



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Executive Committee Meeting
Monday, March 20, 2023 12:00 p.m.

Via Zoom
Link is posted at www.hrra.org

AGENDA

1. Call to order
2. Approval of minutes of June 30, 2022 (**Attachment A**)
3. Personnel – Approval of new Organics Project Manager, hours and salary, and discuss 2023-24 current employee salaries and benefits in preparation of 2023-24 budget.
The Executive Committee may go into executive session to discuss personnel and salary negotiations.
4. Request to use \$2900 of contingency funds for EPR for Tires
5. Review and discuss draft budget for FY 23-24 (**Attachment B**)
6. Adjournment

**Possible action items*

cc: HRRRA members and alternates
Town clerks and FOI list



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Special Meeting - Executive Committee
Thursday, June 30, 2022, 9:00 a.m. Via zoom

MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 9:03 a.m. Members in attendance were J. Speck, H. Rosenthal. Also, in attendance HRRR Executive Director, J. Heaton-Jones

Approval of Minutes

Motion by M. Knickerbocker second by H. Rosenthal to approve the minutes of the Executive Committee meeting of June 2, 2022, as presented. **Vote:** All in favor

Review and consider draft budget for FY 2022-23

J. Heaton-Jones presented the previous approved budget that had an error. The June 2 budget did not include the \$8000 in lieu of medical. The updated budget includes the \$8000 benefit and modifications to line items to bring the fund balance to nearly 200%.

Revenue: Grants increased to \$40,500 and Municipal Registrations to \$68,000. Total Revenue \$811,406.58.

Expenses: Reduced Public Education to \$30,000, Staff Education to \$5000, Misc. Expense to \$3000, and increased the proposed part-time position to \$31,200 to allow the offer to be up to \$30 per hour. The expenses \$800,907.72 and a Net of \$10,498.86

Motion by M. Knickerbocker second by J. Speck to approve the updated budget for FY 2022-23 as presented with a Revenue of \$811,407, Total Expenses of \$800,908 and a Net of \$10,498.86. **Vote:** All in favor

Adjournment

On a **motion** by J. Speck, second by H. Rosenthal the meeting was adjourned at 9:09 a.m. **Vote:** All in favor. **Vote:** All in favor

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

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director

HRRR Jul '23 - Jun 24 DRAFT Budget

Revenue		
GRANTS/DONATIONS		
	OTHER GRANTS/DONATIONS	\$40,500
	USDA GRANT SPECIAL PROJECT	\$25,000
	SMM GRANT 2022	
	Total GRANTS/DONATIONS	\$65,500
HAULER PERMITS		
	HAULER PERMIT FEES	\$65,000
	HAULER PERMIT LATE FEES	\$0
	HAULER MUNI REGISTRATION	\$70,000
	Total HAULER PERMITS	\$135,000
HHWDD REIMBURSEMENT		
	HHW DANBURY AREA TOWNS	\$240,000
	Total HHWDD REIMBURSEMENT	\$240,000
	INTEREST INCOME	\$12,000
PROGRAM SERVICES FEES		
	MSW PROGRAM FEES	\$282,000
	RECYCLING PROGRAM FEES	\$47,500
	Total PROGRAM SERVICES FEES	\$329,500
	Total Revenue	\$782,000
Expenditures		
	CONTINGENCY	\$10,000
	GRANT SPECIAL PROJECT	\$25,000
	SMM GRANT 2022	
EDUCATION		
	PUBLIC EDUCATION	\$20,000
	STAFF EDUCATION	\$7,500
	Total EDUCATION	\$27,500
HHW EXPENSE		
	HHWDD DANBURY AREA TOWNS	\$240,000
	HHWDD REGIONAL FUND	\$68,000
	Total HHW EXPENSE	\$308,000
Gain/Loss on Investments and Planned FB Use		
	ERRORS & OMISSIONS	\$7,000
	GENERAL LIABILITY	\$0
	SURETY BOND	\$550
	WORKERS COMP	\$625
	Total INSURANCE	\$8,175
MISCELLANEOUS		

	MISC EXPENSE	\$6,000
	PAYROLL PROCESSING SERVICE	\$800
	SERVICE FEES/MEMBERSHIPS	\$4,000
Total MISCELLANEOUS		\$10,800
OFFICE EXPENSES		
	RENT	\$16,200
	COPY EXPENSE	\$3,820
	SUPPLIES	\$4,000
Total OFFICE EXPENSES		\$24,020
PROFESSIONAL SERVICES		
	AUDIT SERVICES	\$7,200
	CONSULTING SERVICES	\$2,500
	LEGAL	\$20,000
Total PROFESSIONAL SERVICES		\$29,700
STAFFING		
	Life/Short/Term Insurance	\$8,137.50
	HEALTH INSURANCE	\$34,130.37
		\$42,267.87
	PAYROLL TAXES	
	CT PR TAXES	\$630.00
	FED PR TAX	\$18,918.23
	Total PAYROLL TAXES	\$19,548.23
	PENSION	\$18,321.96
	SALARIES	
	DIRECTOR	\$138,586.50
	FULL TIME ADMINISTRATOR	\$ 56,925.00
	PART-TIME ADMINISTRATOR	\$ 40,768.00
	SMM GRANT PROJECT MANAGER	
	LIEU OF MEDICAL BENEFIT	\$8,000.00
	Total SALARIES	\$244,279.50
Total STAFFING		\$324,418
	TRAVEL/MILEAGE REIMBURSEMENT	\$4,500.00
Total Expenditures		\$772,112.56
Total Revenue		\$782,000.00
Net Revenue in Excess of Expenditures		\$9,887.44
Appropriated from Fund Balance		\$0.00
Net Revenue + Appropriations in Excess of Expenditures		\$9,887.44

DRAFT 23-24