



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, February 5, 2020, 10:00 a.m.**  
**Old Town Hall, HRRRA Office**  
**162 Whisconier Road, Brookfield CT 06804**

**MINUTES**

Chairman Matthew Knickerbocker called the meeting to order at 10:07 a.m. Members in attendance were S. Dunn, H. Rosenthal. J. Pemberton joined the meeting at 10:30am., also in attendance was, J. Heaton-Jones, Executive Director

**Approval of Minutes**

**Motion** by, M. Knickerbocker second by S. Dunn to approve the minutes of the Executive Committee meeting of December 5, 2019, as presented. **Vote:** All in favor

**Personnel Policy and Replacement of Admin/Public Education employee**

**Motion** by S. Dunn, second by M. Knickerbocker to go into executive session for the purpose to discuss the Personnel Policy in reference to staffing and benefits and to invite J. Heaton-Jones HRRRA Executive Director into the executive session. **Vote:** All in favor. The Executive Committee entered executive session at 10:18 a.m. The Executive Committee came out of executive session at 10:59 a.m.

**Motion** by, M. Knickerbocker second by S. Dunn to make changes to the personnel policy regarding benefits. The following changes were made:

- Page 4, section 7: Add the following underlined language:
  - **TERMINATION OF EMPLOYMENT-** Employees whose service is terminated by resignation, death, dismissal or otherwise shall be entitled to a pro rata share of the vacation entitlement for the year less any used vacation days. Employees will not be compensated for any unused, accrued sick leave, paid time off, or holidays upon termination. Health coverage will expire on the last day of the month from the date of termination. Employees shall be notified they may purchase COBRA at their own expense.
- Page 7, section 20a: Add the following underlined language:
  - **SHORT TERM DISABILITY** will be provided by the HRRRA up to 90 days. The employee will use any remaining sick leave or vacation leave before the Short-Term benefit is applied. 100% of the employee's wages will be paid by the HRRRA up to 90 days.
- Page 7, section 21: Add the following underlined language:
  - **INSURANCE BENEFITS** – Benefits available only to full-time employees shall include health, including vision and dental, life and disability insurance.

Health Insurance benefits will take effect on the first day of the month following the hire date. The HRRRA will pay 100% of the Directors health insurance plan and 80% of other full-time employees. Employees with existing coverage may opt out in exchange of a stipend to be negotiated at the time of hire.

The provision of insurance for life, short term disability and long-term disability are subject to availability and insurability. The Director's Life Insurance Policy will be set at two times his or her salary. The employee will be issued an individual policy that they will own and may continue after employment with the HRRRA. Other full-time employee's Life Insurance Policy will be set at 1x his or her salary.

**Vote:** All in favor

The Executive Director was given the go ahead to move forward with the hiring of a full-time employee to replace T. Carlson. The employee's salary and benefits will be negotiated at the time of hire. The committee agreed on a salary range of \$25-\$28 per hour.

### **Adjournment**

On a **motion** by S. Dunn, second J. Pemberton the meeting was adjourned at 11:00 a.m. **Vote:** All in favor.

Respectfully Submitted,

Jennifer Heaton-Jones  
Executive Director