

HOUSATONIC RESOURCES RECOVERY AUTHORITY

Monday, June 22, 2020 10:30 a.m.

Zoom – Link posted on www.hrra.org

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 May 4, 2020 (**Attachment B**)
 - b. *Financial statements through May 31, 2020 (**Attachment C**)
6. Old business
 - a. Recycling market update
 - b. Glass program update
 - c. *By-Laws – Proposal to modify (**Attachment D**)
7. New business
 - a. *Report of Executive Committee Acting as the Personnel Committee
 - b. *Consider and approve the HRRRA budget for the FY ending June 30, 2021 as recommended by the Executive Committee (**Attachment E**)
 - c. Nominating Committee report
 - d. *Election of officers for the 2020-21 FY
 - e. *Regional Solid Waste & Recycling Agreement, Amendment to Appendix E
Recycling Tip Calculation *Executive session anticipated for this item.*
8. *Adjournment

**Possible action items*

cc: HRRRA members and alternates
Town clerks and FOI list

HRRA Director's Report

April 25th to June 15th

MSW and Recycling Tonnage Reports

The MSW and recycling tonnage reports through May 31st are attached.

- MSW tonnage year to date is running at **98%** compared to the same time last year.
- Recycling tonnage is running at **115%** compared to the same time last year.
- E-waste tonnage is running at **88%** compared to the same time last year.
- Glass collected from Bethel, Redding and Ridgefield March 1, 2019 to June 15, 2020 – **214.79 tons**

Meetings /Activities from March to April 24, 2020

- **The June 6th Newtown HHW Event** processed 1185 vehicles. A record number for the HRRA. It was the first time residents from every HRRA Member Municipalities participated in the event. The total cost of the event was \$67,409
- **Transfer Station Operators Meetings** – The HRRA Director started meeting with the transfer station operators and public works directors in May and June. The group discussed how each facility is dealing with COVID-19, alternative touchless payment options, modification to material being accepted, shared services throughout the region, and the glass program.
- **Transfer Station Signage** – The HRRA provided signage to Transfer Stations to help with changes at facilities due to COVID.
- **Statewide HHW Collaboration** - The Executive Director coordinated a meeting with towns and regions throughout the state of Connecticut that run HHW collections to collaborate on how we are all handling one-day events with COVID and share protocols for safe disposal. In addition, the group discussed how we could potentially offer services to each other so that residents throughout the state always have an event they can go to from spring to fall if needed. This is work in progress.
- **Town of Newtown, issue with trucks** – H. Rosenthal reported an issue with large trucks using Main Street/Route 25 in Newtown coming from White Street. The HRRA contract clearly states that Oak Ridge will divert trucks transporting MSW around the center of Newtown. At the time of this report, Oak Ridge has addressed the concern. Drivers violating the instructions will be suspended.
- **NERC Glass Committee** – The Executive Director continues to meet with the Northeast state on the glass subcommittee.
- **NERC Regional Recycling Market Committee** – The Director continues to participate in NERC's market subcommittee to find solutions for recycling. Currently the group is reviewing data on the current value of the blended MRF ton. During the last call the group discussed the impact COVID has had on our states and regions and national market trends.
- **Town of Weston** – J. Heaton-Jones has been working with the Town of Weston to finalize their membership with the HRRA. Both attorney's for HRRA and Weston exchanged communication regarding the concurrent ordinance and the Form of Municipal Agreement. J. Heaton-Jones attended Weston's June 4th BOS meeting.
- **By-Laws** – The By-law subcommittee worked on new language to address future membership and voting tallies. The new language will be proposed at the June meeting.

- **Partnership 2.0** – J. Heaton-Jones finalized the agreement with the Partnership for HRRR benefits.
- **Legislation for cylinders** – The Executive Director is working with the Product Stewardship Institution on legislation for small fuel cylinders that are a cost burden to municipalities.
- **Grants** – J. Heaton-Jones is seeking grants to support the glass pilot program.
- **Cartons** – J. Heaton-Jones has been asked by the Carton Council to help create a program to capture cartons from schools and from member municipalities. There is a new manufacturing facility in Waterbury that makes a composite wall board out of the cartons. This is an example of new solutions and local markets for recyclable material. There is some concern from MRF's regarding the specifications and the cost to collect/process the material to bail and sell to the company vs the return. It may be more economical to sell the material in the mixed paper market.
- **MIRA** – At the time of this report the 51-member Material Innovation and Recycling Authority, once known as the Connecticut Resources Recovery Authority has decided to shut down the Hartford Waste-to-Energy plant. The equipment is outdated, and the municipalities cannot afford to pay for improvements on their own. The State of Connecticut has not offered to provide financial support. Member towns will not commit to the \$145 per ton tip fee needed to secure bonding. The state has until August 31st to come up with financing. If or when the Hartford MIRA plant shuts down, the state of Connecticut will not be able to manage the waste being generated within the borders and waste will likely be shipped out of state to landfills at extreme cost. This could have a serious impact to HRRR in the future when the current contract expires in 2029. It is not too early to begin planning beyond the current contract.
- **Regional Solid Waste and Recycling Agreement - Amendment to the Recycling Tip Fee calculation.** The Executive Committee and Executive Director met with Oak Ridge to discuss and formulate a new agreement on when and how the recycling tip fee can/will change. A draft will be presented at the June Authority meeting.
- **HRRR Member's dedicated webpage** - J. Baum has been working on updating the HRRR website to have dedicated pages for each member town. The goal is to reduce confusion for residents looking for information on their town's recycling center or local resources. Many of the town websites are out of date and/or confusing. J. Baum has consolidated the information from each member's websites onto one clean simple page as a resource for residents. J. Baum worked with each member's transfer station operator to insure accurate and up to date information. The HRRR will maintain these pages as part of our public education and outreach program.
- **Public Education** – The HRRR has printed a large quantity of new WIWO cards that includes information on the new glass program. The Town of Newtown is planning to include it in their next tax invoice. It is available to towns and haulers.
- **Glass Pilot Program** – J. Heaton-Jones has been in touch with Urban Mining and Oak Ridge to move the glass pilot program forward. A full report will be shared at the June HRRR meeting.
- **Story Board article with Hearst Media** – J. Heaton-Jones is working with Hearst Media on an article featuring recycling in the HRRR region and the glass pilot program.
- **2020-21 Hauler Registration and Permit Application** – As directed by the full authority, F. Hurley and M. Knickerbocker updated the 2020-21 packet. It was reviewed by legal counsel. The Registration Packets were mailed to Haulers on June 4th.
- **Organics** - A Pre-Application Questionnaire has been submitted to CT DEEP for the Town of Ridgefield to explore onsite composting. Residents would continue to bring their food scraps to the

recycling center and place them in designated sealed containers. The containers would be emptied every few days and the material would be incorporated into a leaf pile at the transfer station. New England Compost of Danbury would come once a week to manage the pile by turning the mix, adjusting the composition and testing the quality. The purpose is to reduce the carbon footprint of the program by no longer transporting it to Danbury and creating a more self-sustainable program to manage the material.

- **Compost** was delivered to residents in Newtown and Ridgefield who participate in food scrap recycling.
- **E-Waste** – The town of New Milford has had issues and concerns with individuals wanting to remove items from the e-waste container. The HRRRA issued a letter to the town advising that under the CGS 22a-209-7 *Scavenging at waste collection areas is prohibited*. It is the responsibility and obligation of each member town to ensure that all solid waste including electronics that are dropped-off by residents at individual Transfer Stations are placed within the supplied container and secured for the security and privacy of the public.

Dates to add to calendar

- Sept. 12th HHW Brookfield
- Sept. 28th HRRRA Meeting
- Oct. 10th HHW TBD
- Nov. 7th HHW Danbury
- Dec. 4th HRRRA Meeting

Items for your radar

- **Workshop:** Using Recycled Materials in Roads & Infrastructure Projects – Nov. 15th www.NERC.org

HRRR - MSW Tonnage

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	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	11,023.81	11,023.81
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	9,401.69	
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	10,323.38	
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	10,435.03	
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	11,072.11	
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	10,976.99		
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	11,766.79		
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	10,886.55		
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	11,058.63		
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	133,154.75	52,256.02	98%
% of WSDA Benchmark Annual Tonnage (115,284)	122%	122%	116%	108%	101%	96%	94%	99%	114%	116%		

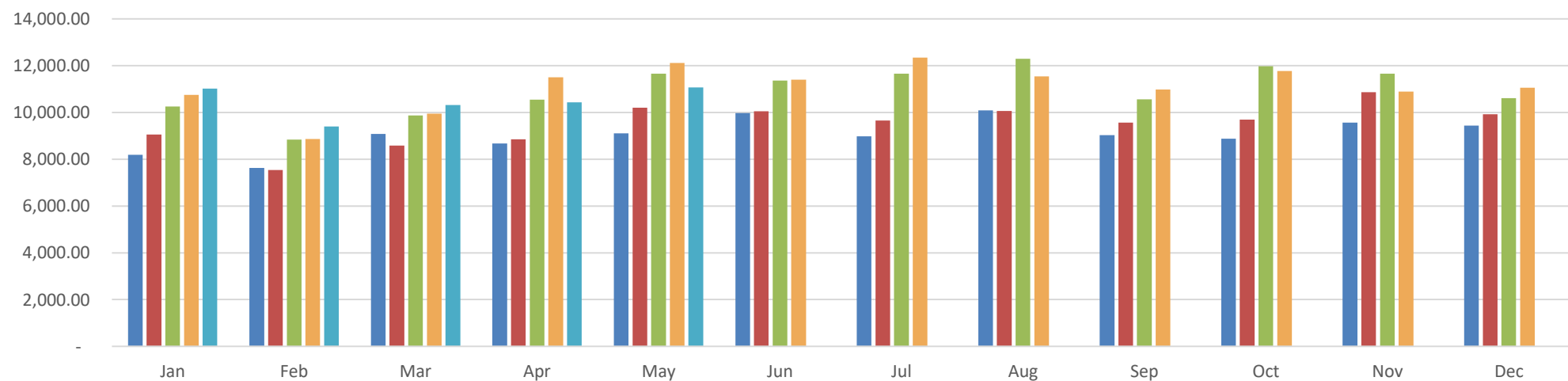
HRRR MSW Program Fee

	Calendar 2010	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017	Calendar 2018	Calendar 2019	Calendar 2020	
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	\$201,736.89	\$82,367.82	
Program Fee Pd To HRRR 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	\$201,736.89	\$82,367.82	
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	
Program Fee Pd To HRRR FYTD	\$106,495.55	\$98,776.52	\$105,385.08	\$102,173.39	\$99,288.01	\$106,342.85	\$109,465.26	\$110,088.23	\$122,403.88	\$133,322.83	\$241,676.32	

HRRA - MSW Tonnage Year-to-Date

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	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	11,023.81	
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	9,401.69	
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	10,323.38	
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	10,435.03	
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	11,072.11	
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	10,976.99		
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	11,766.79		
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	10,886.55		
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	11,058.63		
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	133,154.75	52,256.02	98%
% of WSDA Benchmark Tonnage (115,284)												

MSW Tonnage - CY 2016, 2017, 2018, 2019, 2020



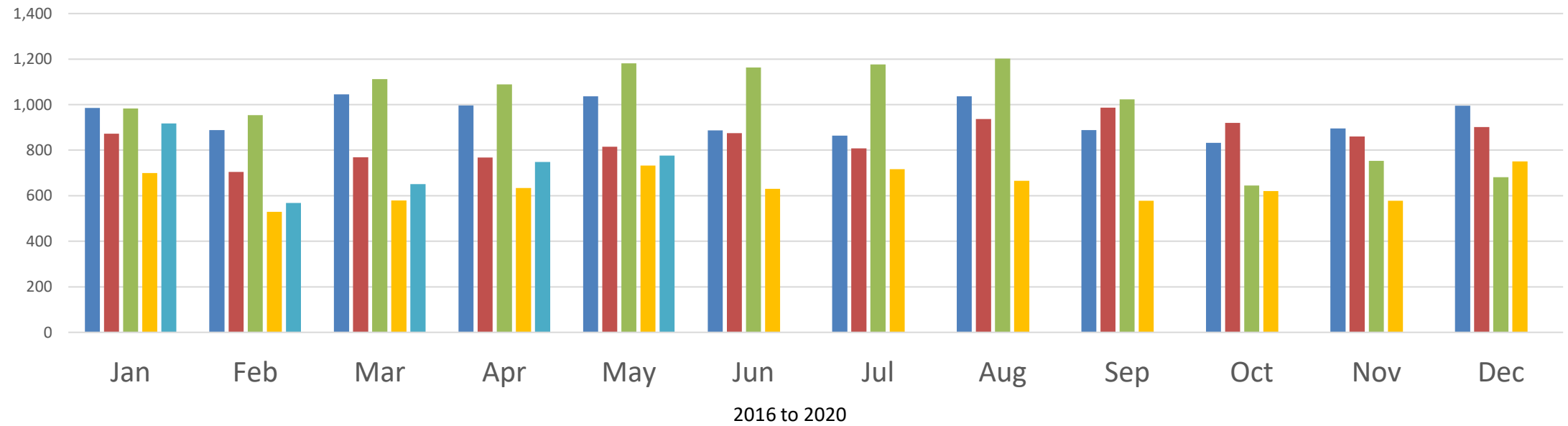
Transfer Station Tonnage By Month/Year

	Newtown TS				Danbury TS				Ridgefield TS				Total HRRR TS			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
January	950.27	982.59	1,002.41	1,062.43	7,462.73	8,405.51	8,971.96	8,913.98	647.62	868.68	771.13	1,047.40	9,060.62	10,256.78	10,745.50	11,023.81
February	800.21	855.90	844.91	988.81	6,090.42	7,334.32	7,468.26	7,495.54	644.79	650.87	550.15	917.34	7,535.42	8,841.09	8,863.32	9,401.69
March	870.68	906.25	945.78	1,104.84	7,013.76	8,198.48	8,235.01	8,080.47	699.77	764.02	767.94	1,138.07	8,584.21	9,868.75	9,948.73	10,323.38
April	961.32	978.02	1,053.47	1,141.71	7,011.09	8,663.24	9,493.57	8,131.64	880.79	905.79	955.60	1,161.68	8,853.20	10,547.05	11,502.64	10,435.03
May	1,079.50	1,012.80	1,133.62	1,236.19	8,231.91	9,774.37	9,960.55	8,520.04	897.66	863.49	1,021.76	1,315.88	10,209.07	11,650.66	12,115.93	11,072.11
June	1,094.92	1,144.93	1,126.44		7,970.15	9,238.29	9,203.35		990.13	978.01	1,066.69		10,055.20	11,361.23	11,396.48	-
July	1,039.78	1,103.59	1,179.01		7,693.25	9,728.22	10,199.80		917.25	823.04	968.32		9,650.28	11,654.85	12,347.13	-
August	1,078.03	1,103.31	1,134.35		8,056.60	10,341.61	9,573.29		930.47	850.06	838.42		10,065.10	12,294.98	11,546.06	-
September	1,012.80	1,022.77	1,024.63		7,692.85	8,747.68	9,077.36		863.49	794.00	875.00		9,569.14	10,564.45	10,976.99	-
October	976.78	1,101.46	1,054.20		7,796.18	9,916.47	9,825.84		923.35	951.65	886.75		9,696.31	11,969.58	11,766.79	-
November	1,071.60	1,065.06	1,117.60		8,828.15	9,708.42	8,940.54		964.29	886.92	828.41		10,864.04	11,660.40	10,886.55	-
December	993.69	1,025.22	1,130.90		8,141.78	8,733.40	8,942.84		789.95	847.61	984.89		9,925.42	10,606.23	11,058.63	-
Total YTD	11,929.58	12,301.90	12,747.32	5,533.98	91,988.87	108,790.01	109,892.37	41,141.67	10,149.56	10,184.14	10,515.06	5,580.37	114,068.01	131,276.05	133,154.75	52,256.02
% of Total Tonnage	10.5%	9.4%	9.6%	10.6%	80.6%	82.9%	82.5%	78.7%	8.9%	7.8%	7.9%	10.7%	100.0%	100.0%	100.0%	100.0%
	Newtown TS				Danbury TS				Ridgefield TS				Total HRRR TS			

HRRR/Regional Recycling Facility Tonnage

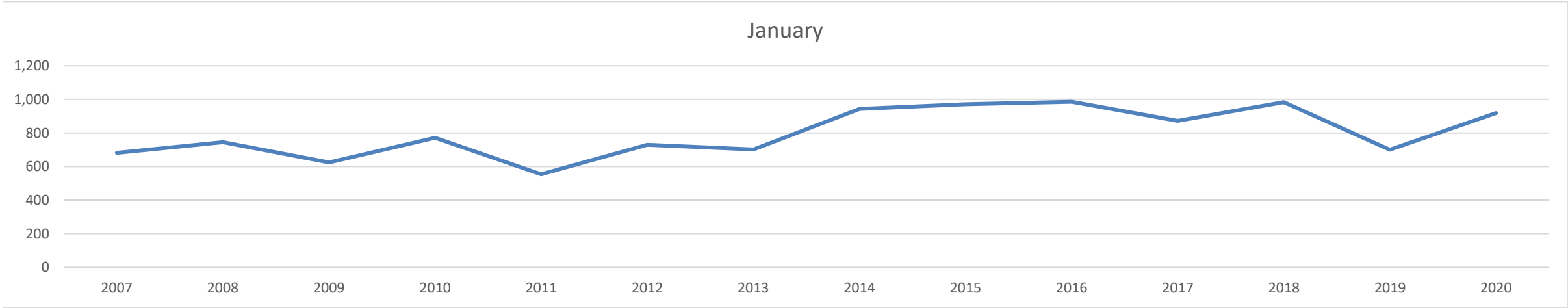
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020 YTD as % of 2019 YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630		
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717		
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666		
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578		
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751		
Total Tons YTD	8,437	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	3,661	115%

2016 - 2017 - 2018 - 2019 - 2020 Recycling Tonnage



HRRRA/Regional Recycling Facility Tonnage															
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020 YTD as % of 2019 YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630		
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717		
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666		
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578		
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751		
Total Tons YTD	8,437	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	3,661	115%

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	FY YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	131.13%
Feb															
Mar															
Apr															
May															
Jun															
Jul															
Aug															
Sep															
Oct															
Nov															
Dec															
Total Tons YTD	681	746	625	771	554	729	702	944	971	986	872	983	700	918	131%



HRRR Recycling Rebate History

	CY 2016		CY 2017		2017 YTD as % of 2016 YTD	CY 2018		2018 YTD as % of 2017 YTD	CY 2019		2019 YTD as % of 2018 YTD	CY 2020		2020 YTD as % of 2019 YTD
	Tonnage	Rebate	Tonnage	Rebate		Tonnage	Rebate		Tonnage	Rebate		Tonnage	Rebate	
Jan	986	\$9,860.00	872	\$4,360.00	-\$5,500.00	983	\$6,144.38	\$1,784.38	700	\$5,247.08	-\$897.30	917.93	\$4,589.65	-\$657.43
Feb	888	\$8,880.00	705	\$3,525.00	-\$5,355.00	954	\$5,963.19	\$2,438.19	529	\$3,967.80	-\$1,995.39	567.82	\$2,839.10	-\$1,128.70
Mar	1,045	\$10,450.00	769	\$3,845.00	-\$6,605.00	1,112	\$6,949.69	\$3,104.69	579	\$4,341.00	-\$2,608.69	651.21	\$3,256.05	-\$1,084.95
Apr	997	\$4,985.00	768	\$3,841.10	-\$1,143.90	1,089	\$6,808.41	\$2,967.31	634	\$4,755.60	-\$2,052.81	747.95	\$3,739.75	-\$1,015.85
May	1,037	\$5,185.00	815	\$4,075.00	-\$1,110.00	1,181	\$7,382.31	\$3,307.31	732	\$5,492.55	-\$1,889.76	776.50	\$3,882.50	-\$1,610.05
Jun	887	\$4,435.00	875	\$4,375.00	-\$60.00	1,163	\$7,270.88	\$2,895.88	630	\$4,725.00	-\$2,545.88			
Jul	864	\$4,320.00	808	\$6,060.00	\$1,740.00	1,176	\$8,822.93	\$2,762.93	717	\$3,585.00	-\$5,237.93			
Aug	1,037	\$5,185.00	937	\$7,027.50	\$1,842.50	1,202	\$9,017.40	\$1,989.90	666	\$3,328.25	-\$5,689.15			
Sep	888	\$4,440.00	986	\$7,395.68	\$2,955.68	1,023	\$7,671.23	\$275.55	578	\$2,890.50	-\$4,780.73			
Oct	832	\$4,160.00	920	\$6,902.48	\$2,742.48	645	\$4,837.65	-\$2,064.83	620	\$3,101.65	-\$1,736.00			
Nov	895	\$4,475.00	861	\$5,378.44	\$903.44	754	\$5,651.48	\$273.04	578	\$2,890.50	-\$2,760.98			
Dec	995	\$4,975.00	901	\$5,632.00	\$657.00	681	\$5,108.70	-\$523.30	751	\$3,756.20	-\$1,352.50			
	11,351	\$71,350.00	10,217	\$62,417.19	-\$8,932.81	11,964	\$81,628.22	\$19,211.03	7,714	\$48,081.13	64%	3661.41	\$18,307.05	

	FY 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20		
July	864	808	1,176	717		
August	1,037	937	1,202	666	4,250	21249.88
September	888	986	1,023	578		
October	832	920	645	620		
November	895	861	754	578		
December	995	901	681	751		
January	872	983	700	918		
February	705	954	529	568		
March	769	1,112	579	651		
April	768	1,089	634	748		
May	815	1,181	732	777		
June	875	1,163		0		
	10,315	11,896	8,655	7,572 tons		87%
	\$51,576.10	\$78,914.93	\$69,638.40	\$37,859.15 rebate		64%

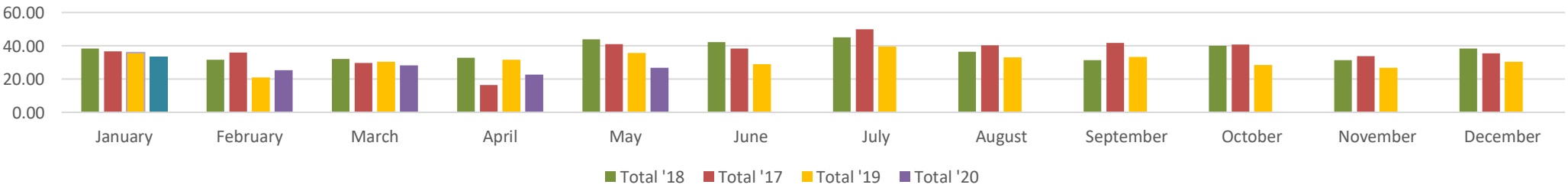
Ewaste Tonnage

2018	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Total '18	Total '17	Total '16
January	1.62	1.21	11.28	2.62	1.13	4.75	9.38	1.95	4.30	38.24	36.65	50.83
February	2.81	0.00	6.42	0.00	3.21	4.64	7.27	1.97	5.30	31.63	35.83	36.08
March	1.43	1.00	5.64	1.76	1.47	7.82	7.02	1.57	4.34	32.05	29.71	33.69
April	1.43	0.00	9.35	0.00	1.94	4.24	8.56	1.78	5.44	32.74	16.50	48.56
May	1.64	1.49	16.01	2.54	1.53	5.42	7.62	1.28	6.26	43.79	41.07	43.87
June	2.05	1.01	11.73	0.00	2.07	6.68	8.46	2.28	7.89	42.17	38.31	43.20
July	4.15	1.13	9.53	1.92	2.15	5.83	11.23	3.35	5.84	45.13	49.88	47.71
August	2.81	0.00	6.94	2.11	1.63	5.61	9.10	1.51	6.75	36.46	40.22	50.27
September	2.26	1.44	5.22	0.00	1.95	4.98	8.41	1.24	5.75	31.25	41.69	46.43
October	2.28	0.00	10.62	2.35	2.44	4.26	8.33	3.50	6.17	39.95	40.81	45.21
November	1.72	1.53	4.61	0.00	2.93	6.00	7.93	1.18	5.53	31.43	33.77	39.10
December	2.47		7.44	2.49	2.62	5.33	10.13	1.62	6.25	38.35	35.43	50.74
Total Tons	26.67	8.81	104.79	15.78	25.07	65.57	103.44	23.24	69.82	443.18	439.85	535.68
	BE	BW	DA	KE	NF	NM	NE	RE	RI	Total '18	Total '17	Total '16

2019	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Total '19	Total '18	Total '17
January	2.91	1.50	7.73	0.00	2.02	4.34	9.29	2.41	5.71	35.91	38.24	36.65
February	2.27	0.00	3.79	0.00	1.65	2.63	8.21	0.76	1.62	20.93	31.63	35.83
March	1.87	0.96	5.07	2.50	2.35	4.59	5.98	1.09	5.95	30.36	32.05	29.71
April	2.48	0.00	3.38	2.14	2.83	4.28	10.35	1.12	5.10	31.67	32.74	16.50
May	1.95	1.50	6.52	2.54	1.77	5.45	6.62	2.00	7.30	35.65	43.79	41.07
June	2.14	0.00	5.23	0.00	2.67	4.74	6.70	1.69	5.88	29.06	42.17	38.31
July	2.73	0.63	8.26	1.92	3.19	5.21	9.86	2.46	5.28	39.53	45.13	49.88
August	1.55	0.59	7.10	2.33	2.27	4.32	6.58	1.27	6.94	32.95	36.46	40.22
September	2.34	0.00	8.38	2.00	2.03	3.68	8.11	1.60	5.08	33.22	31.25	41.69
October	1.92	0.68	4.74	0.00	2.79	5.03	5.83	0.80	6.71	28.49	39.95	40.81
November	1.80	0.65	5.36	2.61	1.70	2.52	6.43	2.05	3.56	26.69	31.43	33.77
December	2.01	0.52	6.22	0.00	2.31	4.60	8.43	1.44	4.97	30.50	38.35	35.43
Total Tons	25.97	7.03	71.79	16.05	27.58	51.39	92.37	18.69	64.08	374.96	443.19	439.87
	BE	BW	DA	KE	NF	NM	NE	RE	RI	Total '19	Total '18	Total '17

2020	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Total '20	Total '19	Total '18
January	2.23	0.00	6.10	0.96	4.22	3.42	6.59	2.16	7.83	33.50	35.91	38.24
February	2.48	0.80	4.87	0.00	1.65	2.54	6.65	1.33	4.94	25.25	20.93	31.63
March	1.94	0.70	4.89	0.00	2.26	4.06	9.67	0.77	3.96	28.25	30.36	32.05
April	1.59	0.73	3.75		2.33	1.89	8.54	0.00	3.86	22.68	31.67	32.74
May	2.39	0.00	4.98	0.00	3.86	1.94	8.02	0.00	5.52	26.70	35.65	43.79
June											29.06	42.17
July											39.53	45.13
August											32.95	36.46
September											33.22	31.25
October											28.49	39.95
November											26.69	31.43
December											30.50	38.35
Total Tons	10.62	2.23	24.58	0.96	14.31	13.85	39.47	4.26	26.11	136.38	374.96	443.19
	BE	BW	DA	KE	NF	NM	NE	RE	RI	Total '20	Total '19	Total '18

E-Waste 2020, 2019, 2018, 2017





HOUSATONIC RESOURCES RECOVERY AUTHORITY

MINUTES

Monday, March 2, 2020, 10:30 a.m.

Brookfield Town Hall

100 Pocono Road, Brookfield CT 06804

Members or Alternates Present

Bethel, Matt Knickerbocker (phone)	8
Bridgewater, Curtis Read	1
Brookfield, Steve Dunn	7
Danbury, Joel Urice	36
Kent, Jean Speck	1
New Fairfield, Pat DelMonaco	6
Newtown, Fred Hurley	12
Redding, Julia Pemberton	4
Ridgefield, Rudolph Marconi	11
	<hr/>
	86

Others Present:

Sheldon Conn, Brookfield Alternate
Cyndy Andela, Andela Products
Ed Spinella, All American Waste
Lynn Waller, Public
Bob Hanna, Public

Members Absent

New Milford
Sherman

Call to Order: The meeting was called to order by Vice Chairman S. Dunn at 10:30 a.m. with a quorum of 86 votes present from nine towns. S. Dunn led everyone in the pledge of allegiance.

Public Comment: Lynn Waller expressed her gratitude to the Executive Director for going on air with the local TV channel Comcast Channel 23. J. Heaton-Jones was interviewed by J. Urice on what residents can and cannot recycle. L. Waller offered the Director and the HRRA to use the footage as needed for public education.

Chairman and Members' Comments: No comments shared by the V. Chairman.

The Chairman suggested that item 7a (Presentation by Andela Products) be moved so that guest Cyndy Andela did not have to wait an hour to present.

Motion by C. Read second by P. DelMonaco to move item 7a – Presentation by Andela Products to the top of the agenda. Vote: **The motion passed unanimously;** with 86 votes in favor

New Business:

- a. **Presentation by Andela Products – Glass pulverizing system** - Cyndy Andela gave a thorough presentation on the glass pulverizing system they manufacture and provide to municipalities. The presentation can be found as an attachment to the minutes.

B1

Directors Report – J. Heaton-Jones reviewed highlights from the written Directors Report. Specifically, highlighting a meeting with CT DEEP and other municipalities concerning the status of MIRA and MSW capacity in the state of Connecticut. J. Heaton-Jones urged the members to begin thinking beyond the current contract that ends in 2029.

Administrative Approvals:

- a.) **Minutes - Motion** by J. Urice second by J. Speck to approve the minutes of December 13, 2019 (Attachment B) **Vote: The motion passed unanimously;** with 86 votes in favor
- b.) **Financial Statements - Motion** by P. DelMonaco, second by R. Marcnoi, to approve the financial statements through January 31, 2020 (Attachment C), as presented. **Vote: The motion passed unanimously;** with 86 votes in favor.

Old Business:

- a.) **Recycling market update** - The Director reported that market conditions have not improved since the last HRRRA meeting in December. Oak Ridge has requested an increase in the recycling tip fee. The Executive Committee will be meeting on Wednesday, March 11th to discuss their request and come back to the Authority with a recommendation.
- b.) **Glass program update** – The Director shared that Oak Ridge is still negotiating with Urban Mining on tip fees. There is now an issue with the size of the glass the municipalities are collecting. Urban Mining does not want the glass whole.

New Business:

- b.) **New Membership to the HRRRA** – The Town of Weston is interested in joining the HRRRA as a new member. The Director reviewed the amount of tonnage they produce each year and the revenue it would bring to the HRRRA. Members discussed the pros and cons of a new member. **Motion** by M. Knickerbocker, second by R. Marconi to have the Executive Committee review the Town of Weston's request and come back to the Authority with a recommendation and to have the Executive Director reach out to Oak Ridge for their input and response. **Vote: The motion passed unanimously;** with 86 votes in favor
- c.) **Household Hazardous Waste events for 2020** – The Director reviewed the proposed schedule for municipal support at the 2020 HHW events. (Attachment F) **Motion** by F. Hurley, second by J. Speck to accept the Household Hazardous Waste Schedule for Workers and Volunteers by Town in 2020 as presented. **Vote: The motion passed unanimously;** with 86 votes in favor
- d.) **HRRRA 2020 Legislative Agenda** – J. Heaton-Jones reviewed nine proposed legislative items, eight of which will be heard by the Environment Committee on March 6th.
- e.) **PAYT next steps** – Due to time. **Motion** by R. Marconi, second by F. Hurley to table item 7e (PAYT next steps) to the May 4th meeting. **Vote: The motion passed unanimously;** with 86 votes in favor
- f.) **Personnel – Benefits for Employees** – **Motion** by J. Urice, second by F. Hurley to enter into Executive Session for the purpose of discussing personnel matters pertaining to benefits and to invite the Executive Director into the meeting. **Vote: The motion passed unanimously;** with 86 votes in favor
The Authority entered Executive Session at 12:00pm and returned to public at 12:25pm.

Motion by S. Dunn, second by M. Knickerbocker to offer the Connecticut Partnership 2.0 Health Plan to any full-time employee, with the employee contributing 20% of the cost regardless of the type of plan, i.e. Individual, Employee +1 or Family. The 20% would be withheld from salary. The plan is to include Health, Dental and Vision. **Vote: The motion passed unanimously;** with 86 votes in favor

Adjournment

Motion by S. Dunn, second by F. Hurley, to adjourn the meeting at 12:26 p.m. **The motion passed unanimously;** with 86 votes in favor

Respectfully submitted,
Jennifer A. Heaton-Jones

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
July 2019 through May 2020

	Budget Used Jul '19 - May 20	Budget FYTD	\$ Over Budget	% of Budget FYTD	% of Budget FYE	Budget FYE
Ordinary Income/Expense						
Income						
GRANTS/DONATIONS	33,400.00	31,500.00	1,900.00	106.03%	106.03%	31,500.00
HAULER PERMITS						
REGISTRATION/PERMIT PAYPAL FEE	1.22					
CURRENT HAULER PERMITS	53,750.00	46,250.00	7,500.00	116.22%	117.3%	46,250.00
MUNICIPAL HAULER REGISTRATIONS	35,950.00	35,000.00	950.00	102.71%	104.14%	35,000.00
PREPAID MUNICIPAL REGISTRATIONS	0.00	0.00	0.00	0.0%	0.0%	0.00
Total HAULER PERMITS	89,701.22	81,250.00	8,451.22	110.4%	111.63%	81,250.00
HHWDD REIMBURSEMENT						
HHW PARTICIPATING TOWNS	101,356.54	140,000.00	-38,643.46	72.4%	57.92%	175,000.00
HHWDD REIMBURSEMENT - Other	220.00					
Total HHWDD REIMBURSEMENT	101,576.54	140,000.00	-38,423.46	72.56%	58.04%	175,000.00
INTEREST INCOME	13,851.13	0.00	13,851.13	100.0%	100.0%	0.00
MISC INCOME	390.00	0.00	390.00	100.0%	100.0%	0.00
PROGRAM SERVICES FEES						
MSW PROGRAM FEES	241,676.18	210,650.00	31,026.18	114.73%	105.08%	230,000.00
RECYCLING PROGRAM FEES	37,640.90	39,750.00	-2,109.10	94.69%	83.65%	45,000.00
Total PROGRAM SERVICES FEES	279,317.08	250,400.00	28,917.08	111.55%	101.57%	275,000.00
Total Income	518,235.97	503,150.00	15,085.97	103.0%	92.27%	562,750.00
Gross Profit	518,235.97	503,150.00	15,085.97	103.0%	92.27%	562,750.00
Expense						
CONTINGENCY	3,786.00	20,000.00	-16,214.00	18.93%	18.93%	20,000.00
EDUCATION						
PUBLIC EDUCATION	27,049.30	29,500.00	-2,450.70	91.69%	89.51%	35,000.00
RECYCLING EDUCATOR	0.00	0.00	0.00	0.0%	0.0%	0.00
STAFF EDUCATION	2,836.48	4,500.00	-1,663.52	63.03%	63.03%	4,500.00
Total EDUCATION	29,885.78	34,000.00	-4,114.22	87.9%	86.5%	39,500.00
HHW EXPENSE						
HHW TOWN SHARE	107,782.65	140,000.00	-32,217.35	76.99%	61.59%	175,000.00
HHW HRRA SHARE	48,553.92	52,000.00	-3,446.08	93.37%	74.7%	65,000.00
HHWDD DANBURY AREA TOWNS	0.00	0.00	0.00	0.0%	0.0%	0.00
Total HHW EXPENSE	156,336.57	192,000.00	-35,663.43	81.43%	65.14%	240,000.00
INSURANCE						
ERRORS & OMISSIONS	4,779.00	5,725.00	-946.00	83.48%	83.48%	5,725.00
GENERAL LIABILITY	1,360.40	1,400.00	-39.60	97.17%	97.17%	1,400.00
SURETY BOND	391.00	450.00	-59.00	86.89%	86.89%	450.00
WORKERS COMP	16.00	550.00	-534.00	2.91%	2.91%	550.00
Total INSURANCE	6,546.40	8,125.00	-1,578.60	80.57%	80.57%	8,125.00
MISCELLANEOUS						
MISC EXPENSE	2,495.18	2,500.00	-4.82	99.81%	99.81%	2,500.00
PAYROLL PROCESSING SERVICE	747.79	785.00	-37.21	95.26%	93.47%	800.00
SERVICE FEES/MEMBERSHIPS	2,394.19	4,000.00	-1,605.81	59.86%	59.86%	4,000.00
Total MISCELLANEOUS	5,637.16	7,285.00	-1,647.84	77.38%	77.22%	7,300.00
OFFICE EXPENSES						
COPY EXPENSE	2,706.74	3,308.26	-601.52	81.82%	77.34%	3,500.00
PHONE/FAX/INTERNET/COPY	0.00	0.00	0.00	0.0%	0.0%	0.00

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
July 2019 through May 2020

	Budget Used Jul '19 - May 20	Budget FYTD	\$ Over Budget	% of Budget FYTD	% of Budget FYE	Budget FYE
RENT	14,850.00	14,850.00	0.00	100.0%	100.0%	16,200.00
SUPPLIES	2,447.72	3,483.63	-1,035.91	70.26%	64.41%	3,800.00
Total OFFICE EXPENSES	20,004.46	21,641.89	-1,637.43	92.43%	90.87%	23,500.00
PROFESSIONAL SERVICES						
AUDIT SERVICES	6,500.00	6,500.00	0.00	100.0%	100.0%	6,500.00
CONSULTING SERVICES	0.00	900.00	-900.00	0.0%	0.0%	1,800.00
LEGAL SERVICES	2,664.50	20,000.00	-17,335.50	13.32%	13.32%	20,000.00
Total PROFESSIONAL SERVICES	9,164.50	27,400.00	-18,235.50	33.45%	32.38%	28,300.00
REIMBURSEMENT FOR COLLECTED FEE						
MUNICIPAL HAULER REG REIMBURSEM	0.00	0.00	0.00	0.0%	0.0%	0.00
Total REIMBURSEMENT FOR COLLECTED FEE	0.00	0.00	0.00	0.0%	0.0%	0.00
STAFFING						
DISABILITY INSURANCE	4,503.49	8,700.00	-4,196.51	51.76%	51.76%	8,700.00
HEALTH INSURANCE	6,105.93	6,658.45	-552.52	91.7%	90.76%	7,332.00
HSA CONTRIBUTION	2,883.33	2,883.33	0.00	100.0%	83.58%	3,450.00
IN LIEU OF MEDICAL INSURANCE	4,666.62	7,333.35	-2,666.73	63.64%	58.33%	8,000.00
PAYROLL TAXES						
CT PR TAXES	532.20	577.50	-45.30	92.16%	83.88%	634.50
FED PR TAX	9,846.21	10,820.30	-974.09	91.0%	83.38%	11,808.50
Total PAYROLL TAXES	10,378.41	11,397.80	-1,019.39	91.06%	83.41%	12,443.00
PENSION	8,536.75	11,432.00	-2,895.25	74.67%	74.67%	11,432.00
SALARIES						
DIRECTOR SALARY	95,897.12	95,897.10	0.02	100.0%	91.67%	104,615.00
OTHER SALARIES	27,595.79	43,820.37	-16,224.58	62.98%	57.73%	47,804.00
SALARIES - Other	0.00	0.00	0.00	0.0%	0.0%	0.00
Total SALARIES	123,492.91	139,717.47	-16,224.56	88.39%	81.02%	152,419.00
Total STAFFING	160,567.44	188,122.40	-27,554.96	85.35%	79.07%	203,776.00
TRAVEL/MILEAGE REIMBURSEMENT	2,600.56	3,894.88	-1,294.32	66.77%	61.2%	4,249.00
Total Expense	394,528.87	502,469.17	-107,940.30	78.52%	69.72%	574,750.00
Net Ordinary Income	123,707.10	680.83	123,026.27	18,170.04%	-987.74%	-12,000.00
Other Income/Expense						
Other Income						
DIVIDENDS	0.00	12,000.00	-12,000.00	0.0%	0.0%	12,000.00
INVESTMENT GAIN	32,529.83	0.00	32,529.83	100.0%	100.0%	0.00
Total Other Income	32,529.83	12,000.00	20,529.83	271.08%	271.08%	12,000.00
Other Expense						
INVESTMENT LOSS	18,616.88	0.00	18,616.88	100.0%	100.0%	0.00
MOVING EXPENSES	0.00	0.00	0.00	0.0%	0.0%	0.00
Total Other Expense	18,616.88	0.00	18,616.88	100.0%	100.0%	0.00
Net Other Income	13,912.95	12,000.00	1,912.95	115.94%	115.94%	12,000.00
Net Income	137,620.05	12,680.83	124,939.22	1,085.26%	100.0%	0.00

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
PayPal (Online Credit Card Payment)	775.36
UNION SAVINGS BANK	296,876.30
STIF	16,304.94
VANGUARD	
VANGUARD SHRT TRM INV GR VFSUX	359,702.19
VANGUARD TOTAL BOND MARKET VBTL	184,936.51
Total VANGUARD	<u>544,638.70</u>
Total Checking/Savings	<u>858,595.30</u>
Accounts Receivable	
*ACCOUNTS RECEIVABLE	<u>57,294.79</u>
Total Accounts Receivable	<u>57,294.79</u>
Total Current Assets	<u>915,890.09</u>
TOTAL ASSETS	<u>915,890.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*ACCOUNTS PAYABLE	<u>-1,459.47</u>
Total Accounts Payable	<u>-1,459.47</u>
Other Current Liabilities	
PAYROLL LIABILITIES	
CT PR TAXES PAYABLE	
CIT	148.88
CT SUI	<u>78.95</u>
Total CT PR TAXES PAYABLE	<u>227.83</u>
FED PR TAXES PAYABLE	
FICA	457.02
FIT	292.00
MEDICARE TAX	<u>106.86</u>
Total FED PR TAXES PAYABLE	<u>855.88</u>
SEP LIABILITY	1,307.68
PAYROLL LIABILITIES - Other	<u>2,812.40</u>
Total PAYROLL LIABILITIES	<u>5,203.79</u>
Total Other Current Liabilities	<u>5,203.79</u>
Total Current Liabilities	<u>3,744.32</u>
Total Liabilities	<u>3,744.32</u>
Equity	
RETAINED EARNINGS	774,525.72
Net Income	<u>137,620.05</u>
Total Equity	<u>912,145.77</u>
TOTAL LIABILITIES & EQUITY	<u>915,890.09</u>

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

~~As Adopted on 10/10/86~~

~~And Amended on 4/10/87, 12/14/88, 5/13/92, 4/29/93, 3/16/94, 3/30/00, and 3/17/06~~

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to ~~1987~~2019 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected ~~Officer~~Official of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular representative of the municipality. Said alternate representative shall have a voice at Authority meetings and

vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected ~~Officer~~Official of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

B. ~~Membership Policies. The~~Member Admission. ~~A municipality that desires to become a member of the Authority shall establish, by two-thirds (2/3) majority vote of all voting units present and voting, policies, including the levying of surcharges, for the admission of future members~~submit a request for admission to the officers of the Authority which shall include a draft of the proposed ordinance to be enacted by the municipality that designates the Authority as the regional resource recovery authority for the municipality, substantially in the form of the ordinances adopted by the current member municipalities, and such other information as the officers may reasonably request, including but not limited to a draft agreement between the municipality and the Authority for the provision of waste and recycling services that is currently in use with the member municipalities, information regarding collectors that are currently registered with the municipality, and amount of waste and recyclables that the municipality generates and will contribute to the system. The officers and the municipality may establish proposed financial terms that will be applicable to the addition of the municipality as a member. No later than 180 days following the request for admission, the officers shall present the request to a meeting of the full Authority, which shall include all relevant information provided to or obtained by the officers. In the vote on the decision to admit a new member, each member municipality shall have one vote, there shall be no vote by voting units. No decision to admit a new member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

C. ~~Withdrawal.~~ Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.

D. Termination.

1. ~~Grounds:~~ In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may ~~bet~~be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected ~~Officer~~Official of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the

membership of the defaulting municipality may be terminated in accordance with the provisions of this section.

2. **Determination:** At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting representative of the member municipality whose default is the subject of the meeting, that officer shall not participate in the discussion or determination. A unanimous vote of all four (4) officers shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is made, the officers shall at that meeting set a date, time and place for the public ~~hearing~~ hearing on said termination consistent with the time requirements hereinafter provided.

3. **Notice:** The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected ~~Officer~~ Official of the member municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4. **Hearing:**

(a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.

(b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound- recording device.

(c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn, and shall be subject to cross-examination.

(d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.

(e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.

(f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.

(g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. *Decision:*

(a) Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. In the vote on the decision to terminate, each member municipality shall have one vote, there shall be no vote by voting units. No decision to terminate a member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

(b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected ~~Officer~~Official of the member municipality which is the subject of the decision.

6. *Effective Date of Termination:* The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

A. *Annual Meeting.* Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.

B. *Regular and Special Meetings.* An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.

C. *Budget Meeting.* The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.

D. *Call of Meetings.*

(1) The Authority shall comply with Section ~~1-211~~1-225 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.

(2) Each representative to the Authority shall be sent written notice of meetings, postmarked or timestamped not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.

E. Voting.

(1) For the conduct of business, member municipalities of the Authority holding a majority of the voting units shall constitute a quorum, provided that no quorum shall be deemed to exist unless at least fifty-one percent (51%) of the member municipalities of the Authority, ~~at present at least eight (8) towns or cities,~~ shall be present and voting.

(2) There shall be no voting by proxy.

(3) Except as otherwise specified herein, the Authority shall operate with one hundred (100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the Authority as determined by the latest decennial federal census of population. There shall be no fractional votes and each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member municipality.

(4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total voting units present and voting at a duly called meeting of the Authority at which a quorum is present.

(5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.

(6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.

ARTICLE V – OFFICERS

A. Officers. The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.

B. Qualifications for Officers. The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.

C. Powers and Duties. The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.

D. Succession. In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.

E. Nominating Committee. Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the ~~HRR~~AAuthority members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

A. Fiscal Year. The fiscal year of the Authority shall end on the 30th of June of each year.

B. Budget. Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.

C. Bank Accounts. The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.

D. Audits. Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief ~~Executive Officer~~Elected Official of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of ~~HRR~~Athe Authority shall act as the

personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the ~~chief elected officials~~ Chief Elected Official of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

In the vote on the decision to revise these bylaws, each member municipality shall have one vote, there shall be no vote by voting units. No decision to revise these bylaws shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

Effective Date. If any subsections or any articles in the proposed amendments to the by-laws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise these by-laws and amendments shall become effective immediately upon their adoption.

History: Adopted on 10/10/1986
Amended on 4/10/1987, 12/14/1988, 5/13/1992, 4/29/1993, 3/16/1994, 3/30/2000,
3/17/2006, ___/___/2020.

Document comparison by Workshare 10.0 on Tuesday, June 16, 2020 12:09:02 PM

Input:	
Document 1 ID	PowerDocs://CBS/199387/1
Description	CBS-#199387-v1-HRRA_Bylaws
Document 2 ID	PowerDocs://CBS/199387/5
Description	CBS-#199387-v5-HRRA_Bylaws
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	20
Deletions	20
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	40

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to 2019 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected Official of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular representative of the municipality. Said alternate representative shall have a voice at Authority meetings and vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected Official of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

B. Member Admission. A municipality that desires to become a member of the Authority shall submit a request for admission to the officers of the Authority which shall include a draft of the proposed ordinance to be enacted by the municipality that designates the Authority as the regional resource recovery authority for the municipality, substantially in the form of the ordinances adopted by the current member municipalities, and such other information as the officers may reasonably request, including but not limited to a draft agreement between the municipality and the Authority for the provision of waste and recycling services that is currently in use with the member municipalities, information regarding collectors that are currently registered with the municipality, and amount of waste and recyclables that the municipality generates and will contribute to the system. The officers and the municipality may establish proposed financial terms that will be applicable to the addition of the municipality as a member. No later than 180 days following the request for admission, the officers shall present the request to a meeting of the full Authority, which shall include all relevant information provided to or obtained by the officers. In the vote on the decision to admit a new member, each member municipality shall have one vote, there shall be no vote by voting units. No decision to admit a new member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

C. Withdrawal. Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.

D. Termination.

1. Grounds: In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected Official of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the membership of the defaulting municipality may be terminated in accordance with the provisions of this section.

2. Determination: At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting representative of the member municipality whose default is the subject of the meeting, that officer shall not participate in the discussion or determination. A unanimous vote of all four (4) officers

shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is made, the officers shall at that meeting set a date, time and place for the public hearing on said termination consistent with the time requirements hereinafter provided.

3 *Notice:* The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected Official of the member municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4 *Hearing:*

(a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.

(b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound- recording device.

(c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn, and shall be subject to cross-examination.

(d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.

(e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.

(f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.

(g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. *Decision:*

(a) Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. In the vote on the decision to terminate, each member municipality shall have one vote, there shall be no vote by voting units. No decision to terminate a member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

(b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected Official of the member municipality which is the subject of the decision.

6. *Effective Date of Termination:* The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

A. Annual Meeting. Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.

B. Regular and Special Meetings. An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.

C. Budget Meeting. The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.

D. Call of Meetings.

(1) The Authority shall comply with Section 1-225 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.

(2) Each representative to the Authority shall be sent written notice of meetings, postmarked or timestamped not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.

E. Voting.

(1) For the conduct of business, member municipalities of the Authority holding a majority of the voting units shall constitute a quorum, provided that no quorum shall be deemed to exist unless at least fifty-one percent (51%) of the member municipalities of the Authority shall be present and voting.

- (2) There shall be no voting by proxy.
- (3) Except as otherwise specified herein, the Authority shall operate with one hundred (100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the Authority as determined by the latest decennial federal census of population. There shall be no fractional votes and each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member municipality.
- (4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total voting units present and voting at a duly called meeting of the Authority at which a quorum is present.
- (5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.
- (6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.

ARTICLE V – OFFICERS

- A. Officers.** The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.
- B. Qualifications for Officers.** The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.
- C. Powers and Duties.** The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.
- D. Succession.** In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.
- E. Nominating Committee.** Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the Authority members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

A. Fiscal Year. The fiscal year of the Authority shall end on the 30th of June of each year.

B. Budget. Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.

C. Bank Accounts. The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.

D. Audits. Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief Elected Official of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of the Authority shall act as the personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the Chief Elected Official of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

In the vote on the decision to revise these bylaws, each member municipality shall have one vote, there shall be no vote by voting units. No decision to revise these bylaws shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

Effective Date. If any subsections or any articles in the proposed amendments to the bylaws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise these bylaws and amendments shall become effective immediately upon their adoption.

History: Adopted on 10/10/1986
 Amended on 4/10/1987, 12/14/1988, 5/13/1992, 4/29/1993, 3/16/1994, 3/30/2000,
 3/17/2006, ____/____/2020.

Proposed FY 18-19 Use of Fund Balance

	<u>Jul '19- Jun 20</u>
Est. Fund Balance FYE 6-30-20	910,000
Total Expenditures	0
Est. Fund Balance FYE 6-30-21	<u><u>\$935,910</u></u>

Gain/Loss on Investments and Planned FB Use

Fund Balance History

2020-21	\$935,910 <i>estimated</i>
2019-20	\$874,205
2018-19	\$784,922
2017-18	\$728,410 <i>used \$50k for HHW</i>
2016-17	\$772,162
2015-16	\$812,555
2014-15	\$755,613
2013-14	\$688,097
2012-13	\$678,411
2011-12	\$637,586
2010-11	\$637,596
2009-10	\$676,779
2008-09	\$465,831
2007-08	\$383,341
2006-07	\$384,859
2005-06	\$308,332
2004-05	\$193,226

HRRR Budget History

	Actual	Actual	Actual	Actual	Current Fiscal Year Budget	Draft Budget
	July '15 - Jun '16	July '16 - Jun '17	July '17 - Jun '18	July '18 - Jun '19	July '19 - Jun '20	July '20 - Jun '21
GRANTS/DONATIONS	21,000	34,400	53,530	25,250	31,500	58,000
HAULER REGISTRATION & PERMITS	55,835	67,410	79,365	88,883	81,250	85,000
HHW REIMBURSEMENT	79,948	81,344	77,318	135,549	175,000	175,000
INTEREST INCOME	15,531	13,942	15,057	15,606	12,000	12,000
MISC INCOME	164	20	-	748.86	-	-
MSW PROGRAM FEES	109,465	110,088	122,720	133,323	230,000	267,000
RECYCLING PROGRAM FEES	-	-	-	-	-	-
RECYCLING ADMIN/REVENUE SHARING	106,484	59,412	89,267	69,642	45,000	40,000
SALE OF RECYCLING EQUIPMENT						
USE OF FUND BALANCE			50,000	-		
FUND BALANCE APPROPRIATION						
	\$388,427	\$366,616	\$487,257	\$469,002	\$574,750	\$637,000
AUDIT	6,100	6,200	6,350	6,400	6,500	6,550
CONTINGENCY	-	-	-	-	20,000	20,000
EDUCATION	47,237	29,273	53,399	31,221	39,500	39,500
HHW PARTICIPATING TOWNS	78,878	81,440	78,448	150,091	175,000	175,000
HHW REGIONAL HRRR FUND	3,799	2,785	49,220	4,930	30,000	40,000
HHW REGIONAL HRRR FUND from Municipal Regs					35,000	35,000
INSURANCE	6,620	6,920	7,526	6,973	8,125	8,125
MISCELLANEOUS	4,363	4,834	4,615	5,823	7,300	7,300
MUNICIPAL HAULER REG REIMBURS	21,785	24,710	31,200	34,950	-	-
OFFICE EXPENSES	7,762	16,934	22,296	23,041	23,500	23,500
PROFESSIONAL SERVICES	23,192	69,146	70,040	9,700	21,800	21,800
STAFFING	120,860	137,600	142,349	159,658	203,776	230,066
TRAVEL/MILEAGE REIMBURSEMENT	1,934	2,475	2,037	2,353	4,249	4,249
	\$322,530	\$382,317	\$467,479	\$435,140	\$574,750	\$611,090
Gain/Loss on Investments and Planned FB Use	-\$16,498	-\$44,810	-\$50,000	\$23,634	\$17,543	\$0
Balance Sheet June 30th				784,922	893,321	890,000
Fund Balance FYE Actual & Estimated	801,800	741,289	711,066	818,784	893,321	910,000
Total Expense Less Pass Through Reimbursables	\$221,867	\$276,167	\$357,831	\$250,099	\$364,750	\$401,090
Fund Balance as % of Total Unreimbursed Expense	361.39%	268.42%	198.72%	327.38%	244.91%	226.88%
	Actual	Actual	Actual	Actual	Current Fiscal Year Budget	Draft Budget
	July '15 - Jun '16	July '16 - Jun '17	July '17 - Jun '18	July '18 - Jun '19	July '19 - Jun '20	July '20 - Jun '21

HRRA Jul '20 - Jun 21 DRAFT

Revenue		CURRENT BUDGET	DRAFT 20-21	
GRANTS/DONATIONS				
	OTHER GRANTS/DONATIONS	\$31,500	\$58,000	Billboard contest + Oak Ridge Contract Donation + All American's donatio
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	
Total PROGRAM SERVICES FEES		\$275,000	\$307,000	8000 T @ \$5
Total Revenue		\$574,750	\$637,000	
Expenditures				
CONTINGENCY		\$20,000	\$20,000	For unbudgeted, unanticipated costs as approved by the full HRRA
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	\$27,228.67	Health Insur for Director
		\$8,000	\$8,000.00	Lieu of Medical for Staff
		\$27,482	\$43,928.67	
	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	\$12,465.55	Employer share of FICA & Medicare tax
	Total PAYROLL TAXES	\$12,443	\$13,104.55	
	PENSION	\$11,432	\$12,073.00	7.5% of salaries per HRRA Personnel Policies
	SALARIES			
	DIRECTOR'S SALARY	\$104,615	\$110,000.00	Director's Salary with a 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	\$160,960.00	
Total STAFFING		\$203,776	\$230,066.22	
TRAVEL/MILEAGE REIMBURSEMENT		\$4,249	\$4,249.00	Mileage @ IRS rate \$.575/mi (to towns, schools, DEEP, LOB)
Total Expenditures		\$574,750	\$611,090.22	
Total Revenue		\$574,750	\$637,000.00	
Net Revenue in Excess of Expenditures		\$0	\$25,909.78	
Appropriated from Fund Balance		\$0.00	\$0.00	
Net Revenue + Appropriations in Excess of Expenditures		\$0	\$25,909.78	
		CURRENT BUDGET	Draft 20-21 Budget	

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