



## HOUSATONIC RESOURCES RECOVERY AUTHORITY

Thursday, September 30, 2021, 10:00 a.m.

### Regular Scheduled Meeting

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

Meeting ID: 833 7060 1299

Passcode: 855504

### 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 June 30, 2021 (**Attachment B**)
  - b. \*Financial statements through August 31, 2021 (**Attachment C**)
6. New business
  - a. AD Facility presentation – Jack Jolls (**Attachment D**)
  - b. \*Hauler Enforcement policy (**Attachment E**)
  - c. \*USDA Grant – Add to FY 2021-22 Budget (**Attachment F**)
  - d. \*Regional Solid Waste and Recycling Agreement – MSW Tip Fee increase request  
*The Authority may go into executive session*
7. \*Adjournment

#### *\*Possible action items*

- cc: HRRRA members and alternates  
Town clerks and FOI list

**HRRRA Director's Report  
For September 30th, 2021, HRRRA Meeting**

**MSW and Recycling Tonnage Reports through August 31st**

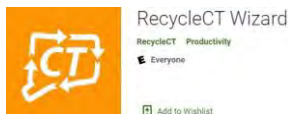
- MSW tonnage FY to date is running at **105%** and **103%** compared to the same month last year.
- Recycling tonnage FY to date is running at **87%** and **119%** compared to the same month last year.
- E-waste tonnage is running at **93%** compared to the same time last year.
- Glass collected from Mar. 1, 2019 to Aug. 30, 2021 – *Data was not available for report.*

**Meeting Highlights /Activities**

- **Public Education** – J. Heaton-Jones provided a Composting 101 classes to Sherman in August. J. Baum has spent many days at transfer stations through out the region interacting with the public to answer recycling questions while promoting the new glass program.
- **HHW Events** – The HRRRA facilitated the Brookfield HHW event on Saturday, September 11th. The event serviced 823 cars and the event cost \$40,364.80.

Bethel	Bridgewater	Brookfield	Danbury	Kent	Newtown	New Fairfield	New Milford	Redding	Ridgefield	Roxbury	Sherman	Weston	Wilton	Non HRRRA Town	Total Cars
54	20	293	96	4	153	38	46	31	46	20	14	3	4	1	823
6.56%	2.43%	35.60%	11.66%	.49%	18.59%	4.62%	5.59%	3.77%	5.59%	2.43%	1.70%	.36%	.49%	.12%	100%

- **Weston Organics** – HRRRA Staff met with the Town of Weston and Sustainable Weston volunteers to discuss the future desire to incorporate a food scrap recycling program at the transfer station.
- **Glass Model Legislation Working Group** – J. Heaton-Jones continues to work with stakeholders from across the US on a proposed glass model legislation bill to be introduced for the 2022 legislative session. The purpose is to create a circular economy through supply and demand for glass. The current concern and possible missing element are consistent collection programs for feedstock. The working group plans to release the draft language in late October early November.
- **Recycling App** – The Recycle CT Foundation launched a new recycling App for Connecticut residents in mid-July. The App is available through Google Play or the Apple Store. Towns should encourage their residents to utilize this free and easy app.



- **Wilton** – HRRR Staff have been working with the Town of Wilton to transition to the HRRR and to help with transfer station logistics and transportation.
- **Glass Pilot Program** – Despite the extreme heat the HRRR had a successful press conference on August 26<sup>th</sup> to launch the regional glass program. The CT DEEP Commissioner, Katie Dykes, Oak Ridge CEO John Decker, Urban Mining Patrick Grasso, Strategic Material, Andrew Crowley, representatives from O&G Construction, HRRR Chairman Matt Knickerbocker, and other HRRR members, Jean Speck, Julia Pemberton, Steven Dunn, Ruth Byrnes, Fred Hurley were in attendance. There was extensive coverage from newsprint to radio. The reaction from the public has been mostly positive. Five of the Greater Bridgeport GBRRIC interlocal towns have decided to start a similar program at their transfer stations and are seeking partnership with the HRRR on public education and outreach.



- **Legislative Update** – Worthington Industries, the largest US manufacturer of 1lb propane cylinders, sought the advice and collaboration of J. Heaton-Jones on a statewide municipal survey on the collection and disposal of gas cylinders. The purpose is to help guide them in a direction for a proposed voluntary collection program for the state. Voluntary programs have not proven to be a long term and consistent solution for solid waste disposal and the HRRR staff will move forward to reintroduce EPR legislation for cylinders for the 2022 session.
- **Fire Extinguishers** – Local municipal recycling centers can now accept Fire Extinguishers. Fire Control Services out of New Milford has partnered with the HRRR to provide a collection program. The company charges \$5 per unit. Towns can choose to have them picked up or dropped off at their facility in New Milford. This is a cheaper option than collecting them at HHW Events.
- **Policy Champion** – J. Heaton-Jones will receive the “Policy Champion” award from the North American Hazardous Material Management Association at the national conference on September 29<sup>th</sup> for her legislative work on cylinders and other initiatives to push for policy change.
- **USDA Grant** – The HRRR was awarded a significant grant to start work on an onsite composting project at the town of Ridgefield’s transfer station. The overall objective of this project is to demonstrate that municipalities can create a closed loop sustainable composting system to manage

food waste locally, reducing the carbon footprint of offsite disposal and contributing to the waste diversion goals of the state. This project will use a “Aerated Static Pile (ASP) Composting” process. Jeff Demers from New England Compost will act as the project consultant and adviser. He will assist with placing the organic mixture on the ASP piping system. The ASP will be solar operated. The solar panel will control a 1.5 horsepower blower that is set to a timer. The timer will run at designated intervals. The solar powered blower will be connected to rigid and flexible perforated piping that will push air through the composting pile. This will allow us to maintain proper moisture and oxygen levels. It is important to maintain proper airflow for the microbial population, that breaks down the organic matter.

HRRRA Staff is working closely with Ridgefield Public Works to assure proper DEEP permits are in place to run this two-year pilot. If successful, the goal is to incorporate similar programs throughout the region to help address food scraps and organics in the waste stream.

- **State Funding Available** - The Connecticut Department of Energy and Environmental Protection (DEEP) is pleased to announce the availability of grant funding and technical assistance for Connecticut municipalities and regions through the Sustainable Materials Management (SMM) Grant program, pursuant to Public Acts, Spec. Sess., June 2021, No. 21-2, § 308. DEEP invites proposals seeking grant funds to help municipalities and regional waste authorities initiate and scale up Unit-Based Pricing and food scrap collection efforts. CT DEEP will also provide technical assistance through a contracted service provider to assist during the application process in development of a long-term strategy pursuant to Spec. Sess. P.A. 21-2, § 308.
- **Waste Crisis** – The Danbury Transfer Station has felt the early impacts of the lack of capacity for solid waste disposal in Connecticut with an added layer of a shortage of transportation resources. Although Wheelabrator recently expanded its assets they had numerous unscheduled outages creating significant backup in the flow of solid waste. Waste Dive reported that *“According to Wheelabrator, their combined operations now encompasses the ownership or operation of around 40 “strategically located assets” in the U.S. and U.K. Based on a March presentation, this covers 20-plus incinerators and waste fuel facilities, four ash monofills, three landfills, nine transfer stations, two MRFs and collection accounts for a combined 20,000-plus customers in New York and Connecticut.”* This puts Wheelabrator as a competitor to our local haulers for capacity at the WTE plant. With the growing issue of obtaining third party drivers the flow of solid waste out of Danbury has been at times difficult for Oak Ridge. In an effort to maintain compliance Oak Ridge has applied for a CT DEEP emergency expansion for 12 weeks.
- **Haulers** – The HRRRA staff has had a significant increase in hauler registrations for the 2021-22 and continued issues with non-compliant haulers in the junk removal business unwilling to register. A list on the non-compliant haulers is on the following page.

Many small haulers are reporting difficulty in obtaining insurance renewals this year. Insurers are reluctant to provide the combined “Owned, Non-Owned and Hired” or “Any Auto” however they will provide “Scheduled” Auto which provides coverage for only the trucks they have permitted for collection. Haulers reported paying much higher premiums in order to obtain the coverage. One small hauler closed their hauling business due to not being able to acquire coverage. It should be noted they had the required coverage for many years. They had a loss the previous year that impacted their eligibility. They did report that they would be able to operate under “Schedule”

The following is a list of unregistered haulers identified as doing business in the HRRR region.

- **Benny's Junk Removal** – Unresponsive. Per their website, they do business in Newtown, Redding, Ridgefield, Weston, and Wilton.
  - **Big Shark Brothers** – Dumpster rental in Fairfield County. Unresponsive.
  - **Load Up Removal** – National Company
  - **The Junk Defenders** – Yard signs in Newtown in September 2021. Called and email, but have been unresponsive. Application due 10/15/21
  - **Gentleman's Junk Removal** – Located in New Milford. Left messages with no return call. Unable to locate email.
  - **Giadele's Junk & Waste Removal** - Per website, they service DA, NE, NM, and RI. Have not been able to reach a person no email available
  - **One Call Junk Haul** – Left a voicemail on 9/14/21. Unable to locate an email address.
  - **Junk Out Services** – Advertised junk removal in Newtown. Application is in progress and due on 10/8. They have been in communication.
  - **AAA Carting** – Dumpster rentals. Currently have a dumpster on Plumtrees. Application due 10/8. They have been in communication.
  - **My Dumpsters CT** – owned by Joe Chater (same owner as Joe's Junk Removal). Joe has stated that the business is located in Danbury, however he does not do business in HRRR towns. He is doing business in Waterbury and uses the dumpster for his house flipping business.
- **Important Dates to remember**
    - **Next HRRR Meeting is scheduled for Friday, December 17<sup>th</sup>**
    - **Next HHW Event will take place October 6<sup>th</sup> in New Milford**
    - **The last HHW Event for 2021 is scheduled for November 6<sup>th</sup>**
    - **The December HRRR meeting is scheduled for FRIDAY, December 17<sup>th</sup>**

**MARKET ANALYSIS**

**OCC price rises \$20 per ton in early summer**

by RecyclingMarkets.net Staff

Sellers of recyclable materials have continued to enjoy strong markets, with virtually all grades of curbside fiber, plastics and metals seeing value boosts from June to July.

The following prices reflect values seen on the Secondary Materials Pricing Index on RecyclingMarkets.net in mid-July 2021.

The national average price for **old corrugated containers (PS 11)** was up \$20 per ton from June, trading at a national average of \$132 per ton in July. By comparison, the OCC grade was trading in the \$55 per ton range one year ago.

**Sorted residential paper (PS 56)** pricing was up 24% from June, averaging \$93 per ton, compared with \$75 a month prior. **Mixed paper (PS 54)** was also up, from an average \$55 in June to \$74 per ton in July. **Sorted office paper (PS 37)** was trading at \$141 per ton, up 12% from June.

Turning to plastics, the national average price of **post-consumer PET beverage bottles and jars** moved up again, reaching 23.55 cents per pound, compared with 21.47 cents per pound in June. Some regions saw the material trading as high as 27 cents per pound.

California premium PET bales were trading in the range of 35-38 cents per pound.

The national average price of **post-consumer natural high-density polyethylene (HDPE)** from curbside collection programs hit another new high: an average \$1.06 per pound. This compares to \$1.00 per pound in June.

Several regions were reporting prices in the \$1.10 per pound range for natural HDPE. The price was around 36 cents per pound nationally one year ago.

The national average price of **color HDPE**, meanwhile, was 56.78 cents per pound, up from 51.88 cents in June. This compares with 3.66 cents per pound this time last year.

The national average price of **polypropylene (PP)** post-consumer materials in mid-July was 39.24 cents per pound, compared with 35.38 cents a month prior. The resin's national average was 3.69 cents per pound one year ago.

The national average price of **Grade A film** was up marginally, to 18.81 cents per pound, compared to 18.06 cents per pound in June and 7.00 cents one year ago.

**Grade B film** came in at 7.50 cents per pound, up from 7.13 cents in June. **Grade C film** remained at 0.88 cents per pound.

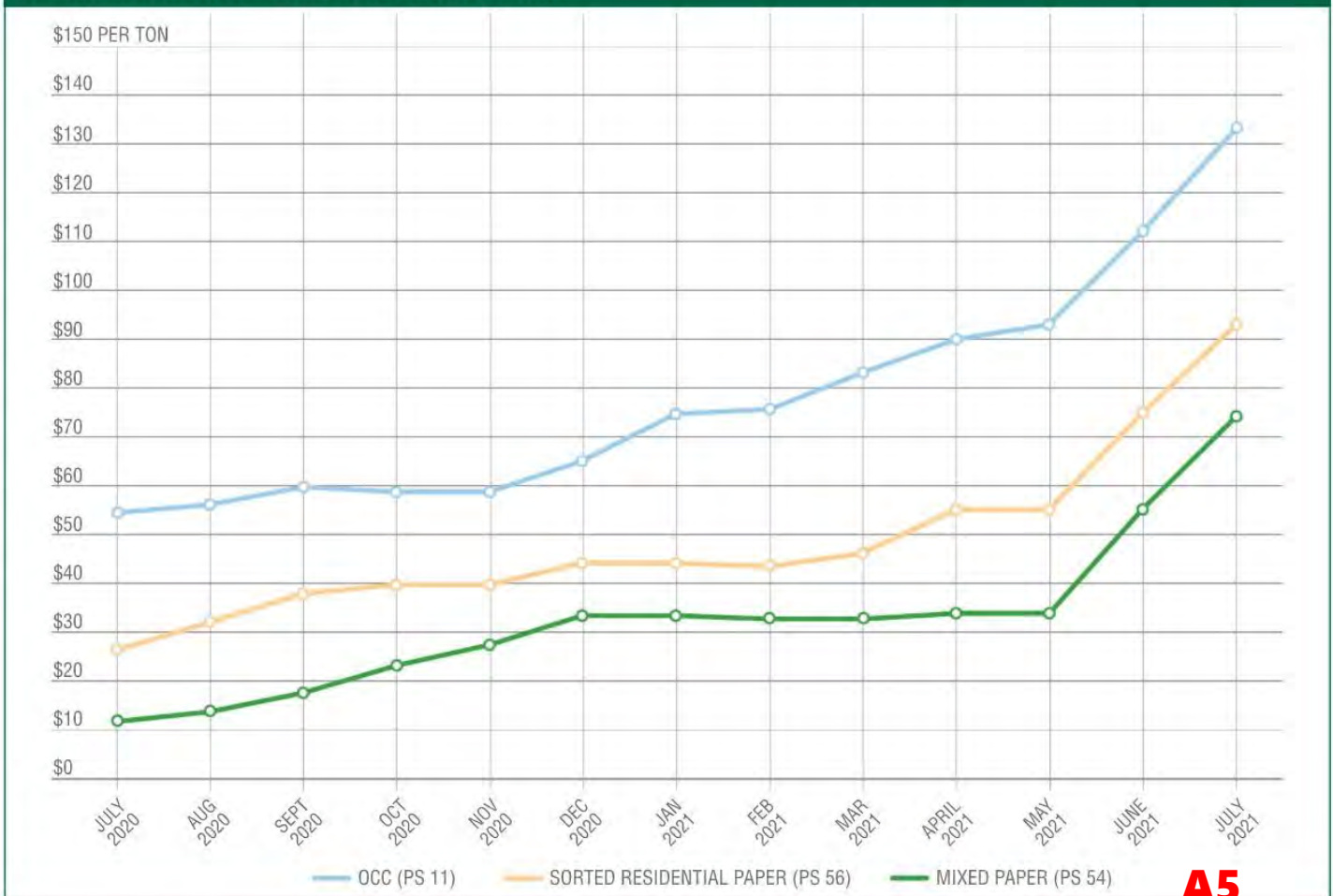
On the metals side, the national average price for sorted, baled **aluminum cans** increased to 71.13 cents per pound in July from 70.00 cents in June. This material was trading at an average 39.19 cents per pound this time last year.

Pricing for sorted, baled **steel cans** has remained constant month-to-month, at an average of \$250 per ton. This compares with \$79 per ton one year ago.

*These prices are as reported on the Secondary Materials Pricing (SMP) Index. This pricing represents what is being paid for post-consumer recyclable materials in a sorted, baled format, picked up at most major recycling centers.*

*For a free trial to SMP's Online Post-Consumer Pricing Index, visit the Recycling Markets website. You can also contact Christina Boulanger-Bosley at [cmb@recyclingmarkets.net](mailto:cmb@recyclingmarkets.net) or 330-956-8911.*

**RECOVERED FIBER PRICES OVER THE PAST 12 MONTHS**



**Curbside paper and plastic prices increase notably**

by RecyclingMarkets.net Staff

Late summer brought hot pricing for OCC, mixed paper, PET and HDPE, all important materials extracted from the curbside stream.

The following prices reflect values seen on the Secondary Materials Pricing Index on RecyclingMarkets.net in mid-August 2021.

For fiber grades, prices were up across the board.

The national average price for **corrugated containers (PS 11)** was up \$30 per ton from July to August, hitting an average of \$161 per ton. By comparison, the OCC grade was trading for around \$57 per ton one year ago.

Meanwhile, **mixed paper (PS 54)** was also up, from an average of \$74 per ton in July to about \$93 per ton in August.

**Sorted residential papers (PS 56)** increased 18% month-over-month, averaging \$109 per ton in August, compared with \$93 in July and \$32 per ton one year ago.

**Sorted office papers (PS 37)** were up 10% from July to August, trading for about \$155 per ton in August.

For plastics, most of the news was also positive for processors.

The national average price of **PET beverage bottles and jars** moved up 7% month-over-month, reaching 25.31 cents per pound in August, compared with 23.55 cents per pound in July. Some regions were trading as high as 30.00 cents per pound, and California premium bales were in the range of 35.00 to 38.00 cents per pound.

The national average for **natural high-density polyethylene (HDPE)** from curbside collection programs continues to reach new highs. In August, its average

price was 108.19 cents per pound. This compares with 106.34 cents in July. Several regions were reporting prices currently around 110.00 cents per pound. The price was 48.00 cents one year ago.

The national average price of **color HDPE** was also up again. The plastic was trading at 58.00 cents per pound in mid-August, up from 56.78 cents a month prior. This compares with 4.44 cents this time last year.

The national average price of **polypropylene** in August was 38.28 cents per pound, down marginally from 39.22 cents in July. It was 4.69 cents per pound one year ago.

The national average price of **Grade A film** was up 7% in August, reaching 20.13 cents per pound, compared with 18.81 cents per pound in July and 7.00 cents one year ago. **Grade B film** was at 7.56 cents, compared to 7.50 cents a month earlier. **Grade C film** was averaging around 1 cent per pound.

On the metals side, the national average price for sorted, baled **aluminum cans** moved up 5%. UBCs were averaging 74.75 cents per pound in August, compared with 71.13 cents in July. This material was trading at an average of 39.88 cents per pound this time last year.

Sorted, baled **steel cans** remained constant, at an average of \$250 per ton. This compares to a low of \$79 per ton one year ago.

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Source: RecyclingMarkets.net / Resource Recycling

### HRRR - MSW Tonnage

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	YTD as % of Prior YTD
Jan	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	10,388.11	94.23%
Feb	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	9,120.14	97.01%
Mar	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	11,698.87	113.32%
Apr	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	11,697.54	112.10%
May	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	11,326.17	102.29%
Jun	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	11,801.87	13,336.37	113.00%
Jul	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	12,735.71	12,869.43	101.05%
Aug	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	12,215.33	12,585.76	103.03%
Sep	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	11,953.94		
Oct	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	11,767.72		
Nov	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	11,436.23		
Dec	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	12,205.80		
<b>Total Tons YTD</b>	<b>140,190.73</b>	<b>133,643.29</b>	<b>124,945.35</b>	<b>116,642.97</b>	<b>110,681.10</b>	<b>108,622.38</b>	<b>114,068.06</b>	<b>131,277.05</b>	<b>133,154.75</b>	<b>136,372.62</b>	<b>93,022.39</b>	
<b>% of WSDA Benchmark Annual Tonnage (115,284)</b>	<b>100%</b>	<b>95%</b>	<b>93%</b>	<b>93%</b>	<b>95%</b>	<b>98%</b>	<b>105%</b>	<b>115%</b>	<b>101%</b>	<b>102%</b>	<b>105%</b>	

### HRRR MSW Program Fee

	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017	Calendar 2018	Calendar 2019	Calendar 2020	Calendar 2021	
Program Fee Earned YTD	\$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	\$272,745.23	\$186,044.78	
Program Fee Pd to HRRR YTD	\$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	\$272,745.23	\$186,044.78	

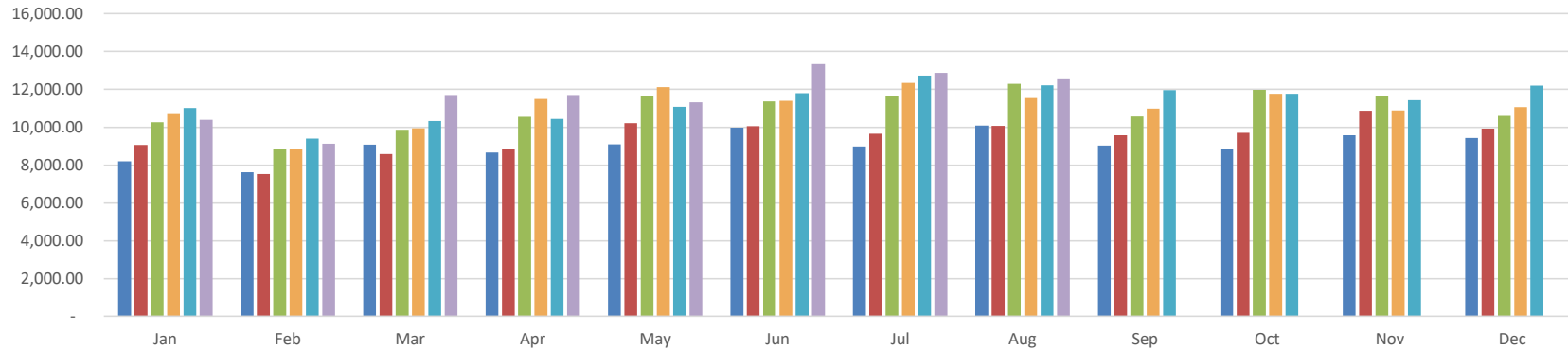
	FY 11	2010-FY 12	2011-FY 13	2012-FY 14	2013-FY 15	2014-FY 16	2015-FY 16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
<b>Tonnage by FY</b>	139,174.40	136,779.09	131,082.58	119,502.49	113,961.00	109,463.91	110,271.91	122,295.85	133,324.09	132,640.03	139,881.93		<b>Tonnage</b>
<b>Program Fee Pd To HRRR FYTD</b>	\$139,174.40	\$136,779.09	\$131,082.58	\$119,502.49	\$113,961.00	\$109,463.91	\$110,271.91	\$122,295.85	\$133,324.09	\$265,280.06	\$279,763.86		<b>Revenue</b>



### HRRR - MSW Tonnage Year-to-Date

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	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	10,388.11	
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	9,120.14	
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	11,698.87	
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	11,697.54	
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	11,326.17	
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	11,801.87	13,336.37	
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	12,735.71	12,869.43	
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	12,215.33	12,585.76	
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	11,953.94		
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	11,767.72		
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	11,436.23		
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	12,205.80		
<b>Total Tons YTD</b>	<b>140,418.20</b>	<b>140,190.73</b>	<b>133,643.29</b>	<b>124,945.35</b>	<b>116,642.97</b>	<b>110,681.10</b>	<b>108,622.38</b>	<b>114,068.06</b>	<b>131,277.05</b>	<b>133,154.75</b>	<b>136,372.62</b>	<b>93,022.39</b>	
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MSW Tonnage - CY 2016, 2017, 2018, 2019, 2020, 2021



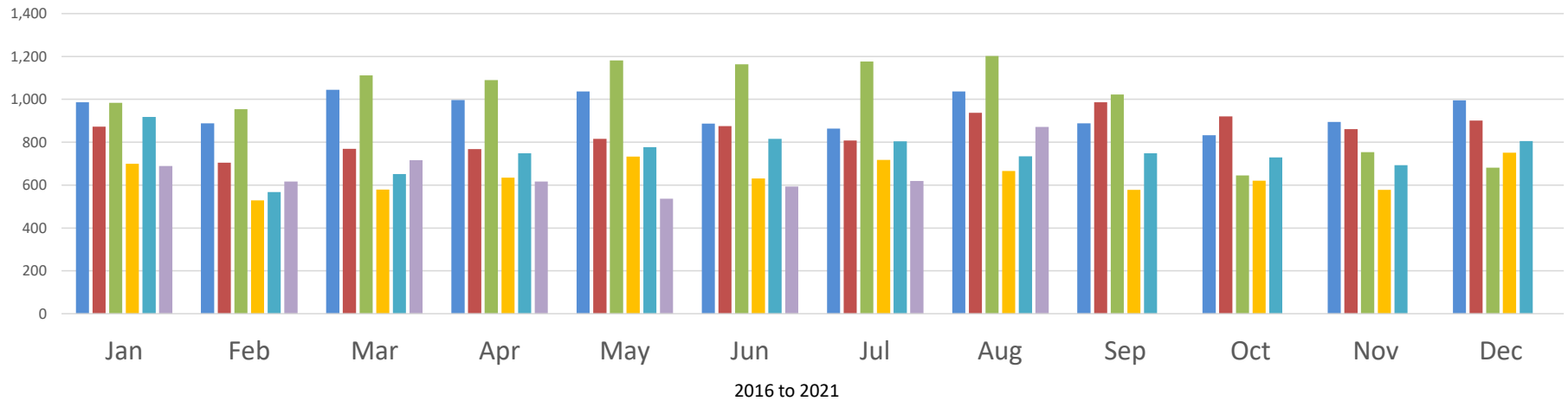
**Transfer Station Tonnage By Month/Year**

	Newtown TS				Danbury TS				Ridgefield TS				Weston	Total HRRR TS			
	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2021	2018	2019	2020	2021
<b>January</b>	982.59	1,002.41	1,062.43	1,076.62	8,405.51	8,971.96	8,913.98	8,117.50	868.68	771.13	1,047.40	1,134.07	59.92	10,256.78	10,745.50	11,023.81	10,388.11
<b>February</b>	855.90	844.91	988.81	954.96	7,334.32	7,468.26	7,495.54	7,177.73	650.87	550.15	917.34	954.96	32.49	8,841.09	8,863.32	9,401.69	9,120.14
<b>March</b>	906.25	945.78	1,104.84	1,164.87	8,198.48	8,235.01	8,080.47	9,231.04	764.02	767.94	1,138.07	1,238.97	63.99	9,868.75	9,948.73	10,323.38	11,698.87
<b>April</b>	978.02	1,053.47	1,141.71	1,200.58	8,663.24	9,493.57	8,131.64	9,110.63	905.79	955.60	1,161.68	1,290.88	95.45	10,547.05	11,502.64	10,435.03	11,697.54
<b>May</b>	1,012.80	1,133.62	1,236.19	1,182.20	9,774.37	9,960.55	8,520.04	8,801.42	863.49	1,021.76	1,315.88	1,288.31	54.24	11,650.66	12,115.93	11,072.11	11,326.17
<b>June</b>	1,144.93	1,126.44	1,434.47	1,305.71	9,238.29	9,203.35	9,049.49	10,562.73	978.01	1,066.69	1,317.91	1,383.29	84.64	11,361.23	11,396.48	11,801.87	13,336.37
<b>July</b>	1,103.59	1,179.01	1,344.77	1,240.31	9,728.22	10,199.80	10,137.14	10,252.19	823.04	968.32	1,253.80	1,318.33	58.60	11,654.85	12,347.13	12,735.71	12,869.43
<b>August</b>	1,103.31	1,134.35	1,237.91	1,266.49	10,341.61	9,573.29	9,783.25	10,080.35	850.06	838.42	1,194.17	1,176.01	62.91	12,294.98	11,546.06	12,215.33	12,585.76
<b>September</b>	1,022.77	1,024.63	1,210.42		8,747.68	9,077.36	9,523.96		794.00	875.00	1,219.56			10,564.45	10,976.99	11,953.94	-
<b>October</b>	1,101.46	1,054.20	1,234.87		9,916.47	9,825.84	9,372.38		951.65	886.75	1,160.47			11,969.58	11,766.79	11,767.72	-
<b>November</b>	1,065.06	1,117.60	1,099.47		9,708.42	8,940.54	9,097.01		886.92	828.41	1,239.75			11,660.40	10,886.55	11,436.23	-
<b>December</b>	1,025.22	1,130.90	1,282.26		8,733.40	8,942.84	9,587.77		847.61	984.89	1,335.77			10,606.23	11,058.63	12,205.80	-
<b>Total YTD</b>	<b>12,301.90</b>	<b>12,747.32</b>	<b>14,378.15</b>	<b>9,391.74</b>	<b>108,790.01</b>	<b>109,892.37</b>	<b>107,692.67</b>	<b>73,333.59</b>	<b>10,184.14</b>	<b>10,515.06</b>	<b>14,301.80</b>	<b>9,784.82</b>	<b>512.24</b>	<b>131,276.05</b>	<b>133,154.75</b>	<b>136,372.62</b>	<b>93,022.39</b>
<b>% of Total Tonnage</b>	<b>9.4%</b>	<b>9.6%</b>	<b>10.5%</b>	<b>10.1%</b>	<b>82.9%</b>	<b>82.5%</b>	<b>79.0%</b>	<b>78.8%</b>	<b>7.8%</b>	<b>7.9%</b>	<b>10.5%</b>	<b>10.5%</b>	<b>0.6%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
	<b>Newtown TS</b>				<b>Danbury TS</b>				<b>Ridgefield TS</b>				<b>Total HRRR TS</b>				

### HRRR/Regional Recycling Facility Tonnage

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2021 YTD as % of 2020 YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	689	75.11%
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	617	108.61%
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	716	109.97%
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	616	82.37%
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	536	69.06%
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	593	72.62%
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	619	76.96%
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	871	118.60%
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578	748		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620	729		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578	693		
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751	805		
<b>Total Tons YTD</b>	<b>8,437</b>	<b>7,988</b>	<b>8,702</b>	<b>7,567</b>	<b>7,608</b>	<b>8,670</b>	<b>9,618</b>	<b>11,869</b>	<b>11,972</b>	<b>11,351</b>	<b>10,217</b>	<b>11,964</b>	<b>7,715</b>	<b>8,991</b>	<b>5,258</b>	<b>87%</b>

2016 - 2017 - 2018 - 2019 - 2020 - 2021 Recycling Tonnage

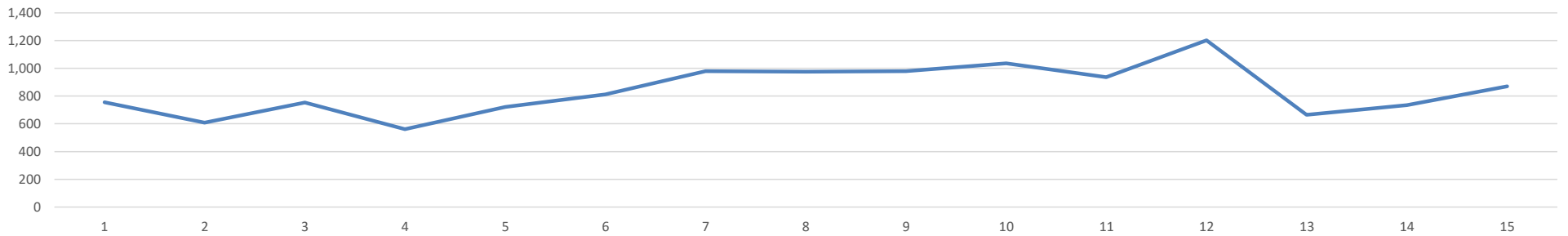


### HRRR/Regional Recycling Facility Tonnage

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2021 FYTD as % of 2020 FYTD	
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	689	75.11%	Jan
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	617	108.61%	Feb
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	716	109.97%	Mar
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	616	82.37%	Apr
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	536	69.06%	May
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	593	72.62%	Jun
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	619	76.92%	Jul
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	871	118.60%	Aug
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578	748			Sep
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620	729			Oct
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578	693			Nov
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751	805			Dec
<b>Total Tons YTD</b>	<b>8,437</b>	<b>7,988</b>	<b>8,702</b>	<b>7,567</b>	<b>7,608</b>	<b>8,670</b>	<b>9,618</b>	<b>11,869</b>	<b>11,972</b>	<b>11,351</b>	<b>10,217</b>	<b>11,964</b>	<b>7,715</b>	<b>8,992</b>	<b>5,258</b>	<b>87%</b>	<b>YTD</b>

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	689	75.11%
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	617	108.61%
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	716	109.97%
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	616	82.37%
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	536	69.06%
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	593	72.62%
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	619	76.92%
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	871	118.60%
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578	748		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620	729		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578	693		
Dec																
<b>Total Tons YTD</b>	<b>7,662</b>	<b>7,151</b>	<b>7,836</b>	<b>6,914</b>	<b>6,807</b>	<b>7,993</b>	<b>8,636</b>	<b>10,689</b>	<b>10,743</b>	<b>10,356</b>	<b>9,316</b>	<b>11,283</b>	<b>6,964</b>	<b>8,187</b>	<b>5,258</b>	<b>144%</b>

August Year to Year



## HRRR Recycling Rebate History

	CY 2018			CY 2019			CY 2020			CY 2021			YTD		
	Tonnage	Rebate	2018 YTD as % of 2017 YTD	Tonnage	Rebate	2019 YTD as % of 2018 YTD	Tonnage	Rebate	2020 YTD as % of 2019 YTD	Tonnage	Rebate	2021 YTD as % of 2020 YTD	Tonnage	FY	YTD as % of YTD
Jan	983	\$6,144.38	\$1,784.38	700	\$5,247.08	-\$897.30	917.93	\$4,589.65	-\$657.43	689.45	\$3,447.25	-\$1,142.40			
Feb	954	\$5,963.19	\$2,438.19	529	\$3,967.80	-\$1,995.39	567.82	\$2,839.10	-\$1,128.70	616.70	\$3,083.50	\$244.40	8,888	2009-10	
Mar	1,112	\$6,949.69	\$3,104.69	579	\$4,341.00	-\$2,608.69	651.21	\$3,256.05	-\$1,084.95	716.14	\$3,580.70	\$324.65	8,821	2010-11	-23%
Apr	1,089	\$6,808.41	\$2,967.31	634	\$4,755.60	-\$2,052.81	747.95	\$3,739.75	-\$1,015.85	616.05	\$3,080.25	-\$659.50	8,542	2011-12	25%
May	1,181	\$7,382.31	\$3,307.31	732	\$5,492.55	-\$1,889.76	776.50	\$3,882.50	-\$1,610.05	536.25	\$2,681.25	-\$1,201.25	8,204	2012-13	-4%
Jun	1,163	\$7,270.88	\$2,895.88	630	\$4,725.00	-\$2,545.88	816.18	\$4,080.90	-\$644.10	592.74	\$2,963.70	-\$1,117.20	11,422	2013-14	39%
Jul	1,176	\$8,822.93	\$2,762.93	717	\$3,585.00	-\$5,237.93	805.00	\$4,025.00	\$440.00	619.18	\$3,095.90	-\$929.10	11,910	2014-15	4%
Aug	1,202	\$9,017.40	\$1,989.90	666	\$3,328.25	-\$5,689.15	734.39	\$3,671.95	\$343.70	871.00	\$4,355.00	\$683.05	12,108	2015-16	2%
Sep	1,023	\$7,671.23	\$275.55	578	\$2,890.50	-\$4,780.73	747.88	\$3,739.40	\$848.90				10,315	2016-17	-15%
Oct	645	\$4,837.65	-\$2,064.83	620	\$3,101.65	-\$1,736.00	728.62	\$3,643.10	\$541.45				11,896	2017-18	15%
Nov	754	\$5,651.48	\$273.04	578	\$2,890.50	-\$2,760.98	693.22	\$3,466.10	\$575.60				9,285	2018-19	-28%
Dec	681	\$5,108.70	-\$523.30	751	\$3,756.20	-\$1,352.50	804.89	\$4,024.45	\$268.25				8,388	2019-20	-11%
<b>TOTAL</b>	<b>11,964</b>	<b>\$81,628.22</b>	<b>\$19,211.03</b>	<b>7,714</b>	<b>\$48,081.13</b>	<b>64%</b>	<b>8991.59</b>	<b>\$44,957.95</b>	<b>-\$3,123.18</b>	<b>5257.51</b>	<b>\$26,287.55</b>	<b>-\$3,797.35</b>	<b>8,281</b>	<b>2020-21</b>	<b>-1%</b>

	FY 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
July	864	808	1,176	717	805	619
August	1,037	937	1,202	666	734	871
September	888	986	1,023	578	748	
October	832	920	645	620	729	
November	895	861	754	578	693	
December	995	901	681	751	805	
January	872	983	700	918	689	
February	705	954	529	568	617	
March	769	1,112	579	651	716	
April	768	1,089	634	748	616	
May	815	1,181	732	777	536	
June	875	1,163	630	816	593	
<b>TOTAL</b>	<b>10,315</b>	<b>11,896</b>	<b>9,285</b>	<b>8,388</b>	<b>8,281</b>	<b>1490.18</b>
	\$51,576.10	\$78,914.93	\$69,638.40	\$41,940.05	\$41,406.63	\$7,450.90

↙ **97%** Tons  
**97%** Rebate

**HRRR Ewaste Tonnage Report 2020 and 2021**

2020	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Weston	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	2.31	35.81	38.25	38.24
February	2.48	0.80	4.87	0.00	1.65	2.54	6.65	1.33	4.94	2.32	27.57	20.93	31.63
March	1.94	0.70	4.89	0.00	2.26	4.06	9.67	0.77	3.96	2.42	30.66	30.36	32.05
	<b>6.64</b>	<b>1.50</b>	<b>15.86</b>	<b>0.96</b>	<b>8.12</b>	<b>10.02</b>	<b>22.91</b>	<b>4.26</b>	<b>16.73</b>	<b>7.04</b>	<b>94.05</b>	<b>89.53</b>	<b>101.92</b>
April	1.59	0.73	3.75	0.00	2.33	1.89	8.54	0.00	3.86	1.75	24.43	31.67	32.74
May	2.39	0.00	4.98	0.00	3.86	1.94	8.02	0.00	5.52	2.39	29.09	35.65	43.79
June	2.63	0.79	8.47	0.00	3.59	3.01	9.26	1.61	4.54	3.28	37.18	29.06	42.17
	<b>6.61</b>	<b>1.52</b>	<b>17.19</b>	<b>0.00</b>	<b>9.78</b>	<b>6.83</b>	<b>25.82</b>	<b>1.61</b>	<b>13.92</b>	<b>7.42</b>	<b>90.70</b>	<b>96.38</b>	<b>118.70</b>
July	2.03	0.00	5.94	0.00	2.83	2.83	6.98	1.99	7.13	2.90	32.61	39.53	45.13
August	2.64	0.99	6.13	0.94	3.14	3.15	10.05	2.18	4.85	1.79	35.84	32.95	36.46
September	1.32	0.72	6.33	1.85	3.51	3.31	7.28	1.63	5.09	3.75	34.79	33.22	31.25
	<b>5.99</b>	<b>1.71</b>	<b>18.40</b>	<b>2.79</b>	<b>9.47</b>	<b>9.29</b>	<b>24.31</b>	<b>5.80</b>	<b>17.07</b>	<b>8.43</b>	<b>103.25</b>	<b>105.70</b>	<b>112.84</b>
October	1.27	0.45	5.39	1.30	3.41	5.33	7.13	0.96	7.20	2.63	35.08	28.49	39.95
November	2.31	0.00	6.79	0.00	3.10	2.79	9.11	2.23	6.09	2.10	34.52	26.69	31.43
December	2.09	0.91	4.87	1.59	3.43	3.13	7.56	2.23	5.11	2.29	33.22	30.50	38.35
	<b>5.68</b>	<b>1.36</b>	<b>17.05</b>	<b>2.89</b>	<b>9.93</b>	<b>11.25</b>	<b>23.81</b>	<b>5.41</b>	<b>18.41</b>	<b>7.03</b>	<b>102.82</b>	<b>85.68</b>	<b>109.73</b>
<b>Total Tons</b>	<b>24.92</b>	<b>6.09</b>	<b>68.50</b>	<b>6.64</b>	<b>37.31</b>	<b>37.40</b>	<b>96.84</b>	<b>17.08</b>	<b>66.12</b>	<b>29.92</b>	<b>390.81</b>	<b>377.30</b>	<b>443.19</b>
	<b>BE</b>	<b>BW</b>	<b>DA</b>	<b>KE</b>	<b>NF</b>	<b>NM</b>	<b>NE</b>	<b>RE</b>	<b>RI</b>	<b>WE</b>	<b>Total '20</b>	<b>Total '19</b>	<b>Total '18</b>

2021	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Weston	Total '21	Total '20	Total '19
January	2.64	0.76	5.39	0.00	3.21	3.55	7.89	2.07	5.88	1.05	32.44	35.81	38.25
February	0.88	0.00	3.57	0.00	0.72	2.49	4.87	0.51	3.71	2.24	18.98	27.57	20.93
March	2.19	1.12	6.45	1.79	1.88	3.27	7.76	2.14	4.92	1.60	33.12	30.66	30.36
	<b>5.70</b>	<b>1.88</b>	<b>15.41</b>	<b>1.79</b>	<b>5.81</b>	<b>9.31</b>	<b>20.53</b>	<b>4.72</b>	<b>14.50</b>	<b>4.89</b>	<b>84.53</b>	<b>94.05</b>	<b>89.53</b>
April	1.23	0.00	3.67	0.00	2.98	4.43	5.41	2.27	5.45	2.53	27.97	24.43	31.67
May	0.81	1.11	5.71	1.91	2.60	3.73	7.82	1.33	3.84	1.69	30.55	29.09	35.65
June	2.58	0.47	7.11	0.00	2.67	1.02	5.82	1.81	2.83	3.83	28.15	37.18	29.06
	<b>4.62</b>	<b>1.58</b>	<b>16.49</b>	<b>1.91</b>	<b>8.26</b>	<b>9.17</b>	<b>19.05</b>	<b>5.42</b>	<b>12.12</b>	<b>8.05</b>	<b>86.67</b>	<b>90.70</b>	<b>96.38</b>
July	1.24	0.00	4.46	2.13	3.24	4.18	6.64	1.43	6.57	2.24	32.13	32.61	39.53
August	3.28	0.56	7.00	0.00	2.12	2.59	7.30	2.35	5.41	2.29	32.89	35.84	32.95
September											0.00	34.79	33.22
	<b>4.52</b>	<b>0.56</b>	<b>11.46</b>	<b>2.13</b>	<b>5.37</b>	<b>6.77</b>	<b>13.94</b>	<b>3.77</b>	<b>11.98</b>	<b>4.53</b>	<b>65.02</b>	<b>103.25</b>	<b>105.70</b>
October											0.00	35.08	28.49
November											0.00	34.52	26.69
December											0.00	33.22	30.50
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102.82</b>	<b>85.68</b>
<b>Total Tons</b>	<b>14.84</b>	<b>4.02</b>	<b>43.35</b>	<b>5.82</b>	<b>19.43</b>	<b>25.25</b>	<b>53.52</b>	<b>13.91</b>	<b>38.60</b>	<b>17.47</b>	<b>236.22</b>	<b>390.81</b>	<b>377.30</b>
	<b>BE</b>	<b>BW</b>	<b>DA</b>	<b>KE</b>	<b>NF</b>	<b>NM</b>	<b>NE</b>	<b>RE</b>	<b>RI</b>	<b>WE</b>	<b>Total '21</b>	<b>Total '20</b>	<b>Total '19</b>



## **HOUSATONIC RESOURCES RECOVERY AUTHORITY**

### **MINUTES**

**Wednesday, June 30, 2021, 10:00 a.m.**

**Via Zoom**

#### **Members or Alternates Present**

Bethel, Matt Knickerbocker	7
Bridgewater, Curtis Read	1
Brookfield, Steve Dunn	6
Danbury, Joel Urice	31
Kent, Jean Speck	1
New Milford, Pete Bass	11
Newtown, Herb Rosenthal	11
Ridgefield, Rudolph Marconi	10
Roxbury, Barbara Henry	1
Wilton, Lynne Vanderslice	7
	<hr/>
	<b>86</b>

#### **Others Present:**

Sheldon Conn, Brookfield Alternate
Fred Hurley, Newtown Alternate
Suzanne Von Holt, New Milford Alternate
Chris Burney, Wilton Alternate
Rick Laigle, All American Waste
Jennifer Heaton-Jones, HRRRA
Jennifer Baum, HRRRA

#### **Members Absent**

New Fairfield  
Redding  
Sherman  
Weston

**Call to Order:** The meeting was called to order via zoom by Chairman M. Knickerbocker at 10:04 a.m. with a quorum of 86 votes present from ten towns. M. Knickerbocker led everyone in the pledge of allegiance.

**Public Comment:** No public comment

#### **Chairman and Members' Comments:**

The Chairman welcomed the towns of Roxbury and Wilton to the HRRRA.

The Chairman thanked the board and staff of HRRRA for their support during legislative session and expressed his sentiments in regards to the Bottle Bill and EPR Bill.

#### **Director's and Tonnage Report:**

J. Heaton-Jones reviewed highlights from the written Directors Report and tonnage reports (Attachment A).

- J. Heaton-Jones reviewed MSW and recycling tonnage as of March 31, 2021.
- MSW tonnage to date is running at 104% and 102% compared to same month last year.

- Recycling tonnage to date is running at 102% and 69% compared to the same month last year. J. Heaton-Jones is evaluating the data to determine the reason for the decrease.
- E-waste tonnage is running at 97% compared to the same time last year.
- Glass collected from HRRAs separated glass from March 1, 2019, to June 23, 2021, is 563.15 tons. The glass recycling program is established in all HRRAs municipalities. The glass education campaign will be launched after the towns of Roxbury and Wilton receive glass containers.
- The Executive Director reviewed details in the Bottle Bill specifically regarding the five-cent surcharge on nips that will be passed on to municipalities in April of 2022. In addition the Director gave details on other bills that were passed in Connecticut pertaining to Solid Waste Management and the two EPR bills for packaging passed in Oregon and Maine waiting for the governor's signature.
- The Director reminded members that the MSW Tip Fees will increase on July 1, 2021, per the contract to \$1.56 per ton for both HRRAs Member towns and HRRAs Haulers. The Member rate will be \$91.33, and the hauler rate will be \$96.87.

#### **Administrative Approvals:**

**Minutes: Motion** by C. Read second by S. Dunn, to approve the minutes of April 29, 2021 (Attachment B). **Vote: The motion passed;** with 78 votes in favor, with 2 abstentions from L. Vanderslice and B. Henry.

#### **Financial Statements:**

J. Heaton-Jones reviewed the financial statements through May 31, 2021.

**Motion** by J. Urice, second by S. Dunn, to approve the financial statements through May 31, 2021 (Attachment C), as presented. **Vote: The motion passed unanimously;** with 86 votes in favor.

S. Dunn commented that the investment loss and gain are indicated on two separate lines.

J. Heaton-Jones stated it appears on separate lines to track the loss and gain from monthly reconciliations. That it was brought to the attention of G. Nanavaty to review and determine if it could be combined for reporting purposes.

#### **New Business:**

##### **6a.) Nomination Committee**

R. Marconi shared the nominating committee, himself, S. Von Holt and C. Read, and were unanimous in presenting the current slate. R. Marconi stated that due to Covid, it was a rushed year and the committee agrees it would serve best to extend current members. M. Knickerbocker then read the Nominating Committee report nominating M. Knickerbocker to serve as Chairman, S. Dunn as Vice Chairman, H. Rosenthal as Secretary, J. Pemberton as Treasurer and J. Speck as Assistant Treasurer for 2021-22.

**Motion** by J. Urice, second by B. Henry to endorse the slate. **Vote: The motion passed unanimously;** with 86 votes in favor (Attachment D).

##### **6b.) Adoption of 2021-22 FY Budget**

**Motion** by M. Knickerbocker, second by S. Dunn to approve the HRRAs 2021-22 fiscal year budget as presented with revenue projected at \$707,500 and expenditures totaling \$702,427 (Attachment E) with a net revenue in excess of expenditures of \$5,072. **The motion passed unanimously;** with 86 votes in favor.

During the discussion J. Heaton Jones highlighted the most significant changes from the previous fiscal year:



- J. Baum received a 2.5% increase for a total salary of \$52,488.80. Health Insurance Benefits changed from an 80/20 split to an 85/15 split for employer/employee contribution. HRRRA's contribution totals \$29,220.96 for the 2021-22 FY.
- The HHW revenue and expense line, which is considered a pass through and has no impact on the bottom line of the budget, was increased to reflect the Town of New Milford's HHW event being managed by the HRRRA. *It should be noted this item was approved at the April 29<sup>th</sup> Executive Committee meeting at \$210,000 and was presented in the revised budget as an increase to \$240,000 along with the change in Auditor expenses from \$6550 to \$6700. It was approved by the Executive Committee at their June 30<sup>th</sup> meeting to be presented at the Special Meeting of the Full Authority this date, June 30<sup>th</sup> 2021.*

J. Urice asked if the town of Wilton will host a HHW event this year. J. Heaton-Jones confirmed Wilton will not host this year. H. Rosenthal complimented the authority on a healthy balance. R. Marconi suggested the authority establish a fund balance policy in the future. H. Rosenthal stated there is a fund balance policy. It was then suggested, and the Chairman confirmed, the fund balance will be reviewed at the next meeting in September.

#### **6c.) HHW policy for residents with excessive material**

The Executive Director and Chairman brought to the attention of the authority concerns with residents bringing excess material to HHW events. A discussion was held regarding the problem and possible solutions. J. Heaton-Jones was given directive to create a written policy and email it to the authority for approval.

#### **6d.) Non-Compliant Haulers**

The Executive Director brought to the attention of the authority the concerns and issues with non-compliant haulers who refuse to comply or are unable to obtain the required insurance. A discussion was held to review possible solutions. A sub-committee was formed to create a policy that will be presented at the September 30, 2021 HRRRA Full Authority meeting. The subcommittee members include S. Von Holt, M. Knickerbocker, L. Vanderslice, and J. Speck.

#### **6e.) Membership Policy**

The Chairman reviewed the purpose of the HRRRA Policy on Admission of New Members. The issue dates back to when the Town of Weston joined the Authority a year ago. The by-laws require the Authority to establish a policy for admission of new members. It had never been done likely because the Authority had not had anyone leave or request to join until now and it was not an issue. That led to several discussions on whether a policy should be created or whether the by-laws should be amended to include criteria for admission. A By-law subcommittee was established. One of the questions that was raised was the percentage of the vote that is needed for approval of admission of a new town. The by-laws state that the Policy must be approved by a 2/3 majority of units present and voting but are silent on what the percentage is for actual admission of members. After a few meetings were held, in which the group discussed changing the by-laws to clarify admission itself should be by a 2/3 majority, D. Pelham, HRRRA Legal Counsel, researched each municipalities ordinances, which set forth (among other things) the manner in which voting is conducted. All of the ordinance's state that approval of actions by the Authority shall require the affirmative vote of 51% of the units present and voting (with the exception of membership termination in some ordinances). The By-law subcommittee recognized that a change in the by-laws to require a 2/3 majority for admission of a new town would also require conforming changes to each town's ordinance, which would be a lengthy and difficult undertaking. Therefore, the Subcommittee is offering a policy for the admission of new members to be presented and adopted at this meeting. The policy puts in writing the same steps that the most recent towns of Weston, Roxbury and Wilton made in order to become a member.

**Motion** by M. Knickerbocker, second by H. Rosenthal to adopt the Policy of Admission of New Members as presented by the subcommittee.

**DISCUSSION:**

The discussion focused on whether or not the policy should include a 2/3 vote or 51% of total voting units for admission. J. Urice was pleased it was a policy and not a change in the by-laws. It was agreed that the establishment of a policy needs a 2/3 vote. J. Urice stated there was a lot of good information included in the presented policy, but it was missing financials and other items to vet an incoming member. A proper vetting should be required to ensure the incoming member would honor existing contracts. More importantly J. Urice's concern was with how the vote is weighted for the entrance of a new member. J. Urice does not believe that 51% is enough and it should be a 2/3 vote. M. Knickerbocker pointed out that it is not a one town one vote, it is 51% of voting units and remains consistent with the current by-laws. J. Urice believes it should be the same as adopting the policy which is 2/3 or otherwise one town or two could control this issue indefinitely. D. Pelham pointed out the reason why 51% of voting units was presented in the policy was because the by-laws must flow from the enabling ordinances of the towns. D. Pelham explained all of the member towns ordinances say the same thing, that all voting that is done by the Authority is done by a 51% of the total voting units present at a meeting. The by-laws cannot contravene the enabling statutes of the enabling towns. The only way to change the voting in the policy is to change the individual member enabling ordinances. For now, the Authority needs to follow the 51% of voting units because that is what the enabling ordinances state. H. Rosenthal noted that the by-laws point out where it requires a specific vote of 2/3 vote such as enacting a policy. J. Urice mentioned that the City of Danbury's legal counsel reviewed the language and believes that a 2/3 vote should be required. J. Urice believes if the Authority allowed Bridgeport in, it would be their Authority and they would control the Authority with their votes.

**Motion to amend** by J. Urice to adjust the proposed policy from 51% of voting units to require 67% of voting units to admit a new member town. **The motion to amend was ruled invalid for lack of a second.**

**Vote on the main motion**

Voting in favor: BE, BK, BW, NE, NM, RI, RX, WI

Voting against: DA

Not in attendance/not voting: KE, RE, WE, NF

**Motion failed** as the members present and voting in favor did not achieve the 2/3 supermajority of voting units required to adopt a membership policy.

**Adjournment**

**Motion** by C. Read, second by R. Marconi, to adjourn the meeting at 11:30 a.m. **The motion passed unanimously;** with 86 votes in favor.

Respectfully submitted,  
Jennifer Baum

*\*A full recording of the June 30, 2021 HRRR Full Authority meeting is posted on the HRRR website.*

Housatonic Resources Recovery Authority  
**Balance Sheet**  
As of August 31, 2021

	<u>Aug 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
PayPal (Online Credit Card Payment)	1,776.08
UNION SAVINGS BANK	502,295.38
STIF	16,328.90
<b>VANGUARD</b>	
VANGUARD SHRT TRM INV GR VFSUX	364,352.08
VANGUARD TOTAL BOND MARKET VBTL	182,374.62
<b>Total VANGUARD</b>	<u>546,726.70</u>
<b>Total Checking/Savings</b>	1,067,127.06
<b>Accounts Receivable</b>	
*ACCOUNTS RECEIVABLE	69,429.43
<b>Total Accounts Receivable</b>	<u>69,429.43</u>
<b>Total Current Assets</b>	<u>1,136,556.49</u>
<b>TOTAL ASSETS</b>	<u><u>1,136,556.49</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
*ACCOUNTS PAYABLE	-1,479.64
<b>Total Accounts Payable</b>	-1,479.64
<b>Other Current Liabilities</b>	
<b>PAYROLL LIABILITIES</b>	
<b>CT PR TAXES PAYABLE</b>	
CIT	199.18
CT SUI	-107.75
CT PR TAXES PAYABLE - Other	57.86
<b>Total CT PR TAXES PAYABLE</b>	149.29
<b>FED PR TAXES PAYABLE</b>	
FICA	735.10
FIT	1,260.00
FUTA	42.00
MEDICARE TAX	171.90
<b>Total FED PR TAXES PAYABLE</b>	2,209.00
HEALTH INSURANCE PREMIUMS	10.64
SEP LIABILITY	2,381.12
PAYROLL LIABILITIES - Other	2,971.15
<b>Total PAYROLL LIABILITIES</b>	<u>7,721.20</u>
<b>Total Other Current Liabilities</b>	<u>7,721.20</u>
<b>Total Current Liabilities</b>	<u>6,241.56</u>
<b>Total Liabilities</b>	6,241.56
<b>Equity</b>	
RETAINED EARNINGS	998,683.25
Net Income	131,631.68
<b>Total Equity</b>	<u>1,130,314.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,136,556.49</u></u>

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
GRANTS/DONATIONS	6,000.00	6,000.00	0.00	100.0%
<b>HAULER PERMITS</b>				
REGISTRATION/PERMIT PAYPAL FEE	-74.28	0.00	-74.28	100.0%
CURRENT HAULER PERMITS	61,750.00	50,000.00	11,750.00	123.5%
HAULER PERMIT LATE FEES	3,544.84	0.00	3,544.84	100.0%
MUNICIPAL HAULER REGISTRATIONS	59,507.80	50,000.00	9,507.80	119.02%
<b>Total HAULER PERMITS</b>	<b>124,728.36</b>	<b>100,000.00</b>	<b>24,728.36</b>	<b>124.73%</b>
<b>HHWDD REIMBURSEMENT</b>				
HHW PARTICIPATING TOWNS	0.00	0.00	0.00	0.0%
HHWDD REIMBURSEMENT - Other	0.00	0.00	0.00	0.0%
<b>Total HHWDD REIMBURSEMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
INTEREST INCOME	1,608.83	2,000.00	-391.17	80.44%
MISC INCOME	30.00	0.00	30.00	100.0%
<b>PROGRAM SERVICES FEES</b>				
MSW PROGRAM FEES	50,910.38	45,000.00	5,910.38	113.13%
RECYCLING PROGRAM FEES	7,450.90	7,080.00	370.90	105.24%
<b>Total PROGRAM SERVICES FEES</b>	<b>58,361.28</b>	<b>52,080.00</b>	<b>6,281.28</b>	<b>112.06%</b>
<b>Total Income</b>	<b>190,728.47</b>	<b>160,080.00</b>	<b>30,648.47</b>	<b>119.15%</b>
<b>Gross Profit</b>	<b>190,728.47</b>	<b>160,080.00</b>	<b>30,648.47</b>	<b>119.15%</b>
<b>Expense</b>				
CONTINGENCY	0.00	0.00	0.00	0.0%
<b>EDUCATION</b>				
PUBLIC EDUCATION	2,186.16	2,000.00	186.16	109.31%
STAFF EDUCATION	329.95	550.00	-220.05	59.99%
<b>Total EDUCATION</b>	<b>2,516.11</b>	<b>2,550.00</b>	<b>-33.89</b>	<b>98.67%</b>
<b>HHW EXPENSE</b>				
HHW TOWN SHARE	514.41	0.00	514.41	100.0%
HHW HRRRA SHARE	0.00	0.00	0.00	0.0%
HHW EXPENSE - Other	425.00			
<b>Total HHW EXPENSE</b>	<b>939.41</b>	<b>0.00</b>	<b>939.41</b>	<b>100.0%</b>
<b>INSURANCE</b>				
ERRORS & OMISSIONS	0.00	0.00	0.00	0.0%
GENERAL LIABILITY	4,902.00	0.00	4,902.00	100.0%
SURETY BOND	0.00	0.00	0.00	0.0%
WORKERS COMP	548.00	0.00	548.00	100.0%
INSURANCE - Other	-24.00			
<b>Total INSURANCE</b>	<b>5,426.00</b>	<b>0.00</b>	<b>5,426.00</b>	<b>100.0%</b>
<b>MISCELLANEOUS</b>				

MISC EXPENSE	75.16	0.00	75.16	100.0%
PAYROLL PROCESSING SERVICE	26.28	133.32	-107.04	19.71%
SERVICE FEES/MEMBERSHIPS	1,200.00	1,200.00	0.00	100.0%
<b>Total MISCELLANEOUS</b>	<b>1,301.44</b>	<b>1,333.32</b>	<b>-31.88</b>	<b>97.61%</b>
<b>OFFICE EXPENSES</b>				
COPY EXPENSE	393.84	700.00	-306.16	56.26%
RENT	2,700.00	2,700.00	0.00	100.0%
SUPPLIES	480.98	1,000.00	-519.02	48.1%
<b>Total OFFICE EXPENSES</b>	<b>3,574.82</b>	<b>4,400.00</b>	<b>-825.18</b>	<b>81.25%</b>
<b>PROFESSIONAL SERVICES</b>				
AUDIT SERVICES	0.00	0.00	0.00	0.0%
CONSULTING SERVICES	0.00	0.00	0.00	0.0%
LEGAL SERVICES	1,423.50	5,000.00	-3,576.50	28.47%
<b>Total PROFESSIONAL SERVICES</b>	<b>1,423.50</b>	<b>5,000.00</b>	<b>-3,576.50</b>	<b>28.47%</b>
<b>STAFFING</b>				
DISABILITY INSURANCE	3,941.50	3,450.00	491.50	114.25%
HEALTH INSURANCE	4,880.88	4,866.82	14.06	100.29%
HSA CONTRIBUTION	0.00	0.00	0.00	0.0%
IN LIEU OF MEDICAL INSURANCE	1,333.32	1,333.32	0.00	100.0%
<b>PAYROLL TAXES</b>				
CT PR TAXES	0.00	0.00	0.00	0.0%
FED PR TAX	2,428.72	2,458.74	-30.02	98.78%
<b>Total PAYROLL TAXES</b>	<b>2,428.72</b>	<b>2,458.74</b>	<b>-30.02</b>	<b>98.78%</b>
PENSION	2,381.12	2,381.28	-0.16	99.99%
<b>SALARIES</b>				
DIRECTOR SALARY	21,666.68	21,666.68	0.00	100.0%
OTHER SALARIES	8,748.12	8,748.14	-0.02	100.0%
<b>Total SALARIES</b>	<b>30,414.80</b>	<b>30,414.82</b>	<b>-0.02</b>	<b>100.0%</b>
<b>Total STAFFING</b>	<b>45,380.34</b>	<b>44,904.98</b>	<b>475.36</b>	<b>101.06%</b>
TRAVEL/MILEAGE REIMBURSEMENT	148.24	500.00	-351.76	29.65%
<b>Total Expense</b>	<b>60,709.86</b>	<b>58,688.30</b>	<b>2,021.56</b>	<b>103.45%</b>
<b>Net Ordinary Income</b>	<b>130,018.61</b>	<b>101,391.70</b>	<b>28,626.91</b>	<b>128.23%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	2,917.81	0.00	2,917.81	100.0%
<b>Total Other Income</b>	<b>2,917.81</b>	<b>0.00</b>	<b>2,917.81</b>	<b>100.0%</b>
<b>Other Expense</b>				
INVESTMENT LOSS	1,304.74	0.00	1,304.74	100.0%
<b>Total Other Expense</b>	<b>1,304.74</b>	<b>0.00</b>	<b>1,304.74</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>1,613.07</b>	<b>0.00</b>	<b>1,613.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>131,631.68</b>	<b>101,391.70</b>	<b>30,239.98</b>	<b>129.83%</b>

Housatonic Resources Recovery Authority  
Profit & Loss Budget vs. Actual  
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS	6,000.00	38,000.00	-32,000.00	15.79%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	-74.28	0.00	-74.28	100.0%
CURRENT HAULER PERMITS	61,750.00	50,000.00	11,750.00	123.5%
HAULER PERMIT LATE FEES	3,544.84	0.00	3,544.84	100.0%
MUNICIPAL HAULER REGISTRATIONS	58,757.80	55,000.00	3,757.80	106.83%
<b>Total HAULER PERMITS</b>	<b>123,978.36</b>	<b>105,000.00</b>	<b>18,978.36</b>	<b>118.08%</b>
HHWDD REIMBURSEMENT				
HHW PARTICIPATING TOWNS	0.00	240,000.00	-240,000.00	0.0%
HHWDD REIMBURSEMENT - Other	0.00	0.00	0.00	0.0%
<b>Total HHWDD REIMBURSEMENT</b>	<b>0.00</b>	<b>240,000.00</b>	<b>-240,000.00</b>	<b>0.0%</b>
INTEREST INCOME	1,608.83	12,000.00	-10,391.17	13.41%
MISC INCOME	48.81	0.00	48.81	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	50,910.38	270,000.00	-219,089.62	18.86%
RECYCLING PROGRAM FEES	7,450.90	42,500.00	-35,049.10	17.53%
<b>Total PROGRAM SERVICES FEES</b>	<b>58,361.28</b>	<b>312,500.00</b>	<b>-254,138.72</b>	<b>18.68%</b>
<b>Total Income</b>	<b>189,997.28</b>	<b>707,500.00</b>	<b>-517,502.72</b>	<b>26.86%</b>
Gross Profit	189,997.28	707,500.00	-517,502.72	26.86%
Expense				
CONTINGENCY	0.00	20,000.00	-20,000.00	0.0%
EDUCATION				
PUBLIC EDUCATION	2,186.16	35,000.00	-32,813.84	6.25%
STAFF EDUCATION	329.95	4,500.00	-4,170.05	7.33%
<b>Total EDUCATION</b>	<b>2,516.11</b>	<b>39,500.00</b>	<b>-36,983.89</b>	<b>6.37%</b>
HHW EXPENSE				
HHW TOWN SHARE	514.41	240,000.00	-239,485.59	0.21%
HHW HRRRA SHARE	0.00	75,000.00	-75,000.00	0.0%
HHW EXPENSE - Other	425.00			
<b>Total HHW EXPENSE</b>	<b>939.41</b>	<b>315,000.00</b>	<b>-314,060.59</b>	<b>0.3%</b>
INSURANCE				
ERRORS & OMISSIONS	0.00	0.00	0.00	0.0%
GENERAL LIABILITY	4,902.00	4,878.00	24.00	100.49%
SURETY BOND	0.00	450.00	-450.00	0.0%
WORKERS COMP	548.00	550.00	-2.00	99.64%
INSURANCE - Other	-24.00			
<b>Total INSURANCE</b>	<b>5,426.00</b>	<b>5,878.00</b>	<b>-452.00</b>	<b>92.31%</b>
MISCELLANEOUS				
MISC EXPENSE	575.16	3,500.00	-2,924.84	16.43%
PAYROLL PROCESSING SERVICE	39.42	800.00	-760.58	4.93%
SERVICE FEES/MEMBERSHIPS	1,200.00	4,000.00	-2,800.00	30.0%

Housatonic Resources Recovery Authority  
Profit & Loss Budget vs. Actual  
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Total MISCELLANEOUS	1,814.58	8,300.00	-6,485.42	21.86%
<b>OFFICE EXPENSES</b>				
COPY EXPENSE	393.84	4,170.00	-3,776.16	9.45%
RENT	16,200.00	16,200.00	0.00	100.0%
SUPPLIES	618.07	5,000.00	-4,381.93	12.36%
Total OFFICE EXPENSES	17,211.91	25,370.00	-8,158.09	67.84%
<b>PROFESSIONAL SERVICES</b>				
AUDIT SERVICES	0.00	6,700.00	-6,700.00	0.0%
CONSULTING SERVICES	0.00	1,800.00	-1,800.00	0.0%
LEGAL SERVICES	1,423.50	20,000.00	-18,576.50	7.12%
Total PROFESSIONAL SERVICES	1,423.50	28,500.00	-27,076.50	5.0%
<b>STAFFING</b>				
DISABILITY INSURANCE	3,941.50	6,925.00	-2,983.50	56.92%
HEALTH INSURANCE	7,321.32	29,220.96	-21,899.64	25.06%
HSA CONTRIBUTION	0.00	0.00	0.00	0.0%
IN LIEU OF MEDICAL INSURANCE	1,999.98	8,000.00	-6,000.02	25.0%
LIFE INSURANCE	0.00	575.00	-575.00	0.0%
<b>PAYROLL TAXES</b>				
CT PR TAXES	0.00	630.00	-630.00	0.0%
FED PR TAX	3,643.10	14,752.41	-11,109.31	24.7%
Total PAYROLL TAXES	3,643.10	15,382.41	-11,739.31	23.68%
PENSION	3,571.68	14,287.66	-10,715.98	25.0%
<b>SALARIES</b>				
DIRECTOR SALARY	32,500.02	130,000.00	-97,499.98	25.0%
OTHER SALARIES	13,122.18	52,488.80	-39,366.62	25.0%
Total SALARIES	45,622.20	182,488.80	-136,866.60	25.0%
Total STAFFING	66,099.78	256,879.83	-190,780.05	25.73%
TRAVEL/MILEAGE REIMBURSEMENT	282.75	3,000.00	-2,717.25	9.43%
Total Expense	95,714.04	702,427.83	-606,713.79	13.63%
Net Ordinary Income	94,283.24	5,072.17	89,211.07	1,858.83%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	2,917.81	0.00	2,917.81	100.0%
Total Other Income	2,917.81	0.00	2,917.81	100.0%
<b>Other Expense</b>				
INVESTMENT LOSS	1,304.74	0.00	1,304.74	100.0%
Total Other Expense	1,304.74	0.00	1,304.74	100.0%
Net Other Income	1,613.07	0.00	1,613.07	100.0%
Net Income	95,896.31	5,072.17	90,824.14	1,890.64%

Weston & Sampson<sup>SM</sup>

transform your environment





# Anaerobic Digestion

## Planning Considerations

A presentation to the Housatonic Resource Recovery Authority  
September 30, 2021



Housatonic  
Resources  
Recovery  
Authority



# Presenters



- Michael A. Smith, P.E.
- John D. Jolls, MBA

# Who we are...

- Founded in 1899
- Civil/Environmental Engineering
- Specializing in Wastewater and Residuals Management
- Cost effective, innovative and efficient solutions
- 700 employees - Mostly located in New England
- Comprehensive Engineering, Planning and Architectural Services
- One of the most diverse firms the Northeast



# Where we are...



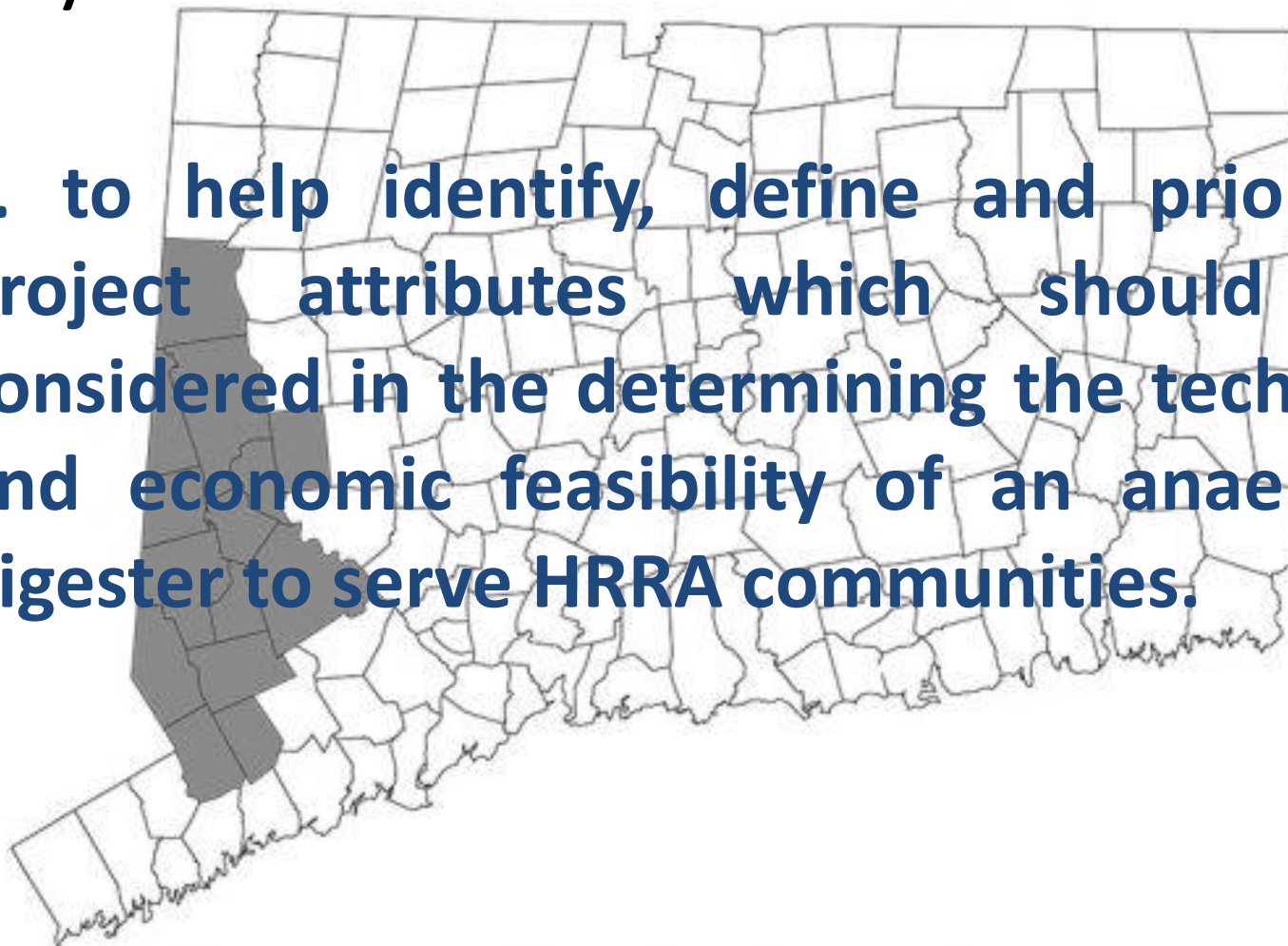
# Challenges...



- No Landfills Taking MSW in CT
- Existing RDF Facility at MIRA Shutting Down
- Out-of-State Hauling Costs for Waste Disposal Escalating
- HRRA Looking at Options for Waste Reduction
- Considering Anaerobic Digestion - Volume Reduction

# Why we are here...

... to help identify, define and prioritize project attributes which should be considered in the determining the technical and economic feasibility of an anaerobic digester to serve HRRRA communities.



TASK

# Most Recent Anaerobic Digester Projects completed by Weston & Sampson



- Organics to Energy Feasibility Study – Fitchburg, MA -2016*
- Anaerobic Digester Feasibility Study – Nantucket, MA - 2020*
- Anaerobic Digester Feasibility – Lebanon, NH - 2021*
- Anaerobic Digester Complex Upgrade - Rutland, VT - 2021*
- Anaerobic Digester Feasibility - Lebanon, NH - 2021*



*Stonyvale Farm - Exeter, ME  
Now 3.0 MW Power Production*

**Agricultural**  
≈  
**Organics to Energy**  
≈  
**Municipal**



*Primary Digester - Rutland, VT  
1.2M Gal. Digestion Volume*

# A very quick primer on AD

**Anaerobic digestion (AD)** is the natural process that breaks down organic matter in the absence of oxygen to release a gas known as biogas, leaving an organic residue called digestate.

**Biogas** is a mixture of methane, carbon dioxide and water and can be used to produce electricity and heat or used as a natural gas substitute.

**Digestate** is a nutrient rich by-product of AD and can be used as a fertilizer and soil improver.



Treats food waste sustainably

Reduces reliance on landfills

Helps to reduce GHG emissions

Produces a renewable source of energy

Reduces reliance on out of state disposal



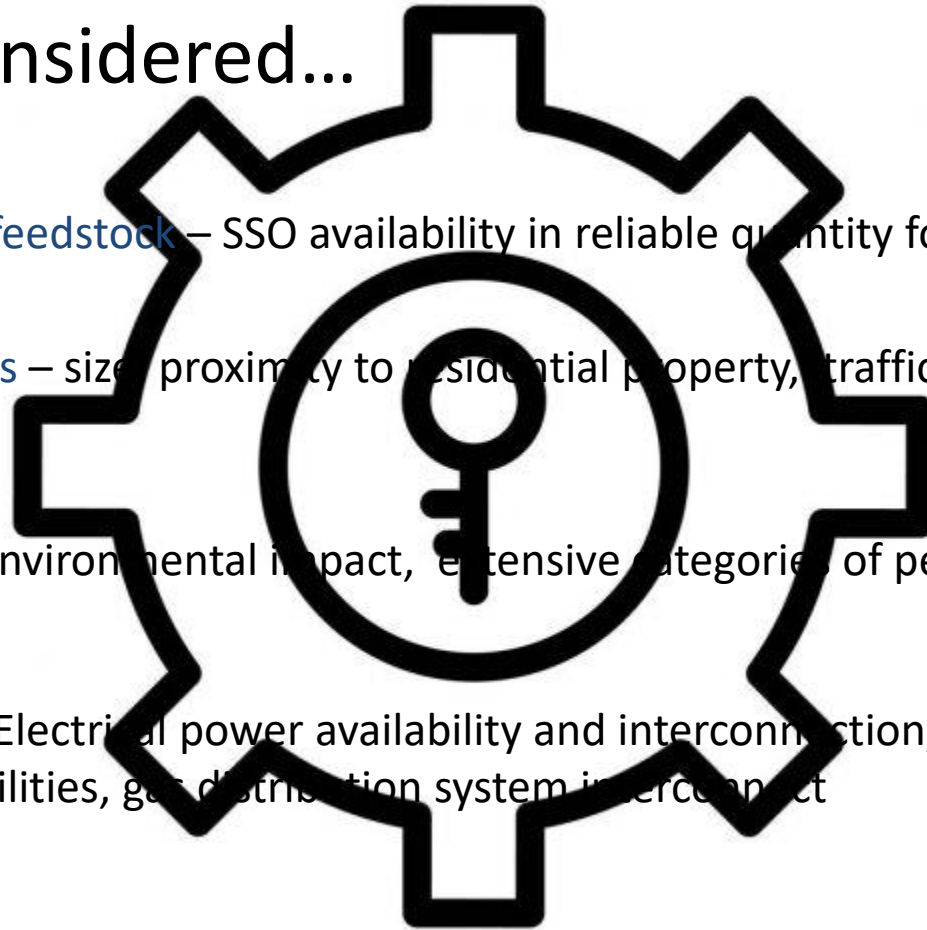
# There are a wide range of factors to be considered...

**Availability of feedstock** – SSO availability in reliable quantity for the long term

**Site Constraints** – size, proximity to residential property, traffic issues, odor control, access

**Regulatory** – Environmental impact, extensive categories of permitting, zoning

**Site utilities** – Electrical power availability and interconnection, wastewater and stormwater utilities, gas distribution system interconnect



# There are a wide range of factors to be considered....

**Community Outreach** – getting buy in not only from possible residential abutters but the community in general

**Process Design** – there are a variety of design options related to capacity and the variety and quality of feedstocks

**Financial analysis** – private v. public ownership, revenue stream (tipping fees, RNG sales, electricity, digestate, biosolids), capital cost, projected cash flow, project delivery method

## US EPA Report (2012):

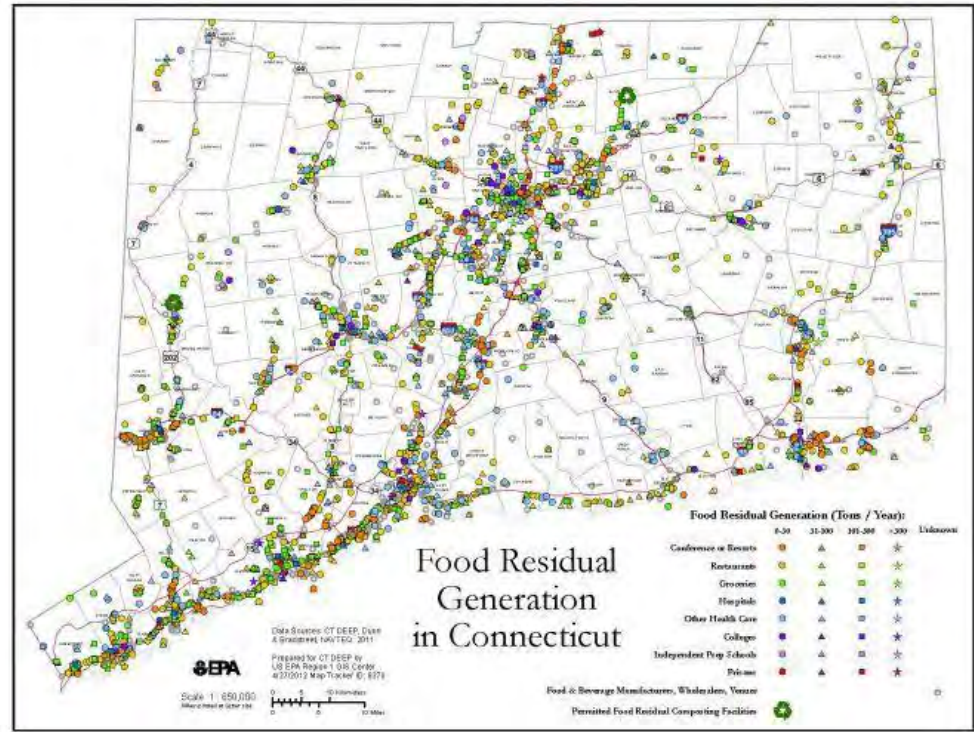
- CT: 164,027 TPY
- HRRRA: 9,867 TPY

## HRRRA Energy Potential:

- Biogas: 50,500,000 ft<sup>3</sup>/year
- Power: 330 kW continuous
- Heat: 1,686,400 BTU/hr

## HRRRA Energy Value:

- Power: 230 kW continuous  
**\$220,000/yr** (@\$0.11/kWh)
- Heat: 1,096,400 BTU/hr  
68,800 Gal./yr (fuel oil)  
**\$206,000/yr** (@\$3.00/gal)



Map by Draper/Lennon; 2011 and 2012

<https://portal.ct.gov/DEEP/Waste-Management-and-Disposal/Organics-Recycling/Food-Residual-Composting-Facilities>



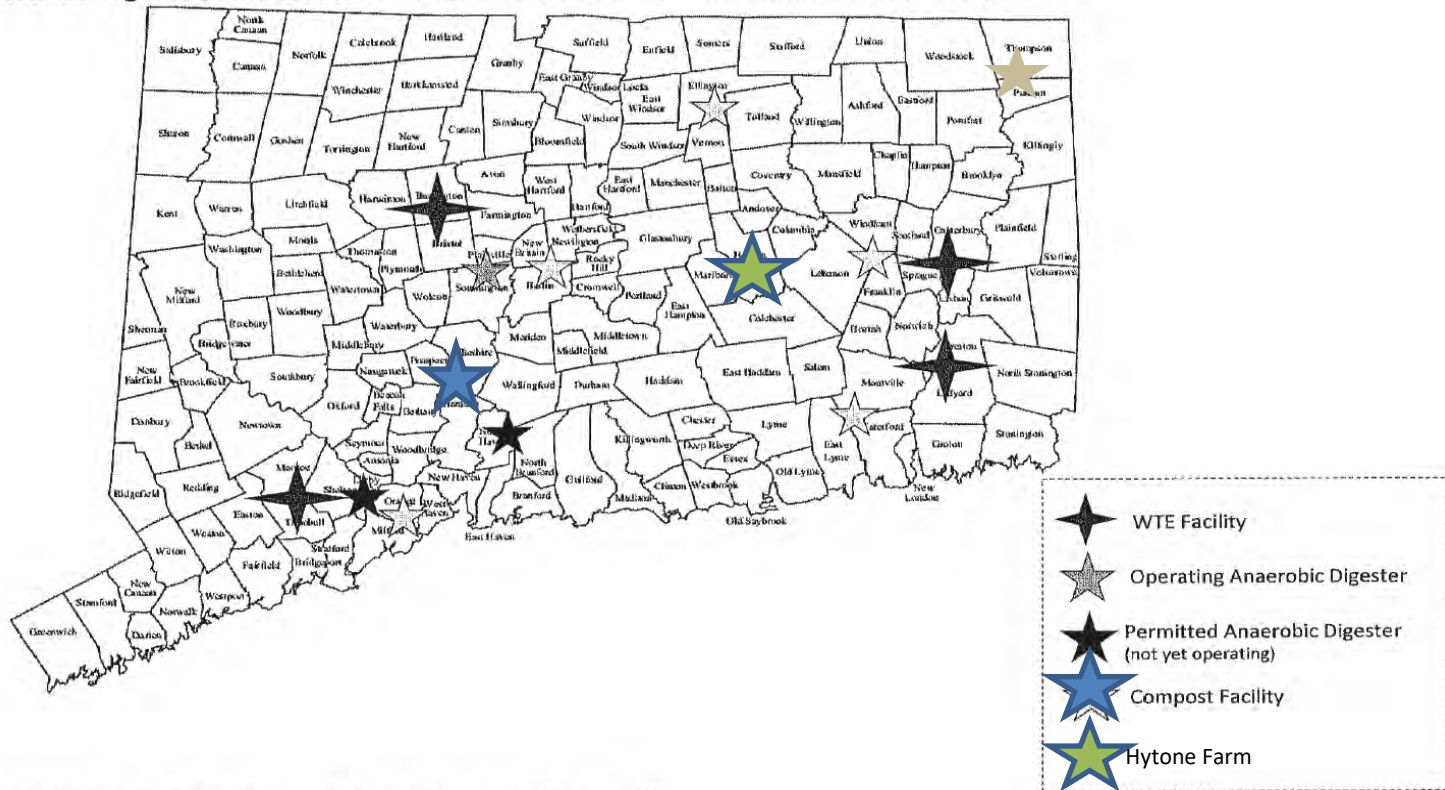
**Do Not Plan with EPA Numbers**

# From Zero Waste report to MIRA and CT DEEP 2020

with modifications by WSE

## Locations of WTE, Anaerobic Digestion and Compost

The AD capacity needed in CT to handle all food waste is equal to 13 additional Quantum (sized) facilities. To process all organics, an additional 24 Quantum sized facilities would be necessary.



Prepared by WasteZero, Inc. for MIRA and the CT Dept. of Energy & Environmental Protection, 2020

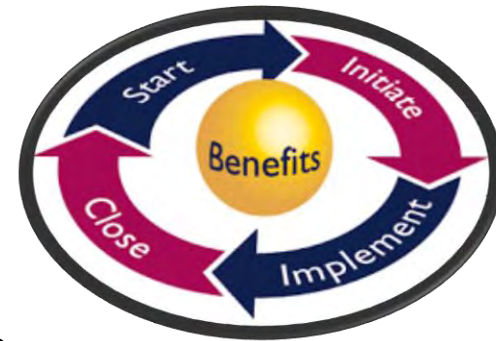
So...  
How would we go  
about this...?



# Recommended Approach

## First Step:

- Develop a technical & financial feasibility analysis (current effort)
- Public Participation:
  - Present Study Results
  - Address Questions

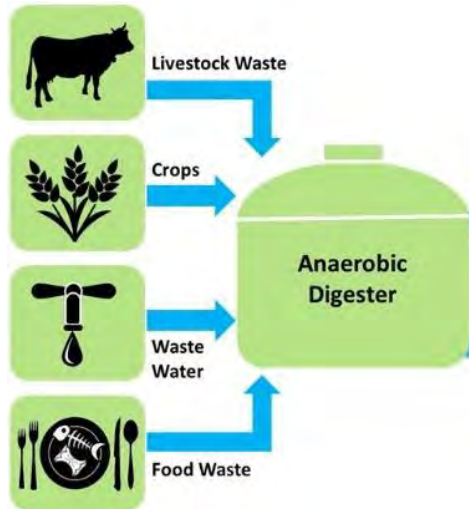


## Subsequent Steps:

- Decision to move forward, or Stop
- Revise Project Scope (if needed)
- Detailed Basis of Design - refine details/costs
- Final Design/Permitting
- Construction

# Recommended Approach

## Identification/Confirmation of Feedstocks:



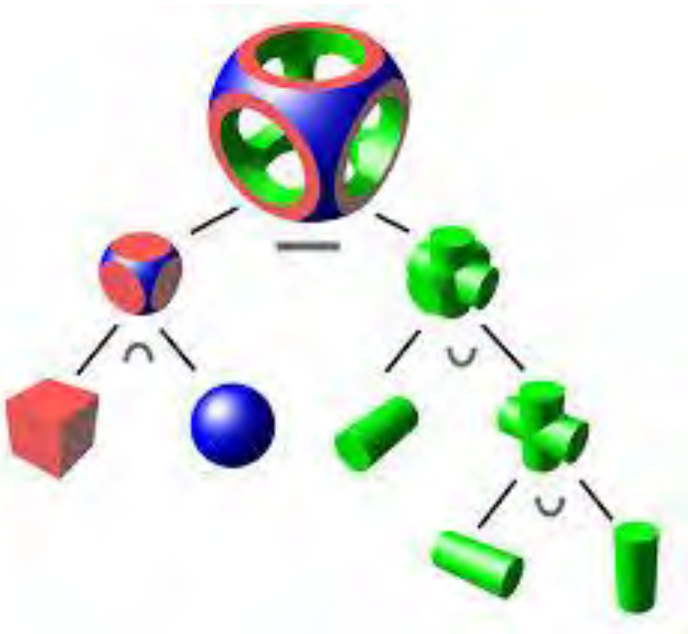
- WWTF Residuals? PFAS?
- Source Separated Organics
- Other Potential Sources of Organic Substrates
- Volumes
- Quality (gas production potential)



# Recommended Approach

## Develop Process Model:

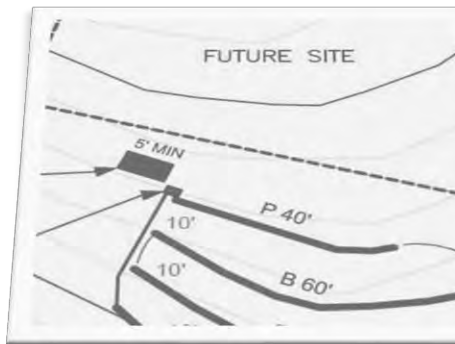
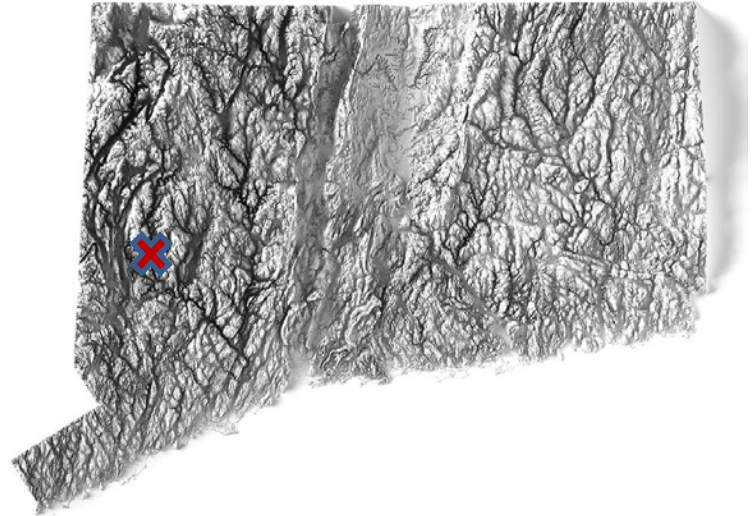
- Generate Assumptions
- Mass and Energy Balance
- Digester and CHP Sizing
- Digester Gas Conditioning



# Recommended Approach

## Siting Study:

- Evaluate potential sites
- Evaluate Pros and Cons



- Material (gas/sludge)
- Siting constraints
- Permitting constraints
- Public opinion/sensitive receptors
- Infrastructure requirements
- Operational complexities

- Select Site

Site Selection Informs  
Design and Impacts  
Construction and  
O&M Costs

# Recommended Approach

## Concept Development:

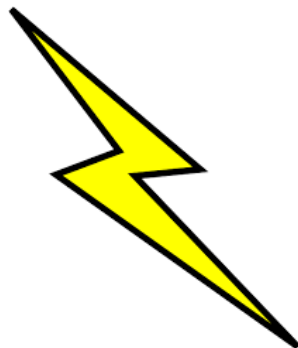
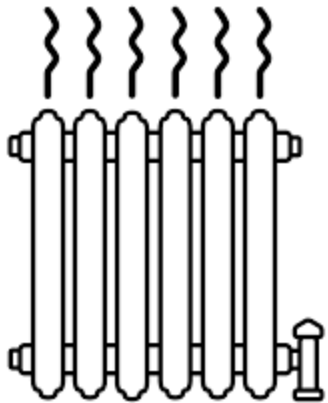
- Process Schematic
- Mass Balance
- Civil/Site/Transportation/Spatial Requirements
- Substrate Receiving/Screening
- Digester Size/Configuration
- Ancillary Tankage/Pumping
- Gas Conveyance & Handling
- Gas Conditioning (digester/LF)
- CHP Size
- Electrical Requirements
- Parasitic Power and Heat Loads
- Residuals Management

Key information  
for preliminary  
cost  
development

# Recommended Approach

## Energy Production Assessment:

- Quantify Heat Energy & Identify Potential Uses
- Quantify Electrical Energy & Identify Potential Uses



### CHP Energy Production

2/3 Heat  
1/3 Electricity

# Recommended Approach

## Financial Feasibility:

- Potential Power Revenue
- Potential Heat Revenue
- Potential Gas Revenue
- Potential Tipping Revenue
- Disposal Cost Savings / Volume Reduction
- Opinion of Probable Costs:
  - Capital
  - O&M - Including Residuals/SSO Transport
- Economic Analysis (CBA)



# Recommended Approach

## Identification of Major Risk Factors:

- Financial Risks
- Public Compatibility/Sensitive Receptors
- Feedstock Availability and Quality
- Feedstock Commitments and Duration
- Ability to Sell/Dispose of Byproducts
- Ability to Manage Sidestreams
- Regulatory Risks
- Others Specific to HRRA



# Recommended Approach

## Develop Ownership & Financing Options:

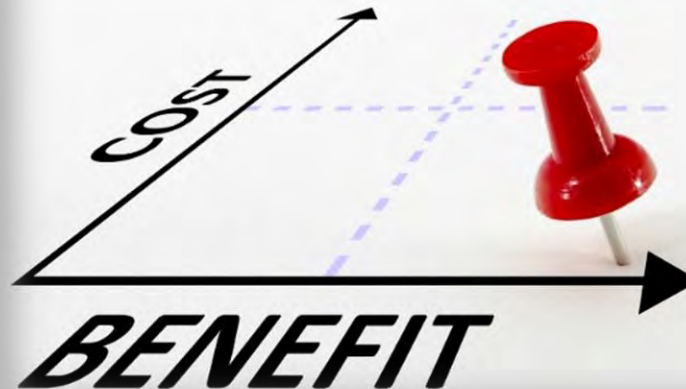
- Ownership Options
- Project Delivery Methods
- Develop List of Potential Funding Options
- Discussion of Financing Options



# Recommended Approach

## Other Considerations:

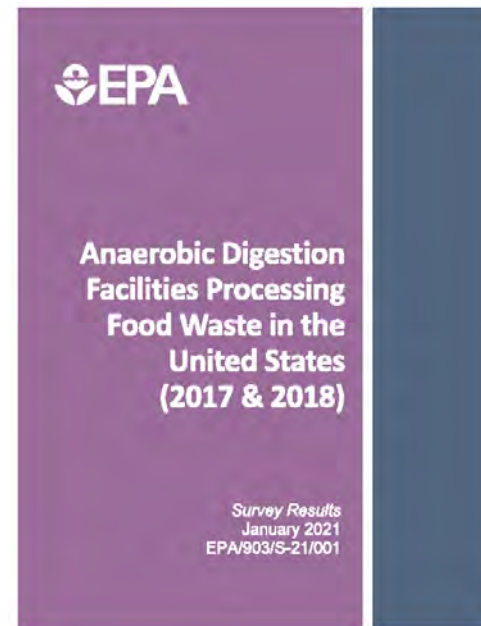
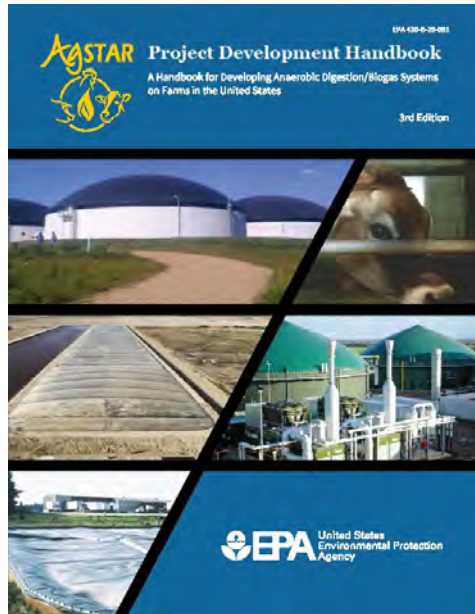
- Renewable Natural Gas (RNG)
- Power Purchase Agreement/Net Metering
- Public/Private Partnership





# Useful Reference Materials

[https://www.epa.gov/sites/default/files/2021-02/documents/2021\\_final\\_ad\\_report\\_feb\\_2\\_with\\_links.pdf](https://www.epa.gov/sites/default/files/2021-02/documents/2021_final_ad_report_feb_2_with_links.pdf)



<https://www.epa.gov/agstar/agstar-project-development-handbook>

# Questions & Discussion



thank you  
westonandsampson.com

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Work phone: 802-882-7032

Cell phone: 802-238-6401

John D. Jolls

Email: [jollsj@wseinc.com](mailto:jollsj@wseinc.com)

Work / Cell phone: 860-874-6647

Weston & Sampson<sup>SM</sup>

transform your environment

# **Housatonic Resources Recovery Authority**

## **Hauler Municipal Registration, Transfer Station Permit & Enforcement Policy**

### **EFFECTIVE DATE**

This policy shall take effect on October 1, 2021.

### **PURPOSE**

The goal of this policy is to protect public health and the environment and ensure that all Haulers collecting solid waste adhere to the Connecticut regulations and uniformly comply with registration and permit requirements established by the municipal members of the HRRRA.

This should ensure that:

- The environmental benefits of recycling are maximized;
- There is joint enforcement of the solid waste and recycling requirements by the member municipalities and all Haulers operating within the municipalities;
- There are fair and equitable rules for all Haulers operating within the HRRRA Region;
- All residents and businesses have convenient (parallel) access to recycling collection services;
- All Haulers registered to operate in a municipality are in compliance with state statutes and regulations (Chapter 446d of the Connecticut General Statutes);
- There is greater consistency across municipalities in collaboration with HRRRA to promote clear operating guidelines for Haulers; and,
- Municipalities and Haulers work together to support the goals of the Connecticut Solid Waste Management Plan.

Connecticut law requires all haulers/collectors of solid waste (referred to herein as “Haulers”) to register with each municipality in which they collect solid waste, including recycling and C&D waste. Municipal registration fees vary and are set by each municipality.

Connecticut law also requires that each year Haulers report the destination of all solid waste and Recyclable Material they collect to every municipality in which they work, and the tonnage of that material if it is delivered to a facility that is not permitted by the State of Connecticut, e.g. an out of state transfer station. One report must be done for each municipality in which a Haulers collects and turned in to HRRRA with their permit/registration renewal paperwork.

HRRRA permits (for use of the MSW transfer stations in Danbury, Ridgefield and Newtown), Oak Ridge permits (for use of the regional recycling facility on White Street in Danbury), and municipal registrations for all HRRRA member municipalities can all be renewed at the same time using the same form and paying with one check or credit card through HRRRA.

HRRRA permits and municipal registration renewals are due no later than July 31<sup>st</sup> of each year. When the 31<sup>st</sup> of July falls on a Saturday or Sunday, the renewal date will move to the following Monday.

## REGISTRATION REQUIREMENTS

All Haulers wishing to collect, transfer, or transport solid waste or Recyclable Material generated within any HRRRA member municipality are required to first obtain or annually renew a registration in every municipality they operate in. No Hauler may collect solid waste or Recyclable Material in a municipality unless they have obtained a valid registration for that municipality from the HRRRA. In addition, a transfer station permit must be obtained from the HRRRA for each transfer station that a Hauler will use (note that Newtown only accepts waste from Newtown and Brookfield, and Ridgefield only accepts waste from Ridgefield and Redding).

As a condition of the issuance of each municipal registration for which the Hauler has applied, the Hauler agrees that it will comply with the solid waste, recycling, and litter control ordinances of every municipality with which Hauler has registered, that the Hauler has registered with all municipalities in which it will provide collection services, and that the Hauler will comply with the solid waste, recycling and litter control laws and regulations of the State of Connecticut and the United States.

The Hauler's failure to comply with any ordinances, laws, rules or regulations may result in the revocation or suspension of the Hauler's permit and/or registration to act as a collector of solid waste and/or Recyclable Materials in the applicable municipality or municipalities and/or the Hauler's ability to access one of the HRRRA transfer stations in the region.

New Haulers who either report themselves as a new business or are identified and notified by the authority have 30 days from the day of initial notice to comply with all state regulations and requirements to register with the HRRRA for each municipality in which they are doing business and obtain a permit for each operating vehicle. Permits must be affixed to the vehicles they are assigned to.

Annual registration and permit fees can be found on the Registration and Permit Application form.

Haulers may pay by check or with credit card. A credit card processing fee will be applied but will not exceed the amount of the merchant processing fee to HRRRA.

All fees including late fees must be submitted before registration and permits are issued.

Haulers who add vehicles after January of the renewal year will be charged a prorated fee based on the number of months left in the season. A season runs August 1 to July 31<sup>st</sup>.

Prorating for new Haulers only apply to businesses who have not already begun operating. Prorating does not apply to Haulers who delay registration. Haulers who have been identified as "operating without a registration" will pay the full application fees for the year, no matter when the Registration is submitted. In addition, penalties may apply.

## **PENALTIES**

Penalty fees will be applied to permit and municipal registrations that are late. There is a base late fee of \$1,000. In addition, all municipal and permit fees double for late registrations. Registrations that are incomplete or have information missing will be considered late if the required information is not provided by the registration deadline.

Payments not received by July 31<sup>st</sup>, or 30 days for a new Hauler, become delinquent, with interest charged at the rate of 1.5% per month from the original due date. Checks that have been returned by the bank shall be subject to a thirty-dollar (\$30.00) handling fee.

## **HAULER TRANSFER STATION PERMITS**

As a condition for receiving a permit to haul Acceptable Waste to the Transfer Station(s), operated on behalf of HRRRA, the Hauler understands and agrees that the Hauler proceeds at the Transfer Station(s) at its own risk, and agrees to comply with the provisions of Chapter 446d of the Connecticut General Statutes applicable to collectors of solid waste, regulations of the Connecticut Department of Energy and Environmental Protection and the Rules and Regulations as currently adopted by the HRRRA, Oak Ridge Transfer Stations, LLC (Oak Ridge) or the Transfer Station operator(s), as may be amended from time to time (and a copy can be requested at any time). The Hauler acknowledges that he has received, read, and understands the Rules and Regulations and further agrees that all obligations assumed by the Hauler pursuant to the Rules and Regulations are binding upon the Hauler and are subject to enforcement by Oak Ridge, their agents, and the HRRRA, and further agrees that:

The Hauler shall at all times defend, indemnify and hold harmless the HRRRA, any Operator, any Municipality that is a member of the HRRRA, and their respective officers, agents and employees on account of and from any and all claims, damages, losses, judgments, worker's compensation payments, litigation expenses, and counsel fees arising out of injuries to the person(s) (including death) or damage to property alleged to have been sustained by (a) the Hauler, or its officers, agents and employees, or (b) the HRRRA, any Operator, or their respective officers, agents and employees, or (c) the HRRRA, Municipality, or any of their officers, agents and employees, or (d) any other person to the extent such injuries or damages are caused or are alleged to have been caused in part or in whole by acts, omissions or neglect of the Hauler or its officers, agents or employees, or by faulty, defective or unsuitable material or equipment used by it or them.

For the safety of the public and transfer station operators, a copy of the RECORD OF ANNUAL INSPECTION must be submitted with any and all vehicles the Hauler will be using to conduct business in the HRRRA region and for which an inspection is required by state or federal law. A Hauler must not use any such vehicle unless each component identified on the RECORD OF ANNUAL INSPECTION has passed an inspection by a qualified inspector who has training or certification to inspect and maintain commercial motor vehicles at least once during the preceding 12 months.



Safety inspections can be performed at either a DMV office equipped for inspections or at designated emissions inspection stations run by the state's emissions inspection contractor.

## GENERAL PERMIT REQUIREMENTS

All Haulers must be in compliance with the following general permit requirements:

- All Haulers must clearly display the name of the company on each vehicle and or roll-off container operating in the municipality.
- All Haulers must be in compliance with applicable federal, state and local laws.
- Each vehicle must meet all Department of Transportation safety requirements at all times.
- All materials must be securely contained in the vehicle. Littering or leaking shall be considered a violation of the permit.
- Haulers shall not keep or store solid waste collected from customers.
- Collection of solid waste and Recyclable Material may only occur during the hours outline in the local ordinance of the member municipalities.
- Recyclable Material shall not be commingled with solid waste when collected by the Hauler.
- Recyclable Material must be delivered to a facility designed to accept Recyclable Material.
- The Hauler shall inform customers how to prepare acceptable Recyclable Material consistent with the requirements of the Recyclable Material processing facility.
- Haulers shall only collect for disposal solid waste which is not banned from disposal.
- It is the responsibility of the Hauler to educate the customer about the state mandated Recyclable Material and inform them that they will refuse to collect solid waste mixed with mandated Recyclable Material items that are visible to the driver/collector from any of their customers (there is no requirement to open bags). Please refer to the list of Connecticut designated Recyclable Material items at [www.portal.ct.gov](http://www.portal.ct.gov)

As required by state law, the Hauler agrees to report to each municipality with which it is registered or to HRRRA in their stead: (a) the types of solid waste, including Recyclable Material, generated within each municipality and collected by the Hauler, (b) the name, location and contact information for the first destination where such solid waste, including Recyclable Material, was delivered by the Hauler during the previous fiscal year, (c) the types and actual or estimated amounts of such solid waste, including Recyclable Material, directly delivered to an out-of-state destination or to an end user or manufacturer in the state, and (d) such additional information as the commissioner of the Department of Energy and Environmental Protection deems necessary. The Hauler further agrees that such reports shall be submitted annually, on or before July 31st, for solid waste collected during the prior fiscal year, on a form prescribed by the Commissioner.

Haulers are required to notify HRRRA at the time of sale of existing assets or purchase of new assets that have or will need HRRRA or Oak Ridge permits or municipal registrations, a change in the ownership of said company as listed in item (a) above, a company/business name change, and/or the dissolution of any company/business registered to collect in any HRRRA municipality.

All drivers who collect or transport solid waste in any HRRRA municipality must be legally permitted to operate the applicable motor vehicle in the State of CT.

## **HRRR RECYCLABLE MATERIAL GUIDELINES.**

In an effort to enhance the quality of the recycling stream in the HRRR region and to defray increased processing cost, Oak Ridge will be implementing contamination fees on loads with more than 6% contamination.

Contamination means that portion of Recyclable Materials delivered to the Danbury Recycling Facility or the MRF that consists of material that is not specified as Recyclable Material in Appendix B-2, of the Regional Solid Waste and Recycling Agreement between the HRRR and Oak Ridge (the Agreement).

Appendix B-2 Recyclable Materials/Facility Delivery Standards: "Recyclable Materials" means all items designated from time to time by the Commissioner of DEEP pursuant to the provisions of Section 22a - 241 b(a) of the General Statutes as suitable for recycling and such other items as are designated from time to time by HRRR.

"Mixed Recyclables" means all Recyclable Material delivered to the Danbury Recycling Facility or the MRF from generators within the applicable Municipalities in commingled single or dual stream. If any load of Mixed Recyclables contains more than 6 percent (6%) weight or volume of nonrecyclable or contaminants, Article IV of the Agreement shall apply.

Recyclable Material delivered to the Danbury Recycling Facility or the MRF Facility shall be free of dirt, food, and other liquid or solid residue material. Mixed glass bottles and cans may be delivered with labels, neck rings and caps.

It is the responsibility of each Hauler to know the Connecticut recycling laws. Haulers are encouraged to read the complete text of the laws by using the links posted on the HRRR website or the CT General Assembly website.

[https://www.cga.ct.gov/current/pub/chap\\_446d.htm#Sec\\_22a-207](https://www.cga.ct.gov/current/pub/chap_446d.htm#Sec_22a-207)

It is also the responsibility of each Hauler to educate their customers to recycle right.

The HRRR is dedicated to providing public education and outreach to all residents, businesses, and municipalities. HRRR has adopted the State of Connecticut universal guide What's In What's Out. This guide of what residents should and should not recycle should be used by all Haulers to reduce contamination. Registered Haulers may request copies of any education material listed on the HRRR website [www.hrrr.org](http://www.hrrr.org) for distribution at no charge. Haulers should email the request to [Info@HRRR.org](mailto:Info@HRRR.org).

## CERTIFICATE OF INSURANCE – REQUIREMENTS

- A. Agent's / Broker's name, address, and fax number.
- B. Your business name and address.
- C. Name of insurance companies issuing your policies.
- D. **HARRA, and all HARRA municipalities in which the hauler/collector works must be listed as additional insureds on all policies** except those for workers' compensation and employer's liability insurance. Oak Ridge must be listed as additional insured on all policies except those for workers' compensation and employer's liability insurance if a permit for Oak Ridge is sought.

Sample language: *The Housatonic Resources Recovery Authority (HARRA), all HARRA member municipalities, and Oak Ridge Transfer Stations, LLC are all additional insureds under the General Liability and Automobile Liability policies.*

- E. The Named Insured must include the name of the Hauler to be permitted by HARRA as well as the owner's name listed on the motor vehicle registration of any and all permitted vehicles.
- F. HARRA must receive notice at least 30 days prior to cancellation of insurance policies.
- G. HARRA must have the original certificate bearing the original signature.
- H. HARRA's name and address must appear as follows:  
Housatonic Resources Recovery Authority, Old Town Hall, 162 Whisconier Road, Brookfield, CT 06804

## INSURANCE COVERAGE REQUIREMENTS:

**Commercial General Liability** insurance policy that includes products, operations and completed operations.

- Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the additional insureds.
- Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form; and

**Automobile Liability** insurance covering **all owned, non-owned and hired vehicles, Symbol '1'**, with a minimum combined single limit coverage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis; and

**Workers' Compensation** Insurance in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and

**Employer's Liability** Insurance with limits no less than \$500,000 each accident by bodily injury; \$500,000 each accident by disease; and a policy limit of \$500,000

## **TRANSFER STATION YARD RULES**

- **NO** HAZARDOUS MATERIALS ACCEPTED\*
- SPEED LIMIT IN THE YARD IS **5 MILES PER HOUR** (5 MPH)
- PROPER SAFETY ATTIRE **REQUIRED AT ALL TIMES**\*\*
- VEHICLES SHOULD NEVER BE LEFT UNATTENDED
- SCAVENGING IS ILLEGAL AND STRICTLY PROHIBITED
- SMOKING IN OR AROUND ANY BUILDING IS PROHIBITED
- NO UNTARPING OF LOADS WHILE IN SCALE LINE
- DUMP-STYLE TRUCK BODIES ONLY
- HARD HAT AND REFLECTIVE SAFETY VEST/JACKET/SHIRT WORN AT ALL TIMES

\* Unacceptable Waste: Recyclable Materials, Hazardous Waste, Explosives, Liquid Waste, Asbestos, Motor Vehicle Parts, Tires, Animal Products, Ashes, Human or Animal Remains, Offal (internal organs of a butchered animal), American Flags, Pathological or Biological Waste, Pressurized Containers, Radioactive Materials, Sealed Drums, Sludge, and Tar.

## **NUISANCE**

The Member Towns and/or HRRAs on their behalf reserve the right to monitor collection vehicles, loads, litter and/or nuisance conditions and routes at reasonable times to ensure that all Hauler services comply with all applicable State and local laws, by-laws and regulations. The member Municipalities and/or HRRAs retain the right to define and determine “nuisance” conditions.

## **COMMUNICATION**

The HRRAs reserve the right to exchange information and coordinate enforcement activity with CT DEEP inspectors in order to enforce the provisions of this policy and State law.

## **INSPECTION**

The member Municipalities and/or HRRAs on their behalf are authorized to inspect a Hauler’s truck and load at any time.

## **MODIFICATION OR REVOCATION OF REGISTRATION AND OR PERMITS**

Any Hauler’s permit may be suspended, modified or revoked by the HRRAs upon receipt of evidence satisfactory to the HRRAs that the permittee has not conformed to the requirements of these regulations or such further regulations as may be adopted or to any applicable state or federal statute, regulation, rule or order regarding the transportation or disposal of solid waste concerning the collection and disposal of solid waste. Appeals of such suspensions, modification or revocations may be directed to the HRRAs Executive Committee within 10 business days of said suspension, modification or revocations.

## **ENFORCEMENT**

Enforcement of this policy shall be by criminal complaint in the district court and/or non-criminal disposition outlined in each member's local ordinance. The HRRRA on the member's behalf shall have the power to enforce the provisions of the member's local enforcement policy outlined in such member municipality's local ordinance and as directed by the municipality.

Failure to comply with any ordinances, laws, rules or regulations may result in the revocation or suspension of the Hauler's permit and/or registration to act as a collector of solid waste and/or Recyclable Materials in the applicable municipality or municipalities and/or the Hauler's ability to access the HRRRA transfer stations in the region.

Upon receipt of a complete registration application, the individual member Municipality shall have thirty (30) days to rule on the granting of a registration to operate within the member's border. Member municipalities and the HRRRA reserve the right to suspend registration and permits for 1 year or as long as a Hauler is deemed non-compliant.

Member municipalities and or the HRRRA on their behalf may deny registration and or permits for Haulers who have been issued judgements from the State of Connecticut for non-compliance of local and State solid waste laws.

## **APPEAL PROVISIONS**

Any Hauler cited for a violation of these regulations may appeal such citation by filing a written notice of appeal with the HRRRA within seven (7) days, exclusive of Saturdays, Sundays and legal holidays, from the date of said citation.

Appeals should be addressed to:  
Housatonic Resources Recovery Authority  
Executive Committee C/O Executive Director  
Old Town Hall  
162 Whisconier Road  
Brookfield, CT 06804

A hearing will be held within 60 days from the date of the filing of the appeal. Written notice of the hearing date will be delivered to the applicant at least two (2) weeks prior to the scheduled date. The hearing will be conducted in accordance with the established procedures of the Member municipality or municipalities and the HRRRA.

HRRA Jul '21 - Jun 22 DRAFT Budget

Revenue	<b>APPROVED 21-22' BUDGET</b>	
<b>GRANTS/DONATIONS</b>		
<b>OTHER GRANTS/DONATIONS</b>	\$38,000	Billboard contest + Oak Ridge Contract Donation
<b>GRANT SPECIAL PROJECT</b>	\$87,657	USDA Grant and possible LS Grant
<b>Total GRANTS/DONATIONS</b>	<b>\$38,000</b>	
<b>HAULER PERMITS</b>		
<b>HAULER PERMIT FEES</b>	\$50,000	200 trucks @ \$250 + add ons throughout year
<b>HAULER PERMIT LATE FEES</b>	\$0	
<b>MUNICIPAL HAULER REGISTRATIONS</b>	\$55,000	Municipal hauler registration to go into HHW fund
<b>Total HAULER PERMITS</b>	<b>\$105,000</b>	
<b>HHWDD REIMBURSEMENT</b>		
<b>HHW DANBURY AREA TOWNS</b>	\$240,000	Municipal proportional share 6 HHW events
<b>Total HHWDD REIMBURSEMENT</b>	<b>\$240,000</b>	
<b>INTEREST INCOME</b>	<b>\$12,000</b>	Dividends earned on Vanguard investments moved to checking
<b>PROGRAM SERVICES FEES</b>		
<b>MSW PROGRAM FEES</b>	\$270,000	135,000 T @ \$2/T per contract
<b>RECYCLING PROGRAM FEES</b>	\$42,500	8000 T @ \$5
<b>Total PROGRAM SERVICES FEES</b>	<b>\$312,500</b>	
<b>Total Revenue</b>	<b>\$707,500</b>	
<b>Expenditures</b>		
<b>CONTINGENCY</b>	<b>\$18,000</b>	Transfer \$2000 to Grant Project to create cushion on project
<b>GRANT SPECIAL PROJECT</b>	<b>\$89,657</b>	USDA Grant and possible LS Grant for Ridgefield Onsite Composting program
<b>EDUCATION</b>		
<b>PUBLIC EDUCATION</b>	\$35,000	Billboard contest, Public Education items and programs
<b>STAFF EDUCATION</b>	\$4,500	Conferences and Trainings
<b>Total EDUCATION</b>	<b>\$39,500</b>	
<b>HHW EXPENSE</b>		
<b>HHWDD DANBURY AREA TOWNS</b>	\$240,000	HHW costs - Pass through to be reimbursed by towns
<b>HHWDD REGIONAL FUND</b>	\$75,000.00	HHW costs - HRRR Cost for food and supplies etc
<b>Total HHW EXPENSE</b>	<b>\$315,000</b>	
<b>Gain/Loss on Investments and Planned FB Use</b>		
<b>ERRORS &amp; OMISSIONS</b>	\$4,878	Estimate from prior year
<b>GENERAL LIABILITY</b>	\$0	Included in the complete policy above
<b>SURETY BOND</b>	\$450	Estimate from prior year
<b>WORKERS COMP</b>	\$550	CIRMA
<b>Total INSURANCE</b>	<b>\$5,878</b>	
<b>MISCELLANEOUS</b>		

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

**APPROVED 2021-22**