



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Special Meeting - Executive Committee
Thursday, June 2, 2022, 12:00 p.m. Via zoom

MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 12:04 p.m. Members in attendance were J. Speck, H. Rosenthal, and J. Pemberton. Also, in attendance HRRR Staff J. Heaton-Jones, and J. Baum

Approval of Minutes

Motion by H. Rosenthal second by M. Knickerbocker to approve the minutes of the Executive Committee meeting of April 6, 2022, as presented. **Vote:** All in favor

Personnel – annual evaluations of HRRR Staff and set salary for FY 2022-23

Motion by M. Knickerbocker, second by J. Pemberton, to go into executive session for the purpose to conduct staff annual evaluations. **Vote:** All in favor. The executive committee entered executive session at 12:06 pm and came out of executive session at 12:35 pm.

The Chairman shared the committee is satisfied with the performance of the Executive Director and believes J. Heaton-Jones has gone above and beyond to improve services to the region and has shown strong leadership at the state and national level. The Executive Committee recommends a 3% increase in salary with an additional \$2000 bonus. The bonus is to reflect inflation.

The committee asked the Executive Director to give a summary performance review of J. Baum. J. Heaton-Jones expressed her gratitude to J. Baum for her dedication to the Authority. J. Baum has shown great strength in her position and is professional even when challenged in difficult times. After discussions with the Executive Committee, the Executive Director recommended a salary adjustment/increase of \$4040.00, increasing her base salary to \$55,000 annually.

Review and consider draft budget for FY 2022-23

J. Heaton-Jones presented four different proposals to the Executive Committee. One proposal had minor adjustments with salary increases. Two options proposed an additional full-time employee, one budget with benefits and the other without. The fourth proposal included a part-time employee with the intentions of moving them full time in the future.

After much discussion the Executive Committee recommended the proposal with the part-time position.

J. Heaton-Jones shared the projected fund balance on June 30th to be approximately \$1,100,000 or 204%

Motion by M. Knickerbocker, second by J. Speck, to approve the 2022-2023 FY Budget to reflect an additional part-time employee, a 3% increase in the Director's salary with a \$2000 bonus and to increase J. Baum's base salary to \$55,000 annually. **Vote:** All in favor.

Adjournment

On a **motion** by H. Rosenthal, second by J. Speck the meeting was adjourned at 12:53 p.m. **Vote:** All in favor. **Vote:** All in favor

Full recording of this meeting is posted on the HRRRA website.

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director