



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Executive Committee Meeting
Thursday, April 29, 2021, 9:30 a.m. Via zoom

MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 9:44 a.m. Members in attendance were S. Dunn, H. Rosenthal, J. Speck and J. Pemberton. Also, in attendance J. Heaton-Jones, HRRRA Executive Director

Approval of Minutes

Motion by, S. Dunn second by H. Rosenthal to approve the minutes of the Executive Committee meeting of February 25, 2021, as presented. **Vote:** All in favor

Personnel – annual evaluations

Motion by M. Knickerbocker, second by S. Dunn, to table the annual review to the June meeting.

Review and consider draft budget for FY 2021-22

The Executive Director reviewed the draft 2021-22 FY budget.

Grants/Donations decreased to reflect the expected number of grants staff will apply for. Hauler Registration, HHW Reimbursements and MSW Program Fees are expected to increase. Registrations were based on the increase in haulers who have registered and number of towns that have added. HHW revenue reflects the additional event the HRRRA will facilitate for the Town of New Milford. This is pass through funding based on the expenses for these events. MSW and Recycling program fees increased to reflect the expected tonnage based on historical data. Total expected revenue is \$677,500

HHW Expenses increased to reflect the New Milford event pass through. Insurance decreased to reflect a change in carrier from Ericson to CIRMA. Miscellaneous increased to allow more flexibility with unexpected expenses and membership fee increased from current subscriptions. Office Expenses increased due to a new copy machine lease and making room for revised hauler registration stickers. There was a small increase in professional services. Staffing benefits decreased based on actual cost to life insurance and long-term disability policies. Health insurance increased to reflect premium changes from the Partnership 2.0 and 15% employee compensation. Travel and milage decreased in anticipation of less travel for hybrid meetings from in person to virtual, this compared to previous years.

The Executive Director's salary will remain at \$130,000. The Administrators salary will increase 3% from \$50,960 to \$52,488.90 a \$1528.80 increase. Pension and tax line items reflect the changes in salary. Total expected expenses equal \$672,278.

Motion by M. Knickerbocker, second by S. Dunn, to recommend to the full Authority at the annual meeting a 2021-22 FY budget with projected revenue of \$677,500 and total expenditures of \$672,277.83 with a net of \$5,222.17. **Vote:** All in favor.

H. Rosenthal reviewed the fund balance as required in the By-Laws. The estimated fund balance for 2021-22 is approximately 221% of the budget. No action was recommended.

Adjournment

On a **motion** by S. Dunn, second J. Speck the meeting was adjourned at 10:14 a.m. **Vote:** All in favor.

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director