



## HOUSATONIC RESOURCES RECOVERY AUTHORITY

### Executive Committee Meeting

Monday, March 4, 2020, 9:00 a.m.

Via zoom

### MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 9:21 a.m. Members in attendance were S. Dunn, J. Pemberton and H. Rosenthal. Also, in attendance J. Heaton-Jones, HRRR Executive Director, Ken Vallera from All-American Waste

#### Approval of Minutes

**Motion** by, S. Dunn second by J. Pemberton to approve the minutes of the Executive Committee meeting of March 11, 2020, as presented. **Vote:** All in favor

#### Personnel – annual evaluations of Director and Assistant and set salary for FY 20-21

**Motion** by S. Dunn, second by H. Rosenthal, to go into executive session for the purpose to review staff's annual evaluation, and to invite the Director into the executive session. **Vote:** All in favor. The Executive Committee entered executive session at 9:23 a.m. and came out of executive session at 9:47 a.m.

**Motion by** M. Knickerbocker, second by S. Dunn, to accept the evaluation of the Executive Director Jennifer Heaton-Jones. It is the opinion of the Executive Committee that the Director has done an outstanding job and has set aggressive goals and will recommend to the full Authority to increase the Executive Director's salary to \$110,000 effective July 1, 2020, for the FYE June 30, 2021. **Vote:** All in favor.

#### Review and consider draft budget for FY 2020-21

The Executive Director reviewed the draft 2020-21 FY budget. The line items, Grants/Donations, Hauler Permits and MSW Program Fees were noted to have increases. Recycling program fees were decreased to reflect the drop in tonnage. There is a small increase in Audit fees for 2020-21 and the budget reflects the increase in salary for the Executive Director to \$110,000 in addition to Family Health Insurance benefits authorized by the Authority at the March 2, 2020 meeting.

**Motion by** M. Knickerbocker, second by S. Dunn, to recommend to the full Authority at the annual meeting a 2020-21 FY budget with projected revenue of \$637,000 and total expenditures of \$610,258 with a new of \$26,741. **Vote:** All in favor.

#### Adjournment

On a **motion** by S. Dunn, second M. Knickerbocker the meeting was adjourned at 9:54 a.m. **Vote:** All in favor.

Respectfully Submitted,

Jennifer Heaton-Jones  
Executive Director



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Executive Committee Meeting**  
**Monday, May 4, 2020 9:00 a.m.**  
**Zoom – Link at [www.hrra.org](http://www.hrra.org)**

**AGENDA**

1. Call to order
2. Approval of minutes of March 11, 2020 (Attachment A)
3. Personnel – annual evaluations of Director and Assistant and set salary for FY 20-21.  
*The Executive Committee may go into executive session for the discussion of personnel issues.* (Attachment B - confidential, not attached to this packet)
4. \*Review and consider draft budget for FY 20-21 (Attachment C)
6. Adjournment

*\*Possible action items*

cc: HRRRA members and alternates  
Town clerks and FOI list



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, March 11, 2020, 10:00 a.m.**  
**Brookfield Town Hall – First Selectman’s Office**  
**100 Pocono Road, Brookfield CT 06804**

**MINUTES**

Chairman Matthew Knickerbocker called the meeting to order at 10:18 a.m. Members in attendance were S. Dunn, and J. Pemberton. H. Rosenthal joined the meeting at 10:52 a.m. by phone. Also, in attendance J. Heaton-Jones, HRRRA Executive Director, Oak Ridge representatives, John Decker, Mike Brennan, Joe Sardone and All-American Waste, Brian Creighton.

**Approval of Minutes**

**Motion** by, S. Dunn second by M. Knickerbocker to approve the minutes of the Executive Committee meeting of February 5, 2020, as presented. **Vote:** All in favor

**Town of Weston request to join the HRRRA**

The Executive Director reviewed the meeting notes with Weston town officials, financial data pertaining to the Town of Weston joining the HRRRA, the HRRRA By-laws, and communications with Legal Counsel. **Motion** by, S. Dunn second by M. Knickerbocker, to recommend to the full Authority admitting the Town of Weston joining as a member to the HRRRA on the condition they execute the Concurrent Ordinance and adopt the Form of Municipal Agreement (Appendix D of the Regional Solid Waste and Recycling Agreement) **Vote:** All in favor

**Oak Ridge Request to increase the recycling tip fee**

**Motion** by S. Dunn, second by M. Knickerbocker to go into executive session for the purpose to discuss the Regional Solid Waste and Recycling Agreement pertaining to the recycling tip and to invite representatives of Oak Ridge, J. Decker, M. Brennan and J. Sardone as well as J. Heaton-Jones, HRRRA Executive Director into the executive session. **Vote:** All in favor. The Executive Committee entered executive session at 10:29 a.m. The Executive Committee came out of executive session at 11:28 a.m., and entered back into public session at 11:36 a.m.

**Personnel – New hire, compensation, benefits**

The Executive Director informed the committee that an offer letter was issued to Jennifer Baum of Brookfield and was accepted. J. Baum’s first day of employment is scheduled for Wednesday, March 18<sup>th</sup>. She is accepting a stipend in lieu of medical benefits. Per the Personnel Policy the rate is negotiated at the time of hire.

**Motion** by, S. Dunn second by M. Knickerbocker to offer a \$8000 stipend in lieu of medical benefits per the Personnel Policy. **Vote:** All in favor

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

- 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 80% of a full-time employee's health benefit plan. Employees with existing coverage may opt out in exchange of a stipend to be negotiated at the time of hire.

**Vote:** All in favor

### **Adjournment**

On a **motion** by S. Dunn, second M. Knickerbocker the meeting was adjourned at 11:41 a.m.

**Vote:** All in favor.

Respectfully Submitted,

Jennifer Heaton-Jones  
Executive Director

# HRRRA Jul '20 - Jun 21 DRAFT Budget to include Health Benefits for Employees

| Revenue   | CURRENT BUDGET   | DRAFT 20-21         |   |
|---|------------------|---------------------|---|
| <b>GRANTS/DONATIONS</b>                                       |                  |                     |   |
| OTHER GRANTS/DONATIONS  | \$31,500         | \$58,000            | Contributions and Grants  |
| <b>Total GRANTS/DONATIONS</b>                                 | <b>\$31,500</b>  | <b>\$58,000</b>     |   |
| <b>HAULER PERMITS</b>   |                  |                     |   |
| HAULER PERMIT FEES  | \$46,250         | \$50,000            | 185 trucks @ \$250 + add ons throughout year                            |
| HAULER PERMIT LATE FEES                                       | \$0              | \$0                 |   |
| MUNICIPAL HAULER REGISTRATIONS                                | \$35,000         | \$35,000            | Municipal hauler registration to go into HHW fund                       |
| <b>Total HAULER PERMITS</b>                                   | <b>\$81,250</b>  | <b>\$85,000</b>     |   |
| <b>HHWDD REIMBURSEMENT</b>                                    |                  |                     |   |
| HHW DANBURY AREA TOWNS  | \$175,000        | \$175,000           | Municipal proportional share 5 HHW events                               |
| <b>Total HHWDD REIMBURSEMENT</b>                              | <b>\$175,000</b> | <b>\$175,000</b>    |   |
| <b>INTEREST INCOME</b>  | <b>\$12,000</b>  | \$12,000            | Dividends earned on Vanguard investments moved to checking              |
| <b>PROGRAM SERVICES FEES</b>                                  |                  |                     |   |
| MSW PROGRAM FEES  | \$230,000        | \$267,000           | 132,000 T @ \$2/T per contract + 1500 tons with Weston                  |
| RECYCLING PROGRAM FEES  | \$45,000         | \$40,000            | 8000 T @ \$5  |
| <b>Total PROGRAM SERVICES FEES</b>                            | <b>\$275,000</b> | <b>\$307,000</b>    |   |
| <b>Total Revenue</b>  | <b>\$574,750</b> | <b>\$637,000</b>    |   |
| <b>Expenditures</b>   |                  |                     |   |
| <b>CONTINGENCY</b>  | <b>\$20,000</b>  | <b>\$20,000</b>     | For unbudgeted, unanticipated costs as approved by the full HRRRA       |
| <b>EDUCATION</b>  |                  |                     |   |
| PUBLIC EDUCATION  | \$35,000         | \$35,000            | Billboard contest, Public Education items and programs                  |
| STAFF EDUCATION   | \$4,500          | \$4,500             | Conferences and Trainings   |
| <b>Total EDUCATION</b>  | <b>\$39,500</b>  | <b>\$39,500</b>     |   |
| <b>HHW EXPENSE</b>  |                  |                     |   |
| HHWDD DANBURY AREA TOWNS                                      | \$175,000        | \$175,000           | HHW costs - Pass through to be reimbursed by towns                      |
| HHWDD REGIONAL FUND   | \$65,000         | \$75,000.00         | HHW costs - not reimbursed by towns - food, adv, non-haz waste and muni |
| <b>Total HHW EXPENSE</b>                                      | <b>\$240,000</b> | <b>\$250,000</b>    |   |
| <b>Gain/Loss on Investments and Planned FB Use</b>            |                  |                     |   |
| ERRORS & OMISSIONS  | \$5,725          | \$5,725             | Estimate from prior year  |
| GENERAL LIABILITY   | \$1,400          | \$1,400             | \$1010 GL & \$200 Property for copy machine                             |
| SURETY BOND   | \$450            | \$450               | Estimate from prior year  |
| WORKERS COMP  | \$550            | \$550               | CIRMA   |
| <b>Total INSURANCE</b>  | <b>\$8,125</b>   | <b>\$8,125</b>      |   |
| <b>MISCELLANEOUS</b>  |                  |                     |   |
| MISC EXPENSE  | \$2,500          | \$2,500             | Food for mtgs, awards, GDCC luncheons, periodicals, etc.                |
| PAYROLL PROCESSING SERVICE                                    | \$800            | \$800               | Quickbooks annual payroll processing fees                               |
| SERVICE FEES/MEMBERSHIPS                                      | \$4,000          | \$4,000             | Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.                         |
| <b>Total MISCELLANEOUS</b>                                    | <b>\$7,300</b>   | <b>\$7,300</b>      |   |
| <b>OFFICE EXPENSES</b>  |                  |                     |   |
| RENT  | \$16,200         | \$16,200            | \$1,350/mo by lease to BK   |
| COPY EXPENSE  | \$3,500          | \$3,500             | Annual machine lease \$1700/yr + \$150/mo for ink, toner, maint etc     |
| SUPPLIES  | \$3,800          | \$3,800             | Office supplies, postage, etc. software                                 |
| <b>Total OFFICE EXPENSES</b>                                  | <b>\$23,500</b>  | <b>\$23,500</b>     |   |
| <b>PROFESSIONAL SERVICES</b>                                  |                  |                     |   |
| AUDIT SERVICES  | \$6,500          | \$6,550             | Per contract  |
| CONSULTING SERVICES   | \$1,800          | \$1,800             | Website hosting and misc consulting needs                               |
| LEGAL   | \$20,000         | \$20,000            | Misc. legal matters   |
| <b>Total PROFESSIONAL SERVICES</b>                            | <b>\$28,300</b>  | <b>\$28,350</b>     |   |
| <b>STAFFING</b>   |                  |                     |   |
| Life/Short/Term Insurance                                     | \$8,700          | \$8,700.00          | Life/Short/Long per Personnel Policy                                    |
| HEALTH INSURANCE  | \$10,782         | \$26,396.83         | Health Insur for Director   |
|   | \$8,000          | \$8,000.00          | Lieu of Medical for Staff   |
|   | <b>\$27,482</b>  | <b>\$43,096.83</b>  |   |
| <b>PAYROLL TAXES</b>  |                  |                     |   |
| CT PR TAXES   | \$630            | \$630.00            | 1.9% of first \$15k of salary + assessment of \$25.50/ee                |
| FED PR TAX  | \$11,804         | \$12,251.02         | Employer share of FICA & Medicare tax                                   |
| <b>Total PAYROLL TAXES</b>                                    | <b>\$12,443</b>  | <b>\$12,890.02</b>  |   |
| <b>PENSION</b>  | <b>\$11,432</b>  | \$11,865.25         | 7.5% of salaries per HRRRA Personnel Policies                           |
| <b>SALARIES</b>   |                  |                     |   |
| DIRECTOR'S SALARY   | \$104,615        | \$107,229.94        | Director's Salary with a 2.5% increase                                  |
| ASSISTANT DIRECTOR'S SALARY                                   | \$47,804         | \$50,960.00         | 35 hours @ \$28 per hour (no increase as a new hire)                    |
| <b>Total SALARIES</b>   | <b>\$152,419</b> | <b>\$158,189.94</b> |   |
| <b>Total STAFFING</b>   | <b>\$203,776</b> | <b>\$226,042.04</b> |   |
| <b>TRAVEL/MILEAGE REIMBURSEMENT</b>                           | <b>\$4,249</b>   | <b>\$4,249.00</b>   | Mileage @ IRS rate \$.575/mi (to towns, schools, DEEP, LOB)             |
| <b>Total Expenditures</b>                                     | <b>\$574,750</b> | <b>\$607,066.04</b> |   |
| <b>Total Revenue</b>  | <b>\$574,750</b> | <b>\$637,000.00</b> |   |
| <b>Net Revenue in Excess of Expenditures</b>                  | \$0              | \$29,933.96         |   |
| <b>Appropriated from Fund Balance</b>                         | \$0.00           | \$0.00              |   |
| <b>Net Revenue + Appropriations in Excess of Expenditures</b> | <b>\$0</b>       | <b>\$29,933.96</b>  |   |

**CURRENT BUDGET    Draft 20-21 Budget**

DRAFT