



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, June 30, 2021 9:00 a.m.**

**[Zoom – Link here and posted on www.hrra.org](#)**

Meeting ID: 882 4712 9564

Passcode: 606276

**AGENDA**

1. Call to order
2. Approval of minutes of April 29, 2021. (Attachment A)
3. \*Personnel – annual evaluations of staff and salary compensation. *The Executive Committee may go into executive session for the discussion of personnel issues.*
4. \*Revise draft budget for FY 21-22 (Attachment B)
5. Adjournment

*\*Possible action items*

cc: HRRRA members and alternates  
Town clerks and FOI list



**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

HRRA Jul '21 - Jun 22 DRAFT Budget

Revenue	CURRENT 20-21' BUDGET	PROPOSED 21-22' BUDGET	
<b>GRANTS/DONATIONS</b>			
OTHER GRANTS/DONATIONS	\$58,000	\$38,000	Billboard contest + Oak Ridge Contract Donation
<b>Total GRANTS/DONATIONS</b>	<b>\$58,000</b>	<b>\$38,000</b>	
<b>HAULER PERMITS</b>			
HAULER PERMIT FEES	\$50,000	\$50,000	200 trucks @ \$250 + add ons throughout year
HAULER PERMIT LATE FEES	\$0	\$0	
MUNICIPAL HAULER REGISTRATIONS	\$35,000	\$55,000	Municipal hauler registration to go into HHW fund
<b>Total HAULER PERMITS</b>	<b>\$85,000</b>	<b>\$105,000</b>	
<b>HHWDD REIMBURSEMENT</b>			
HHW DANBURY AREA TOWNS	\$175,000	\$240,000	Municipal proportional share 6 HHW events
<b>Total HHWDD REIMBURSEMENT</b>	<b>\$175,000</b>	<b>\$240,000</b>	
<b>INTEREST INCOME</b>	<b>\$12,000</b>	<b>\$12,000</b>	Dividends earned on Vanguard investments moved to checking
<b>PROGRAM SERVICES FEES</b>			
MSW PROGRAM FEES	\$267,000	\$270,000	135,000 T @ \$2/T per contract
RECYCLING PROGRAM FEES	\$40,000	\$42,500	8000 T @ \$5
<b>Total PROGRAM SERVICES FEES</b>	<b>\$307,000</b>	<b>\$312,500</b>	
<b>Total Revenue</b>	<b>\$637,000</b>	<b>\$707,500</b>	
<b>Expenditures</b>			
<b>CONTINGENCY</b>	<b>\$20,000</b>	<b>\$20,000</b>	For unbudgeted, unanticipated costs as approved by the full HRRA
<b>EDUCATION</b>			
PUBLIC EDUCATION	\$35,000	\$35,000	Billboard contest, Public Education items and programs
STAFF EDUCATION	\$4,500	\$4,500	Conferences and Trainings
<b>Total EDUCATION</b>	<b>\$39,500</b>	<b>\$39,500</b>	
<b>HHW EXPENSE</b>			
HHWDD DANBURY AREA TOWNS	\$175,000	\$240,000	HHW costs - Pass through to be reimbursed by towns
HHWDD REGIONAL FUND	\$75,000	\$75,000.00	HHW costs - HRRA Cost for food and supplies etc
<b>Total HHW EXPENSE</b>	<b>\$250,000</b>	<b>\$315,000</b>	
<b>Gain/Loss on Investments and Planned FB Use</b>			
ERRORS & OMISSIONS	\$5,725	\$4,878	Estimate from prior year
GENERAL LIABILITY	\$1,400	\$0	Included in the complete policy above
SURETY BOND	\$450	\$450	Estimate from prior year
WORKERS COMP	\$550	\$550	CIRMA
<b>Total INSURANCE</b>	<b>\$8,125</b>	<b>\$5,878</b>	
<b>MISCELLANEOUS</b>			
MISC EXPENSE	\$2,500	\$3,500	Food for mtgs, awards, periodicals, etc.
PAYROLL PROCESSING SERVICE	\$800	\$800	Quickbooks annual payroll processing fees

**B1**

	<b>SERVICE FEES/MEMBERSHIPS</b>	\$4,000	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.
<b>Total MISCELLANEOUS</b>		<b>\$7,300</b>	<b>\$8,300</b>	
	<b>OFFICE EXPENSES</b>			
	RENT	\$16,200	\$16,200	\$1,350/mo by lease to BK
	COPY EXPENSE	\$3,500	\$4,170	Annual machine lease \$2370/yr + \$150/mo for ink, toner, maint etc
	SUPPLIES	\$3,800	\$5,000	Office supplies, postage, etc. software, hauler stickers
<b>Total OFFICE EXPENSES</b>		<b>\$23,500</b>	<b>\$25,370</b>	
	<b>PROFESSIONAL SERVICES</b>			
	AUDIT SERVICES	\$6,550	\$6,700	Per contract This line item was adjusted to reflect new contract.
	CONSULTING SERVICES	\$1,800	\$1,800	Website hosting and misc consulting needs
	LEGAL	\$20,000	\$20,000	Misc. legal matters
<b>Total PROFESSIONAL SERVICES</b>		<b>\$28,350</b>	<b>\$28,500</b>	
	<b>STAFFING</b>			
	Life/Short/Term Insurance	\$8,700	\$7,500.00	Life/Short/Long per Personnel Policy
	HEALTH INSURANCE	\$27,229	\$29,220.96	Health Insur 85/15
		<b>\$35,929</b>	<b>\$36,720.96</b>	
	<b>PAYROLL TAXES</b>			
	CT PR TAXES	\$630	\$630.00	
	FED PR TAX	\$13,601	\$14,752.41	1.9% of first \$15k of salary + assessment of \$25.50/ee
<b>Total PAYROLL TAXES</b>		<b>\$14,231</b>	<b>\$15,382.41</b>	Employer share of FICA & Medicare tax
	<b>PENSION</b>	<b>\$13,173</b>	<b>\$14,287.66</b>	7.5% of salaries per HRRR Personnel Policies
	<b>SALARIES</b>			
	DIRECTOR'S SALARY	\$116,667	\$130,000.00	
	ADMINISTRATORS SALARY	\$50,960	\$52,488.80	2.5% recommended increase
		\$8,000	\$8,000.00	Lieu of Medical - Admin
<b>Total SALARIES</b>		<b>\$175,627</b>	<b>\$190,488.80</b>	
<b>Total STAFFING</b>		<b>\$238,960</b>	<b>\$256,879.83</b>	
	<b>TRAVEL/MILEAGE REIMBURSEMENT</b>	<b>\$4,249</b>	<b>\$3,000.00</b>	Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)
<b>Total Expenditures</b>		<b>\$619,984</b>	<b>\$702,427.83</b>	
<b>Total Revenue</b>		<b>\$637,000</b>	<b>\$707,500.00</b>	
<b>Net Revenue in Excess of Expenditures</b>		\$17,016	\$5,072.17	
<b>Appropriated from Fund Balance</b>		\$0.00	\$0.00	
<b>Net Revenue + Appropriations in Excess of Expenditures</b>		<b>\$17,016</b>	<b>\$5,072.17</b>	

**CURRENT 2020-21**

**PROPOSED 2021-22**

**B2**