

# 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: HRRA 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, HRRA 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 HRRA 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

Revenue	CURRENT 20-21' BUDGET	PROPOSED 21-22' BUDGET	
GRANTS/DONATIONS			
OTHER GRANTS/DONATIONS	\$58,000	\$38,000	Billboard contest + Oak Ridge Contract Donation
Total GRANTS/DONATIONS	\$58,000	\$38,000	
HAULER PERMITS			
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
Total HAULER PERMITS	\$85,000	\$105,000	
HHWDD REIMBURSEMENT			
HHW DANBURY AREA TOWNS	\$175,000	\$240,000	Municipal proportional share 6 HHW events
Total HHWDD REIMBURSEMENT	\$175,000	\$240,000	
INTEREST INCOME	\$12,000	\$12,000	Dividends earned on Vanguard investments moved to checking
PROGRAM SERVICES FEES			
MSW PROGRAM FEES	\$267,000	\$270,000	135,000 T @ \$2/T per contract
RECYCLING PROGRAM FEES	\$40,000	\$42,500	8000 T @ \$5
Total PROGRAM SERVICES FEES	\$307,000	\$312,500	
Total Revenue	\$637,000	\$707,500	
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	\$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
Total HHW EXPENSE	\$250,000	\$315,000	
Gain/Loss on Investments and Planned FB Use ERRORS & OMISSIONS	<b>¢</b> E フント	¢4.070	Estimate from prior year
GENERAL LIABILITY	\$5,725 \$1,400	\$4,878	Estimate from prior year  Included in the complete policy above
SURETY BOND	\$1,400 \$450	\$0 \$450	Estimate from prior year
WORKERS COMP	\$550	\$550	CIRMA
Total INSURANCE	\$8,125	\$5,878	
MISCELLANEOUS	Ψ5,125	\$5,570	
MISC EXPENSE	\$2,500	\$3,500	Food for mtgs, awards, periodicals, etc.
PAYROLL PROCESSING SERVICE	\$800	\$800	Quickbooks annual payroll processing fees
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Total MISCRILANEOUS   \$7,300   \$8,300   \$1,5		SERVICE FEES/MEMBERSHIPS	\$4,000	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.
RENT   \$16,200   \$18,500   \$1,350/mo by lease to BK   Annual machine lease \$2370yr + \$150/mo for ink, toner, maint etc   \$1,350   \$1,350/mo by lease to BK   Annual machine lease \$2370yr + \$150/mo for ink, toner, maint etc   \$1,350   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350   \$1,350   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mo for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mor for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mor for ink, toner, maint etc   \$1,350/mo lease \$2,370yr + \$150/mor for ink, toner, maint etc   \$1,350/mor for ink, toner, maint etc.		Total MISCELLANEOUS	\$7,300	\$8,300	
COPY EXPENSE SUPPLIES         \$3,500 \$ \$3,000         \$4,170 \$ \$3,000         Annual machine lease \$2376/yr + \$150/mo for ink, toner, maint etc.           Total OFFICE EXPENSES         \$23,500         \$5,000         Office supplies, postage, etc. software, hauder stickers           PROFESSIONAL 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           Total PROFESSIONAL SERVICES         \$8,700         \$7,500.00         Misc. legal matters           STAFING         \$1,800         \$1,800         Misc. legal matters           Life/Short/Torm Insurance         \$8,700         \$7,500.00         Misc. legal matters           HEALTH INSURANCE         \$37,200.00         \$7,500.00         Health Insur 85/15           PAYROLL TAXES         \$630         \$6,000		OFFICE EXPENSES			
SUPPLIES   \$3,800   \$5,000     Office supplies, postage, etc. software, hauler stickers   Total OFFICE EXPENSES   \$22,500   \$22,570     \$22,570		RENT	\$16,200	\$16,200	\$1,350/mo by lease to BK
Total OFFICE EXPENSES   \$23,500   \$52,370   Per contract. This line item was adjusted to reflect new contract.		COPY EXPENSE	\$3,500	\$4,170	Annual machine lease \$2370/yr + \$150/mo for ink, toner, maint etc
PROFESSIONAL SERVICES		SUPPLIES	\$3,800	\$5,000	Office supplies, postage, etc. software, hauler stickers
AUDIT SERVICES \$ \$6,550 \$ \$6,700 \$ \$1,8		Total OFFICE EXPENSES	\$23,500	\$25,370	
CONSULTING SERVICES   \$1,800   \$2,0000   \$2,0000   \$2,0000   \$2,0000   \$3,00000   \$3,000000   \$3,000000   \$3,000000   \$3,000000   \$3,000000   \$3,000000   \$3,000000   \$3,		PROFESSIONAL SERVICES			
LEGAL         \$20,000         \$20,000         Misc. legal matters           Total PROFESSIONAL SERVICES         \$28,350         \$28,850         \$28,850         \$28,850         \$28,850         \$28,850         \$28,850         \$28,850         \$35,920         \$35,920         \$35,922,955         \$35,922,955         \$35,720,96         \$42,810         \$35,922,955         \$42,810         \$35,922,955         \$42,810         \$42,		AUDIT SERVICES	\$6,550	\$6,700	Per contract This line item was adjusted to reflect new contract.
Total PROFESSIONAL SERVICES   \$28,350   \$28,500   \$37,500.00   \$1,500.00   \$		CONSULTING SERVICES	\$1,800	\$1,800	Website hosting and misc consulting needs
STAFFING   Staffing		LEGAL	\$20,000	\$20,000	Misc. legal matters
Life/Short/Lem Insurance   \$8,700   \$7,500.00   Life/Short/Long per Personnel Policy   Health Insur 85/15		Total PROFESSIONAL SERVICES	\$28,350	\$28,500	
HEALTH INSURANCE   \$27,229   \$29,220.96   Health Insur 85/15     S35,929   \$36,720.96   S36,720.96     PAYROLL TAXES   \$630   \$630.00     FED PR TAX   \$13,601   \$114,752.41   1.9% of first \$15k of salary + assessment of \$25,50/ee     FED PR TAX   \$13,601   \$114,752.41   1.9% of first \$15k of salary + assessment of \$25,50/ee     FED PR TAX   \$13,601   \$114,752.41   1.9% of first \$15k of salary + assessment of \$25,50/ee     FED PR TAX   \$13,601   \$114,752.41   Employer share of FICA & Medicare tax     PENSION   \$13,173   \$14,287.66   7.5% of salaries per HRRA Personnel Policies     SALARIES   \$130,000.00   \$22,488.00   \$8,000.00     ADMINISTRATORS SALARY   \$10,667   \$130,000.00   \$2,488.00   \$2,56,879.83     FED PR TAX   \$116,667   \$130,000.00   \$1,000   \$1		STAFFING			
PAYROLL TAXES   \$35,929   \$36,720.96		Life/Short/Term Insurance	\$8,700	\$7,500.00	Life/Short/Long per Personnel Policy
PAYROLL TAXES		HEALTH INSURANCE	\$27,229	\$29,220.96	Health Insur 85/15
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   Employer share of FICA & Medicare tax			\$35,929	\$36,720.96	
State   Stat		PAYROLL TAXES			
Total PAYROLL TAXES		CT PR TAXES	\$630	\$630.00	
PENSION         \$13,173         \$14,287.66         7.5% of salaries per HRRA Personnel Policies           SALARIES         DIRECTOR'S SALARY         \$116,667         \$130,000.00         \$25,488.80         \$25,488.80         \$25,488.80         \$25,488.80         \$25,488.80         \$25,488.80         \$25,687.9.83         \$256,879.83         \$256,879.83         \$256,879.83         \$30,000.00		FED PR TAX	\$13,601	\$14,752.41	1.9% of first \$15k of salary + assessment of \$25.50/ee
DIRECTOR'S SALARY   \$116,667   \$130,000.00   \$52,488.00   \$52,488.00   \$8,000.00   \$8,000.00   \$10,000.00		Total PAYROLL TAXES	\$14,231	\$15,382.41	Employer share of FICA & Medicare tax
DIRECTOR'S SALARY   \$116,667   \$130,000.00   \$52,488.00   \$52,488.00   \$8,000.00   \$8,000.00   \$10,000.00					
DIRECTOR'S SALARY		PENSION	\$13,173	\$14,287.66	7.5% of salaries per HRRA Personnel Policies
ADMINISTRATORS SALARY \$50,960 \$52,488.80 \$8,000.00 \$8,000.00 \$8,000.00 \$175,627 \$190,488.80 \$175,627 \$190,488.80 \$175,627 \$190,488.80 \$175,627 \$190,488.80 \$175,627 \$190,488.80 \$175,627 \$190,488.80 \$176,016 \$176		SALARIES			
\$8,000   \$8,000.00     Total SALARIES   \$175,627   \$190,488.80     Total STAFFING   \$238,960   \$256,879.83     TRAVEL/MILEAGE REIMBURSEMENT   \$4,249   \$3,000.00     Total Expenditures   \$619,984   \$702,427.83     Total Revenue   \$637,000   \$707,500.00     Net Revenue in Excess of Expenditures   \$17,016   \$5,072.17     Appropriated from Fund Balance   \$0.00   \$0.00     Net Revenue + Appropriations in Excess of Expenditures   \$17,016   \$5,072.17     Symbol		DIRECTOR'S SALARY	\$116,667	\$130,000.00	
Total SALARIES         \$175,627         \$190,488.80           Total STAFFING         \$238,960         \$256,879.83           TRAVEL/MILEAGE REIMBURSEMENT         \$4,249         \$3,000.00           Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)           Total Expenditures         \$619,984         \$702,427.83           Total Revenue         \$637,000         \$707,500.00           Net Revenue in Excess of Expenditures         \$17,016         \$5,072.17           Appropriated from Fund Balance         \$0.00         \$0.00           Net Revenue + Appropriations in Excess of Expenditures         \$17,016         \$5,072.17		ADMINISTRATORS SALARY	\$50,960	\$52,488.80	2.5% recommended increase
Total STAFFING TRAVEL/MILEAGE REIMBURSEMENT \$238,960 \$256,879.83  **TRAVEL/MILEAGE REIMBURSEMENT \$4,249 \$3,000.00  **Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)  **Total Expenditures \$6619,984 \$702,427.83  **Total Revenue \$637,000 \$707,500.00  Net Revenue in Excess of Expenditures \$17,016 \$5,072.17  **Appropriated from Fund Balance \$0.00 \$0.00  **Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17		_	\$8,000	\$8,000.00	Lieu of Medical - Admin
TRAVEL/MILEAGE REIMBURSEMENT  \$4,249 \$3,000.00 Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)  Total Expenditures \$619,984 \$7702,427.83  Total Revenue \$637,000 Net Revenue in Excess of Expenditures \$17,016 \$5,072.17 Appropriated from Fund Balance \$0.00  Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17		Total SALARIES	\$175,627	\$190,488.80	
TRAVEL/MILEAGE REIMBURSEMENT  \$4,249 \$3,000.00 Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)  Total Expenditures \$619,984 \$7702,427.83  Total Revenue \$637,000 Net Revenue in Excess of Expenditures \$17,016 \$5,072.17 Appropriated from Fund Balance \$0.00  Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17					
Total Expenditures \$619,984 \$702,427.83  Total Revenue \$637,000 \$707,500.00  Net Revenue in Excess of Expenditures \$17,016 \$5,072.17  Appropriated from Fund Balance \$0.00 \$0.00  Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17		Total STAFFING	\$238,960	\$256,879.83	
Total Revenue\$637,000\$707,500.00Net Revenue in Excess of Expenditures\$17,016\$5,072.17Appropriated from Fund Balance\$0.00\$0.00Net Revenue + Appropriations in Excess of Expenditures\$17,016\$5,072.17		TRAVEL/MILEAGE REIMBURSEMENT	\$4,249	\$3,000.00	Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)
Total Revenue\$637,000\$707,500.00Net Revenue in Excess of Expenditures\$17,016\$5,072.17Appropriated from Fund Balance\$0.00\$0.00Net Revenue + Appropriations in Excess of Expenditures\$17,016\$5,072.17		<del>-</del>			
Net Revenue in Excess of Expenditures  \$17,016 \$5,072.17  Appropriated from Fund Balance  \$0.00 \$0.00  Net Revenue + Appropriations in Excess of Expenditures  \$17,016 \$5,072.17	Total	I Expenditures	\$619,984	\$702,427.83	
Appropriated from Fund Balance \$0.00 \$0.00  Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17	Total	Revenue	\$637,000	\$707,500.00	
Net Revenue + Appropriations in Excess of Expenditures \$17,016 \$5,072.17	Net F	Revenue in Excess of Expenditures	\$17,016	\$5,072.17	
	Appr	opriated from Fund Balance	\$0.00	\$0.00	
	Net F	Revenue + Appropriations in Excess of Expenditures	\$17,016	\$5,072.17	
***************************************		<del>=</del>	CURRENT 2020-21	PROPOSED 2021-22	