULER REGISTRATIONS     | 35,000.00         | 40,000.00         | -5,000.00        | 87.5%          |
| PRE-PAID HAULER PERMITS            | 250.00            | 0.00              | 250.00           | 100.0%         |
| PREPAID MUNICIPAL REGISTRATIONS    | 450.00            | 0.00              | 450.00           | 100.0%         |
| <b>Total HAULER PERMITS</b>        | <b>88,883.23</b>  | <b>86,250.00</b>  | <b>2,633.23</b>  | <b>103.05%</b> |
| <b>HHWDD REIMBURSEMENT</b>         |                   |                   |                  |                |
| HHW PARTICIPATING TOWNS            | 135,549.23        | 135,000.00        | 549.23           | 100.41%        |
| <b>Total HHWDD REIMBURSEMENT</b>   | <b>135,549.23</b> | <b>135,000.00</b> | <b>549.23</b>    | <b>100.41%</b> |
| INTEREST INCOME                    | 15,606.02         | 12,000.00         | 3,606.02         | 130.05%        |
| MISC INCOME                        | 948.86            | 0.00              | 948.86           | 100.0%         |
| <b>PROGRAM SERVICES FEES</b>       |                   |                   |                  |                |
| MSW PROGRAM FEES                   | 133,322.83        | 110,000.00        | 23,322.83        | 121.2%         |
| RECYCLING PROGRAM FEES             | 69,641.65         | 86,250.00         | -16,608.35       | 80.74%         |
| <b>Total PROGRAM SERVICES FEES</b> | <b>202,964.48</b> | <b>196,250.00</b> | <b>6,714.48</b>  | <b>103.42%</b> |
| <b>Total Income</b>                | <b>469,201.82</b> | <b>461,500.00</b> | <b>7,701.82</b>  | <b>101.67%</b> |
| <b>Gross Profit</b>                |                   |                   |                  |                |
|                                    | 469,201.82        | 461,500.00        | 7,701.82         | 101.67%        |
| <b>Expense</b>                     |                   |                   |                  |                |
| AUDIT                              | 0.00              | 0.00              | 0.00             | 0.0%           |
| CONTINGENCY                        | 0.00              | 2,946.38          | -2,946.38        | 0.0%           |
| <b>EDUCATION</b>                   |                   |                   |                  |                |
| DEEP GRANT PROGRAMS                | 0.00              | 0.00              | 0.00             | 0.0%           |
| PUBLIC EDUCATION                   | 26,938.88         | 30,000.00         | -3,061.12        | 89.8%          |
| RECYCLING EDUCATOR                 | 0.00              | 0.00              | 0.00             | 0.0%           |
| STAFF EDUCATION                    | 4,110.56          | 3,500.00          | 610.56           | 117.45%        |
| <b>Total EDUCATION</b>             | <b>31,049.44</b>  | <b>33,500.00</b>  | <b>-2,450.56</b> | <b>92.69%</b>  |
| <b>HHW EXPENSE</b>                 |                   |                   |                  |                |
| HHW TOWN SHARE                     | 150,090.68        | 150,000.00        | 90.68            | 100.06%        |
| HHW HRRA SHARE                     | 5,101.80          | 5,065.99          | 35.81            | 100.71%        |
| HHWDD DANBURY AREA TOWNS           | 0.00              | 0.00              | 0.00             | 0.0%           |
| <b>Total HHW EXPENSE</b>           | <b>155,192.48</b> | <b>155,065.99</b> | <b>126.49</b>    | <b>100.08%</b> |
| <b>INSURANCE</b>                   |                   |                   |                  |                |
| ERRORS & OMISSIONS                 | 4,779.00          | 5,500.00          | -721.00          | 86.89%         |
| GENERAL LIABILITY                  | 1,348.04          | 1,400.00          | -51.96           | 96.29%         |
| SURETY BOND                        | 391.00            | 425.00            | -34.00           | 92.0%          |
| WORKERS COMP                       | 455.00            | 550.00            | -95.00           | 82.73%         |
| <b>Total INSURANCE</b>             | <b>6,973.04</b>   | <b>7,875.00</b>   | <b>-901.96</b>   | <b>88.55%</b>  |
| <b>MISCELLANEOUS</b>               |                   |                   |                  |                |
| MISC EXPENSE                       | 1,909.57          | 1,995.00          | -85.43           | 95.72%         |
| PAYROLL PROCESSING SERVICE         | 769.03            | 800.00            | -30.97           | 96.13%         |
| SERVICE FEES/MEMBERSHIPS           | 3,144.19          | 3,250.00          | -105.81          | 96.74%         |
| <b>Total MISCELLANEOUS</b>         | <b>5,822.79</b>   | <b>6,045.00</b>   | <b>-222.21</b>   | <b>96.32%</b>  |
| <b>OFFICE EXPENSES</b>             |                   |                   |                  |                |
| COPY EXPENSE                       | 3,052.83          | 3,000.00          | 52.83            | 101.76%        |
| PHONE/FAX/INTERNET/COPY            | 0.00              | 0.00              | 0.00             | 0.0%           |
| RENT                               | 16,200.00         | 16,200.00         | 0.00             | 100.0%         |

**ATTACHMENT B1**

**Housatonic Resources Recovery Authority**  
**Profit & Loss Budget vs. Actual**  
July 2018 through June 2019

|  | Jul '18 - Jun 19 | Budget     | \$ Over Budget | % of Budget |
|--|------------------|------------|----------------|-------------|
| SUPPLIES   | 3,788.37         | 3,900.00   | -111.63        | 97.14%      |
| Total OFFICE EXPENSES  | 23,041.20        | 23,100.00  | -58.80         | 99.75%      |
| PROFESSIONAL SERVICES  |                  |            |                |             |
| AUDIT SERVICES   | 6,400.00         | 6,500.00   | -100.00        | 98.46%      |
| CONSULTING SERVICES  | 1,670.00         | 1,700.00   | -30.00         | 98.24%      |
| LEGAL SERVICES   | 8,029.50         | 20,000.00  | -11,970.50     | 40.15%      |
| Total PROFESSIONAL SERVICES  | 16,099.50        | 28,200.00  | -12,100.50     | 57.09%      |
| REIMBURSEMENT FOR COLLECTED FEE  |                  |            |                |             |
| MUNICIPAL HAULER REG REIMBURSEM  | 34,950.00        | 40,000.00  | -5,050.00      | 87.38%      |
| REIMBURSEMENT FOR COLLECTED FEE - Other  | 0.00             | 0.00       | 0.00           | 0.0%        |
| Total REIMBURSEMENT FOR COLLECTED FEE  | 34,950.00        | 40,000.00  | -5,050.00      | 87.38%      |
| STAFFING   |                  |            |                |             |
| DISABILITY INSURANCE   | 561.99           | 6,000.00   | -5,438.01      | 9.37%       |
| HEALTH INSURANCE   | 6,722.28         | 7,332.00   | -609.72        | 91.68%      |
| HSA CONTRIBUTION   | 3,450.00         | 3,450.00   | 0.00           | 100.0%      |
| IN LIEU OF MEDICAL INSURANCE   | 0.00             | 0.00       | 0.00           | 0.0%        |
| PAYROLL TAXES  |                  |            |                |             |
| CT PR TAXES  | 626.85           | 626.85     | 0.00           | 100.0%      |
| FED PR TAX   | 9,930.57         | 9,930.57   | 0.00           | 100.0%      |
| Total PAYROLL TAXES  | 10,557.42        | 10,557.42  | 0.00           | 100.0%      |
| PENSION  | 9,653.52         | 9,654.00   | -0.48          | 100.0%      |
| SALARIES   |                  |            |                |             |
| DIRECTOR SALARY  | 102,063.12       | 102,063.00 | 0.12           | 100.0%      |
| OTHER SALARIES   | 26,650.08        | 26,650.00  | 0.08           | 100.0%      |
| SALARIES - Other   | 0.00             | 0.00       | 0.00           | 0.0%        |
| Total SALARIES   | 128,713.20       | 128,713.00 | 0.20           | 100.0%      |
| Total STAFFING   | 159,658.41       | 165,706.42 | -6,048.01      | 96.35%      |
| TRAVEL/MILEAGE REIMBURSEMENT   | 2,353.09         | 2,502.17   | -149.08        | 94.04%      |
| 66900 - Reconciliation Discrepancies (Discrepancies between Budget and Actual) | 0.00             | 0.00       | 0.00           | 0.0%        |
| Total Expense  | 435,139.95       | 464,940.96 | -29,801.01     | 93.59%      |
| Net Ordinary Income  | 34,061.87        | -3,440.96  | 37,502.83      | -989.89%    |
| Other Income/Expense   |                  |            |                |             |
| Other Income   |                  |            |                |             |
| DIVIDENDS  | 0.00             | 0.00       | 0.00           | 0.0%        |
| INVESTMENT GAIN  | 23,633.59        | 0.00       | 23,633.59      | 100.0%      |
| USE OF FUND BALANCE  | 0.00             | 0.00       | 0.00           | 0.0%        |
| Total Other Income   | 23,633.59        | 0.00       | 23,633.59      | 100.0%      |
| Other Expense  |                  |            |                |             |
| CAPITAL EQUIPMENT  | 0.00             | 0.00       | 0.00           | 0.0%        |
| INVESTMENT LOSS  | 7,324.31         | 0.00       | 7,324.31       | 100.0%      |
| MOVING EXPENSES  | 0.00             | 0.00       | 0.00           | 0.0%        |
| REIMBURSE PREPAID RECY REBATES   | 0.00             | 0.00       | 0.00           | 0.0%        |
| Total Other Expense  | 7,324.31         | 0.00       | 7,324.31       | 100.0%      |
| Net Other Income   | 16,309.28        | 0.00       | 16,309.28      | 100.0%      |
| Net Income   | 50,371.15        | -3,440.96  | 53,812.11      | -1,463.87%  |

| Revenue   |                                 |           |  |
|---|---------------------------------|-----------|--|
| <b>GRANTS/DONATIONS</b>                                       |                                 |           |  |
|   | OTHER GRANTS/DONATIONS          | \$32,000  | Billboard contest(\$17k),WB (\$10K),Addtl sponsors(\$5K)         |
| <b>Total GRANTS/DONATIONS</b>                                 |                                 | \$32,000  |  |
| <b>HAULER PERMITS</b>   |                                 |           |  |
|   | HAULER PERMIT FEES              | \$46,250  | 185 trucks @ \$250   |
|   | HAULER PERMIT LATE FEES         | \$0       |  |
|   | MUNICIPAL HAULER REGISTRATIONS  | \$40,000  | Municipal hauler registration                                    |
|   | PRE-PAID HAULER REGISTRATIONS   | \$0       |  |
|   | PREPAID MUNICIPAL REGISTRATIONS | \$0       |  |
|   | PREPAID RECYCLING PERMIT FEES   | \$0       |  |
| <b>Total HAULER PERMITS</b>                                   |                                 | \$86,250  |  |
| <b>HHWDD REIMBURSEMENT</b>                                    |                                 |           |  |
|   | HHW DANBURY AREA TOWNS          | \$135,000 | Municipal reimbursement for proportional share of 3 HHW events   |
| <b>Total HHWDD REIMBURSEMENT</b>                              |                                 | \$135,000 |  |
| <b>INTEREST INCOME</b>  |                                 | \$12,000  | Dividends earned on Vanguard investments moved to checking       |
| <b>PROGRAM SERVICES FEES</b>                                  |                                 |           |  |
|   | MSW PROGRAM FEES                | \$110,000 | 110,000 T @ \$1/T per contract                                   |
|   | RECYCLING PROGRAM FEES          | \$86,250  | 11,500 T @ \$7.50  |
| <b>Total PROGRAM SERVICES FEES</b>                            |                                 | \$196,250 |  |
| <b>Total Revenue</b>  |                                 | \$461,500 |  |
| Expenditures  |                                 |           |  |
| <b>CONTINGENCY</b>  |                                 | \$20,000  | For unbudgeted, unanticipated costs as approved by the full HRRA |
| <b>EDUCATION</b>  |                                 |           |  |
|   | PUBLIC EDUCATION                | \$30,000  | Billboard contest, Public Education items and programs           |
|   | STAFF EDUCATION                 | \$3,500   | Conferences and Trainings  |
| <b>Total EDUCATION</b>  |                                 | \$33,500  |  |
| <b>HHW EXPENSE</b>  |                                 |           |  |
|   | HHWDD DANBURY AREA TOWNS        | \$135,000 | HHW costs - Pass through to be reimbursed by towns               |
|   | HHWDD REGIONAL                  | \$3,500   | HHW costs - not reimbursed by towns - food, adv, non-haz waste   |
| <b>Total HHW EXPENSE</b>                                      |                                 | \$138,500 |  |
| <b>Gain/Loss on Investments and Planned FB Use</b>            |                                 |           |  |
|   | ERRORS & OMISSIONS              | \$5,500   | estimate from prior year   |
|   | GENERAL LIABILITY               | \$1,400   | \$1010 GL & \$200 Property for copy machine                      |
|   | SURETY BOND                     | \$425     | estimate from prior year   |
|   | WORKERS COMP                    | \$550     | CIRMA  |
| <b>Total INSURANCE</b>  |                                 | \$7,875   |  |
| <b>MISCELLANEOUS</b>  |                                 |           |  |
|   | MISC EXPENSE                    | \$1,995   | Food for mtgs, awards, GDCC luncheons, periodicals, etc.         |
|   | PAYROLL PROCESSING SERVICE      | \$800     | Quickbooks annual payroll processing fees                        |
|   | SERVICE FEES/MEMBERSHIPS        | \$3,250   | Membership in NERC, CRC, GDCC, PSI, etc.                         |
| <b>Total MISCELLANEOUS</b>                                    |                                 | \$6,045   |  |
| <b>OFFICE EXPENSES</b>  |                                 |           |  |
|   | RENT                            | \$16,200  | \$1,350/mo by lease to BK  |
|   | COPY EXPENSE                    | \$3,000   | Annual machine lease \$1700/yr + \$108/mo for ink, toner, etc    |
|   | SUPPLIES                        | \$3,900   | Office supplies, postage, etc. * new computer & Software         |
| <b>Total OFFICE EXPENSES</b>                                  |                                 | \$23,100  |  |
| <b>PROFESSIONAL SERVICES</b>                                  |                                 |           |  |
|   | AUDIT SERVICES                  | \$6,500   | Per contract   |
|   | CONSULTING SERVICES             | \$1,700   | Website hosting and misc consulting needs                        |
|   | LEGAL                           | \$20,000  | Misc. legal matters  |
| <b>Total PROFESSIONAL SERVICES</b>                            |                                 | \$28,200  |  |
| <b>REIMBURSEMENT FOR COLLECTED FEE</b>                        |                                 |           |  |
|   | MUNICIPAL HAULER REG REIMBURSEM | \$40,000  | Pass through to municipalities                                   |
| <b>Total REIMBURSEMENT FOR COLLECTED FEE</b>                  |                                 | \$40,000  |  |
| <b>STAFFING</b>   |                                 |           |  |
|   | Life/Short/Term Insurance       | \$6,000   | Full time employee benefit per Personnel Policy                  |
|   | HEALTH INSURANCE                | \$7,332   | Health ins. for Director   |
|   | HSA CONTRIBUTION                | \$3,450   | Health ins. for Director   |
| <b>PAYROLL TAXES</b>  |                                 |           |  |
|   | CT PR TAXES                     | \$625     | 1.9% of first \$15k of salary + assessment of \$25.50/ee         |
|   | FED PR TAX                      | \$9,847   | 7.65% of salary for employer share of FICA & Medicare tax        |
| <b>Total PAYROLL TAXES</b>                                    |                                 | \$10,481  |  |
| <b>PENSION</b>  |                                 | \$9,654   | 7.5% of salaries per HRRA Personnel Policies                     |
| <b>SALARIES</b>   |                                 |           |  |
|   | DIRECTOR'S SALARY               | \$102,063 | 2.5% increas   |
|   | ASSISTANT'S SALARY              | \$26,650  | 2.5% increas   |
| <b>Total SALARIES</b>   |                                 | \$128,713 |  |
| <b>Total STAFFING</b>   |                                 | \$162,180 |  |
| <b>TRAVEL/MILEAGE REIMBURSEMENT</b>                           |                                 |           |  |
|   |                                 | \$2,100   | Mileage @ IRS rate \$.545/mi (to towns, schools, DEEP, LOB)      |
| <b>Total Expenditures</b>                                     |                                 | \$461,500 |  |
| <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       |  |

Recommend reducing Term Insur. from \$6000 to \$2559 to balance the budget.

The \$3450 HSA contribution was not included in the sum of total staffing

If we include \$3450 in total staffing, it increases expenditures and then creates an unbalanced budget. To simply and create a balance budget . We can make a motion to reduce "Life/Short/Term Insurance" from \$6000 to \$2559 as those funds were not used in the FY 18-19

This number is wrong, if it included the \$3450 it would total \$464,950

This is the approved 2018-19 budget



| Revenue   |                                 |           |  |
|---|---------------------------------|-----------|--|
| <b>GRANTS/DONATIONS</b>                                       |                                 |           |  |
|   | OTHER GRANTS/DONATIONS          | \$32,000  | Billboard contest(\$17k),WB (\$10K),Add'l sponsors(\$5K)   |
| <b>Total GRANTS/DONATIONS</b>                                 |                                 | \$32,000  |  |
| <b>HAULER PERMITS</b>   |                                 |           |  |
|   | HAULER PERMIT FEES              | \$46,250  | 185 trucks @ \$250   |
|   | HAULER PERMIT LATE FEES         | \$0       |  |
|   | MUNICIPAL HAULER REGISTRATIONS  | \$40,000  | Municipal hauler registration  |
|   | PRE-PAID HAULER REGISTRATIONS   | \$0       |  |
|   | PREPAID MUNICIPAL REGISTRATIONS | \$0       |  |
|   | PREPAID RECYCLING PERMIT FEES   | \$0       |  |
| <b>Total HAULER PERMITS</b>                                   |                                 | \$86,250  |  |
| <b>HHWDD REIMBURSEMENT</b>                                    |                                 |           |  |
|   | HHW DANBURY AREA TOWNS          | \$135,000 | Municipal reimbursement for proportional share of 3 HHW events   |
| <b>Total HHWDD REIMBURSEMENT</b>                              |                                 | \$135,000 |  |
| <b>INTEREST INCOME</b>  |                                 | \$12,000  | Dividends earned on Vanguard investments moved to checking   |
| <b>PROGRAM SERVICES FEES</b>                                  |                                 |           |  |
|   | MSW PROGRAM FEES                | \$110,000 | 110,000 T @ \$1/T per contract   |
|   | RECYCLING PROGRAM FEES          | \$86,250  | 11,500 T @ \$7.50  |
| <b>Total PROGRAM SERVICES FEES</b>                            |                                 | \$196,250 |  |
| <b>Total Revenue</b>  |                                 | \$461,500 |  |
| Expenditures  |                                 |           |  |
| <b>CONTINGENCY</b>  |                                 |           |  |
|   |                                 | \$20,000  | For unbudgeted, unanticipated costs as approved by the full HRRR   |
| <b>EDUCATION</b>  |                                 |           |  |
|   | PUBLIC EDUCATION                | \$30,000  | Billboard contest, Public Education items and programs   |
|   | STAFF EDUCATION                 | \$3,500   | Conferences and Trainings  |
| <b>Total EDUCATION</b>  |                                 | \$33,500  |  |
| <b>HHW EXPENSE</b>  |                                 |           |  |
|   | HHWDD DANBURY AREA TOWNS        | \$135,000 | HHW costs - Pass through to be reimbursed by towns   |
|   | HHWDD REGIONAL                  | \$3,500   | HHW costs - not reimbursed by towns - food, adv, non-haz waste   |
| <b>Total HHW EXPENSE</b>                                      |                                 | \$138,500 |  |
| <b>Gain/Loss on Investments and Planned FB Use</b>            |                                 |           |  |
|   | ERRORS & OMISSIONS              | \$5,500   | estimate from prior year   |
|   | GENERAL LIABILITY               | \$1,400   | \$1010 GL & \$200 Property for copy machine  |
|   | SURETY BOND                     | \$425     | estimate from prior year   |
|   | WORKERS COMP                    | \$550     | CIRMA  |
| <b>Total INSURANCE</b>  |                                 | \$7,875   |  |
| <b>MISCELLANEOUS</b>  |                                 |           |  |
|   | MISC EXPENSE                    | \$1,995   | Food for mtgs, awards, GDCC luncheons, periodicals, etc.   |
|   | PAYROLL PROCESSING SERVICE      | \$800     | Quickbooks annual payroll processing fees  |
|   | SERVICE FEES/MEMBERSHIPS        | \$3,250   | Membership in NERC, CRC, GDCC, PSI, etc.   |
| <b>Total MISCELLANEOUS</b>                                    |                                 | \$6,045   |  |
| <b>OFFICE EXPENSES</b>  |                                 |           |  |
|   | RENT                            | \$16,200  | \$1,350/mo by lease to BK  |
|   | COPY EXPENSE                    | \$3,000   | Annual machine lease \$1700/yr + \$108/mo for ink, toner, etc  |
|   | SUPPLIES                        | \$3,900   | Office supplies, postage, etc. * new computer & Software   |
| <b>Total OFFICE EXPENSES</b>                                  |                                 | \$23,100  |  |
| <b>PROFESSIONAL SERVICES</b>                                  |                                 |           |  |
|   | AUDIT SERVICES                  | \$6,500   | Per contract   |
|   | CONSULTING SERVICES             | \$1,700   | Website hosting and misc consulting needs  |
|   | LEGAL                           | \$20,000  | Misc. legal matters  |
| <b>Total PROFESSIONAL SERVICES</b>                            |                                 | \$28,200  |  |
| <b>REIMBURSEMENT FOR COLLECTED FEE</b>                        |                                 |           |  |
|   | MUNICIPAL HAULER REG REIMBURSEM | \$40,000  | Pass through to municipalities   |
| <b>Total REIMBURSEMENT FOR COLLECTED FEE</b>                  |                                 | \$40,000  |  |
| <b>STAFFING</b>   |                                 |           |  |
|   | Life/Short/Term Insurance       | \$2,559   | Full time employee benefit per Personnel Policy  |
|   | HEALTH INSURANCE                | \$7,332   | Health ins. for Director   |
|   | HSA CONTRIBUTION                | \$3,450   | Health ins. for Director   |
| <b>PAYROLL TAXES</b>  |                                 |           |  |
|   | CT PR TAXES                     | \$625     | 1.9% of first \$15k of salary + assessment of \$25.50/ee   |
|   | FED PR TAX                      | \$9,847   | 7.65% of salary for employer share of FICA & Medicare tax  |
| <b>Total PAYROLL TAXES</b>                                    |                                 | \$10,472  |  |
| <b>PENSION</b>  |                                 |           |  |
|   |                                 | \$9,654   | 7.5% of salaries per HRRR Personnel Policies   |
| <b>SALARIES</b>   |                                 |           |  |
|   | DIRECTOR'S SALARY               | \$102,063 | 2.5% increase / 40 hrs week  |
|   | ASSISTANT DIRECTOR'S SALARY     | \$26,650  | 2.5% increase / 20 hrs week  |
| <b>Total SALARIES</b>   |                                 | \$128,713 |  |
| <b>Total STAFFING</b>   |                                 | \$162,180 |  |
| <b>TRAVEL/MILEAGE REIMBURSEMENT</b>                           |                                 |           |  |
|   |                                 | \$2,100   | Mileage @ IRS rate \$.545/mi (to towns, schools, DEEP, LOB)  |
| <b>Total Expenditures</b>                                     |                                 | \$461,500 |  |
| <b>Net Revenue in Excess of Expenditures</b>                  |                                 | \$0       |  |
| <b>Appropriated from Fund Balance</b>                         |                                 | \$0       | We need a motion to adjust Life/Short/Term Insurance from \$6000 to \$2559 to balance the 2018-19 budget to equal the amount approved at the June 2018 meeting for a total expenditure of \$461,500.00 |
| <b>Net Revenue + Appropriations in Excess of Expenditures</b> |                                 | \$0       |  |