



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Executive Committee Meeting
Monday, May 4, 2020 9:00 a.m.
Zoom – Link at 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 18th. 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

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

Revenue	CURRENT BUDGET	DRAFT 20-21	
GRANTS/DONATIONS			
OTHER GRANTS/DONATIONS	\$31,500	\$58,000	Contributions and Grants
Total GRANTS/DONATIONS	\$31,500	\$58,000	
HAULER PERMITS			
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
Total HAULER PERMITS	\$81,250	\$85,000	
HHWDD REIMBURSEMENT			
HHW DANBURY AREA TOWNS	\$175,000	\$175,000	Municipal proportional share 5 HHW events
Total HHWDD REIMBURSEMENT	\$175,000	\$175,000	
INTEREST INCOME	\$12,000	\$12,000	Dividends earned on Vanguard investments moved to checking
PROGRAM SERVICES FEES			
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
Total PROGRAM SERVICES FEES	\$275,000	\$307,000	
Total Revenue	\$574,750	\$637,000	
Expenditures			
CONTINGENCY	\$20,000	\$20,000	For unbudgeted, unanticipated costs as approved by the full HRRR
EDUCATION			
PUBLIC EDUCATION	\$35,000	\$35,000	Billboard contest, Public Education items and programs
STAFF EDUCATION	\$4,500	\$4,500	Conferences and Trainings
Total EDUCATION	\$39,500	\$39,500	
HHW EXPENSE			
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
Total HHW EXPENSE	\$240,000	\$250,000	
Gain/Loss on Investments and Planned FB Use			
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
Total INSURANCE	\$8,125	\$8,125	
MISCELLANEOUS			
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.
Total MISCELLANEOUS	\$7,300	\$7,300	
OFFICE EXPENSES			
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
Total OFFICE EXPENSES	\$23,500	\$23,500	
PROFESSIONAL SERVICES			
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
Total PROFESSIONAL SERVICES	\$28,300	\$28,350	
STAFFING			
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
	\$27,482	\$43,096.83	
PAYROLL TAXES			
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
Total PAYROLL TAXES	\$12,443	\$12,890.02	
PENSION	\$11,432	\$11,865.25	7.5% of salaries per HRRR Personnel Policies
SALARIES			
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)
Total SALARIES	\$152,419	\$158,189.94	
Total STAFFING	\$203,776	\$226,042.04	
TRAVEL/MILEAGE REIMBURSEMENT	\$4,249	\$4,249.00	Mileage @ IRS rate \$.575/mi (to towns, schools, DEEP, LOB)
Total Expenditures	\$574,750	\$607,066.04	
Total Revenue	\$574,750	\$637,000.00	
Net Revenue in Excess of Expenditures	\$0	\$29,933.96	
Appropriated from Fund Balance	\$0.00	\$0.00	
Net Revenue + Appropriations in Excess of Expenditures	\$0	\$29,933.96	
	CURRENT BUDGET	Draft 20-21 Budget	

DRAFT