



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Tuesday, March 21, 2023 1:00 p.m.
Newtown Municipal Center
3 Primrose Street, Newtown, CT 06470

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 December 8, 2022 (**Attachment B**)
 - b. *Financial statements through February 28, 2023 (**Attachment C**)
6. New business
 - a. Bright Feeds presentation. Bright Feeds is a CT-based green tech company solving the food waste crisis by diverting unwanted food from the waste stream and converting it into nutrient-rich animal feed, replacing soy and corn.
 - b. *Request to add USDA Grant funds to 2022-23 budget (**Attachment D**)
7. Old business
 - a. By-law subcommittee report on moving to "one town one vote" (**Attachment E**)
8. *Adjournment

**Possible action items*

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



**HRRRA Director's Report
February 28, 2023 HRRRA Meeting**

MSW and Recycling Tonnage Reports through February 2023

- MSW tonnage FY to date is at **104%** and **91%** compared to the same month last year.
- Recycling tonnage FY to date is at **90%** and **78%** compared to the same month last year.
- Glass collected from March 2019 to date **1332 tons**.

Meeting Highlights /Activities

Public Education Report

Recent presentations

Town	School	Schools	Classes	Students	Teachers	Presentations
Kent	Kent Center School	1	2	24	2	1

Scheduled/Upcoming Presentations:

Town	School	Schools	Classes	Students	Teachers	Presentations
Newtown	Hawley School	1	3	61	3	1
Ridgefield	Veterans Park	1	6		6	1

HRRRA provided a Trash Talk at Wilton Library March 9th

HRRRA will present a Trash Talk to Newtown Women's Club March 16th

HRRRA staff will attend New Fairfield's Earth Day event April 22

- The HRRRA has a new staff member, Lily Keefe. Lily is charged with public education and outreach for the region. She is a graduate of Quinnipiac University, School of Communications
- The HRRRA was awarded an additional \$43,000 from the USDA towards the expansion of the Ridgefield project.
- J. Heaton-Jones continues to participate in the NERC Market calls, NERC Glass working group, National EPR working group, and NAHMMA roundtables, Upstream working group on reuse initiatives.
- Staff attended CCSMM working group meetings.
- HRRRA Staff observed the Single Stream Audit performed by Oak Ridge Waste in January of 2023. The Audit found significant contamination in the stream. Due to market conditions and the change in composition the ACR (average commodity revenue) calculation came to \$128.60 per ton. However, Oak Ridge held the Q4 2022 tip fee at \$119. A new audit will

take place the week of March 27th to reevaluate the composition. The next ACR report will be calculated the first week of April.

- J. Heaton-Jones participated in the PURA Proceedings to investigate Waste-to-Energy in Connecticut.
- J. Heaton-Jones met with Prospect Theater in Ridgefield to discuss a possible public education project.
- J. Heaton-Jones participated in the Solid Waste Management subgroup appointed by the Environment Committee and held via zoom.
- J. Heaton-Jones continues to participate in a national State Leaders Forum for EPR
- J. Heaton-Jones attended the annual Environmental Summit for the LCV
- HRRRA Staff attended Wilton's Food Scraps collection ribbon cutting in January.
- HRRRA Staff assisted the Town of Kent with their composting survey to the town.
- J. Heaton-Jones attended the Governors press conference on waste management in the State.
- HRRRA Staff have been working on the 16th annual recycling billboard contest. There was a delay in the judging due to missing artwork from one member town. Judging will now take place on Tuesday March 21st.
- J. Heaton-Jones met with R. Marconi and Oak Ridge to discuss the Ridgefield Transfer Station and its operations.
- HRRRA staff completed and submitted both the EPA REO grant and SWIFR grant on the region's behalf for a total of \$5,058,690. Staff appreciated all the input and support that was provided by many of you. We requested \$1,426,690 from the EPA Recycling Education and Outreach (REO) Grant - EPA-I-OLEM-ORCR-23-0202 which we titled, *Breaking Down Recycling Barriers: Changing Minds and Influencing Behaviors*. This funding was specifically for public education and outreach for the region. We requested \$3,632,000 using the EPA Solid Waste Infrastructure for Recycling (SWIFR) Grant EPA-I-OLEM-ORCR-23-03 which we titled, *Transforming Municipal Facilities to Enhance Community Recycling*. This funding will specifically address requested upgrades to equipment and infrastructure including additional projects that staff added such as organics diversion efforts, extra Roll-off containers for glass collection and funding for engineers to evaluate long term regional needs. This is a highly competitive grant. The EPA is offering 25 awards across the country with at least one award per EPA region. We are competing against other Connecticut towns, regions, and states throughout the Northeast. All we can do at this point is hope that our descriptions of reason satisfy the EPA's goals and objectives outlined in the application that address waste prevention activities, increase collection of recyclable materials and participation, decrease contamination of the recycling stream, and reduce food scraps in the waste stream. We should know by the end of the summer what if anything we were awarded.
- CT DEEP has yet to provide a contract for the SSM grant to fund the three proposed projects in Newtown, Bethel, and Kent with additional funding for a project manager.
- J.Baum toured Bright Feeds in early March to learn more about their operations and what opportunities may be available for the HRRRA region.
- J.Heaton-Jones has been working with several working groups on EPR for packaging in CT as well as EPR for Tires and Smoke Detectors.

By-law Subcommittee – The committee met on March 6th

Beyond 2029 Subcommittee – Has not met.

Non-Compliant haulers un-registered/permited

BullBag – Application due 8/1/22

Dumpster King USA – Non-responsive

Dashing Deliveries & Moving – Due 8/1/22 (non-responsive)

Haulers that HRRRA brought into compliance

AJ Novella Carting

Greenway Dumpsters

Ridgeview Rubbish

Frank's Refuse

Hauler's Identified/contacted, but state they are not operating in HRRRA towns

Cerios LLC dba Carting Bee - Container was spotted in New Milford, but hauler states they are not operating in HRRRA towns

Dumpster Rental Champs

MVP Junk Removal

IMPORTANT DATES

- Household Hazardous Waste Event – Danbury Public Works **April 15th 9am-2pm**
- Billboard Contest Award Ceremony **April 26th, 2023, 5:30-6:30pm** Newtown Community Center
- The next Full Authority Meeting is scheduled for **Thursday, April 27, 2023**, and will be **in-person**.

Remaining HHW Dates for the year

- May 13, 2023 Newtown
- June 3, 2023 Bethel
- September 9, 2023 Wilton
- October 14, 2023 New Milford
- November 4, 2023 Brookfield

HRRR - MSW Tonnage

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	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	10,610.02	12,346.34	116.36%
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	10,170.30	9,238.27	90.84%
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	12,044.66		
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	11,793.18		
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	12,419.70		
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	13,663.90		
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	11,967.90		
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	12,876.45		
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	13,073.61	12,517.86		
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	11,782.36	11,978.65		
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	12,444.74	12,451.12		
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	12,553.41	12,094.82		
Total Tons YTD	140,190.73	133,643.29	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	133,154.75	136,372.62	142,876.51	144,588.56	21,584.61	104%
% of WSDA Benchmark Annual Tonnage (115,284)	100%	95%	93%	93%	95%	98%	105%	115%	101%	102%	105%	101%	104%	

HRRR MSW Program Fee

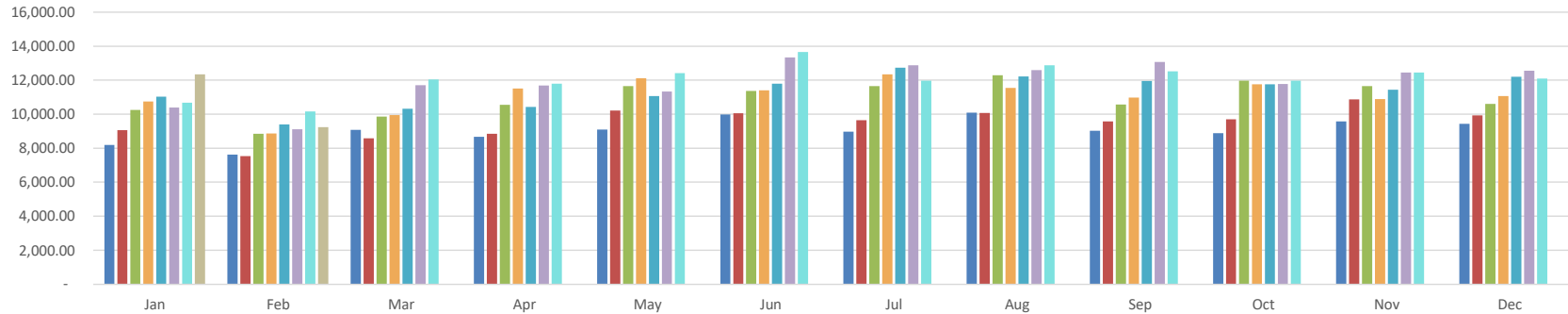
	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Calendar 2015	Calendar 2016	Calendar 2017	Calendar 2018	Calendar 2019	Calendar 2020	Calendar 2021	Calendar 2022	Calendar 2023
Program Fee Earned YTD	\$107,946.86	\$102,905.33	\$98,706.83	\$94,480.81	\$110,681.10	\$108,622.38	\$114,068.06	\$131,277.05	\$201,736.89	\$272,745.23	\$285,753.02	\$289,177.12	\$43,169.22
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	\$285,753.02	\$289,177.12	\$43,169.22

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
Tonnage by FY	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	146,011.07	95,471.41	Tonnage
Program Fee Pd To HRRR FYTD	\$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	\$292,022.14	\$190,942.82	Revenue

HRRR - MSW Tonnage Year-to-Date

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	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	10,671.76	12,346.34	115.69%
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	10,170.30	9,238.27	90.84%
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	12,044.66		
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	11,793.18		
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	12,419.70		
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	13,663.90		
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	11,967.90		
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	12,876.45		
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	13,073.61	12,517.86		
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	11,782.36	11,978.65		
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	12,444.74	12,451.12		
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	12,553.41	12,094.82		
Total Tons YTD	140,418.20	140,190.73	133,643.29	124,945.35	116,642.97	110,681.10	108,622.38	114,068.06	131,277.05	133,154.75	136,372.62	142,876.51	144,650.30	21,584.61	
% of WSDA Benchmark Tonnage (115,284)		100%	95%	93%	93%	95%	98%	105%	115%	101%	102%	105%	111%	104%	

MSW Tonnage - CY 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023



Transfer Station Tonnage By Month/Year

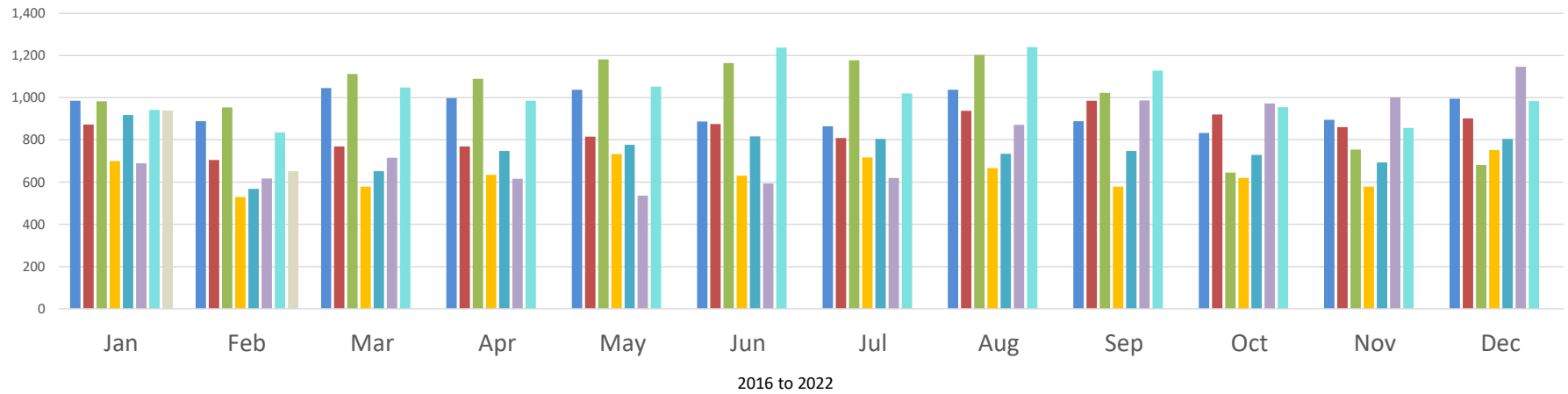
	Newtown TS					Danbury TS					TOTAL HRRRA TS				
	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023
January	1,002.41	1,062.43	1,076.62	1,051.81	1,168.60	8,971.96	8,913.98	8,117.50	8,520.36	10,026.30	10,745.50	11,023.81	10,388.11	10,671.76	12,346.34
February	844.91	988.81	954.96	1,007.41	912.03	7,468.26	7,495.54	7,177.73	8,235.05	7,450.59	8,863.32	9,401.69	9,120.14	10,170.30	9,238.27
March	945.78	1,104.84	1,164.87	1,091.34		8,235.01	8,080.47	9,231.04	9,779.39		9,948.73	10,323.38	11,698.87	12,044.66	
April	1,053.47	1,141.71	1,200.58	1,106.43		9,493.57	8,131.64	9,110.63	9,552.71		11,502.64	10,435.03	11,697.54	11,793.18	
May	1,133.62	1,236.19	1,182.20	1,168.76		9,960.55	8,520.04	8,801.42	9,993.44		12,115.93	11,072.11	11,326.17	12,419.70	
June	1,126.44	1,434.47	1,305.71	1,243.32		9,203.35	9,049.49	10,562.73	11,089.24		11,396.48	11,801.87	13,336.37	13,663.90	
July	1,179.01	1,344.77	1,240.31	1,144.18		10,199.80	10,137.14	10,252.19	9,660.71		12,347.13	12,735.71	12,869.43	11,967.90	
August	1,134.35	1,237.91	1,266.49	1,209.14		9,573.29	9,783.25	10,080.35	10,366.28		11,546.06	12,215.33	12,585.76	12,876.45	
September	1,024.63	1,210.42	1,209.89	1,173.01		9,077.36	9,523.96	10,553.97	10,258.36		10,976.99	11,953.94	13,073.61	12,517.86	
October	1,054.20	1,234.87	1,189.75	1,092.85		9,825.84	9,372.38	9,440.86	9,558.39		11,766.79	11,767.72	11,782.36	11,978.65	
November	1,117.60	1,099.47	1,293.77	1,247.30		8,940.54	9,097.01	9,964.61	10,106.38		10,886.55	11,436.23	12,444.74	12,451.12	
December	1,130.90	1,282.26	1,221.35	1,143.77		8,942.84	9,587.77	10,110.59	9,774.03		11,058.63	12,205.80	12,553.41	12,094.82	
Total YTD	12,747.32	14,378.15	14,306.50	13,679.32	2,080.63	109,892.37	107,692.67	113,403.62	116,894.34	17,476.89	133,154.75	136,372.62	142,876.51	144,650.30	21,584.61
% of Total TonS	9.6%	10.5%	10.0%	9.5%	9.6%	82.5%	79.0%	79.4%	80.8%	81.0%	100.0%	100.0%	100.0%	100.0%	100.0%
	Newtown TS					Danbury TS					Total HRRRA TS				

	Ridgefield TS					Weston				
	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023
January	771.13	1,047.40	1,134.07	1,037.85	1,084.10			59.92	61.74	67.34
February	550.15	917.34	954.96	860.64	832.63			32.49	67.20	43.02
March	767.94	1,138.07	1,238.97	1,105.42				63.99	68.51	
April	955.60	1,161.68	1,290.88	1,080.59				95.45	53.45	
May	1,021.76	1,315.88	1,288.31	1,200.41				54.24	57.09	
June	1,066.69	1,317.91	1,383.29	1,245.24				84.64	86.10	
July	968.32	1,253.80	1,318.33	1,097.23				58.60	65.78	
August	838.42	1,194.17	1,176.01	1,199.67				62.91	101.36	
September	875.00	1,219.56	1,248.19	1,023.73				61.56	62.76	
October	886.75	1,160.47	1,092.79	1,276.61				58.96	50.80	
November	828.41	1,239.75	1,122.07	1,042.44				64.29	55.00	
December	984.89	1,335.77	1,141.20	1,083.21				80.27	93.81	
Total YTD	10,515.06	14,301.80	14,389.07	13,253.04	1,916.73	-	-	777.32	823.60	110.36
% of Total TonS	7.9%	10.5%	10.1%	9.2%	8.9%			0.6%	0.6%	0.5%
	Ridgefield TS					Weston TS				

HRRR/Regional Recycling Facility Tonnage

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2022 YTD as % of 2021 YTD
Jan	681	746	625	771	554	729	702	944	971	986	872	983	700	918	689	942	939	99.73%
Feb	534	630	566	616	537	656	566	756	759	888	705	954	529	568	617	835	652	78.10%
Mar	692	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	716	1,048		
Apr	697	604	606	727	518	693	600	995	988	997	768	1,089	634	748	616	986		
May	738	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	536	1,051		
Jun	709	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	593	1,237		
Jul	681	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	619	1,020		
Aug	755	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	871	1,240		
Sep	638	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578	748	987	1,128		
Oct	746	639	742	540	656	684	956	1,043	949	832	920	645	620	729	973	954		
Nov	791	640	804	569	715	737	868	915	1,025	895	861	754	578	693	1,002	857		
Dec	775	837	866	653	801	677	982	1,180	1,229	995	901	681	751	805	1,147	984		
Total Tons YTD	8,437	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	8,991	9,365	12,282	1,591	90%

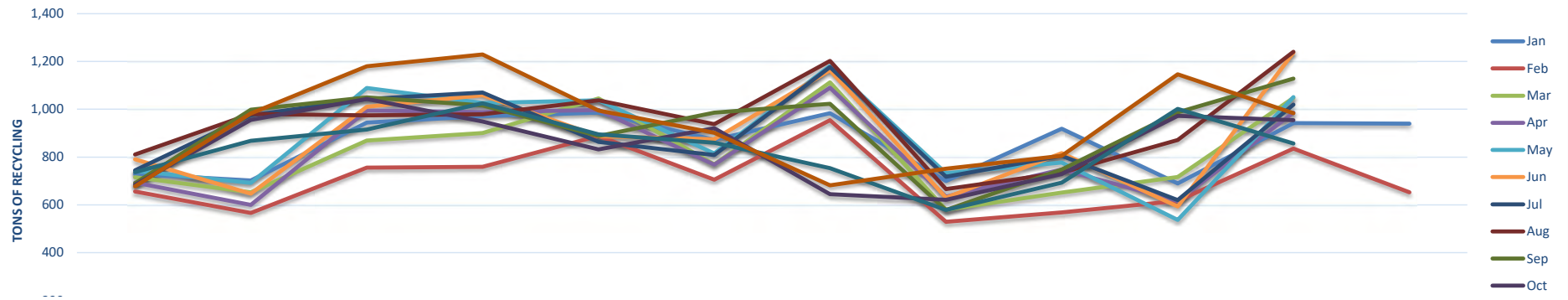
2016 - 2017 - 2018 - 2019 - 2020 - 2021 - 2022 Recycling Tonnage



HRR/Regional Recycling Facility Tonnage

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2021 FYTD as % of 2020 FYTD	
Jan	746	625	771	554	729	702	944	971	986	872	983	700	918	689	942	939	99.73%	Jan
Feb	630	566	616	537	656	566	756	759	888	705	954	529	568	617	835	652	78.10%	Feb
Mar	675	593	742	558	715	652	869	901	1,045	769	1,112	579	651	716	1,048			Mar
Apr	604	606	727	518	693	600	995	988	997	768	1,089	634	748	616	986			Apr
May	672	729	674	584	742	692	1,089	1,026	1,037	815	1,181	732	777	536	1,051			May
Jun	637	832	607	640	790	647	1,010	1,059	887	875	1,163	630	816	593	1,237			Jun
Jul	660	823	543	616	745	975	1,043	1,070	864	808	1,176	717	805	619	1,020			Jul
Aug	609	753	562	721	811	980	975	979	1,037	937	1,202	666	734	871	1,240			Aug
Sep	639	763	563	708	691	998	1,050	1,016	888	986	1,023	578	748	987	1,128			Sep
Oct	639	742	540	656	684	956	1,043	949	832	920	645	620	729	973	954			Oct
Nov	640	804	569	715	737	868	915	1,025	895	861	754	578	693	1,002	857			Nov
Dec	837	866	653	801	677	982	1,180	1,229	995	901	681	751	805	1,147	984			Dec
Total Tons YTD	7,988	8,702	7,567	7,608	8,670	9,618	11,869	11,972	11,351	10,217	11,964	7,715	8,992	9,365	12,282	1,591	90%	YTD

TONS by Year and Month



HRRR Recycling Rebate History

	CY 2018			CY 2019			CY 2020			CY 2021			Tonnage	FY	YTD as % of 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			
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	8,888	2009-10	
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	6,821	2010-11	-23%
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	8,542	2011-12	25%
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	8,204	2012-13	-4%
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	11,422	2013-14	39%
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	11,910	2014-15	4%
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	12,108	2015-16	2%
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	10,315	2016-17	-15%
Sep	1,023	\$7,671.23	\$275.55	578	\$2,890.50	-\$4,780.73	747.88	\$3,739.40	\$848.90	987.00	\$4,935.00	\$1,195.60	11,896	2017-18	15%
Oct	645	\$4,837.65	-\$2,064.83	620	\$3,101.65	-\$1,736.00	728.62	\$3,643.10	\$541.45	972.76	\$4,863.80	\$1,220.70	9,285	2018-19	-28%
Nov	754	\$5,651.48	\$273.04	578	\$2,890.50	-\$2,760.98	693.22	\$3,466.10	\$575.60	1001.57	\$5,007.85	\$1,541.75	8,388	2019-20	-11%
Dec	681	\$5,108.70	-\$523.30	751	\$3,756.20	-\$1,352.50	804.89	\$4,024.45	\$268.25	1146.56	\$5,732.80	\$1,708.35	8,281	2020-21	-1%
Total	11,964	\$81,628.22	\$19,211.03	7,714	\$48,081.13	64%	8991.59	\$44,957.95	-\$3,123.18	9365.40	\$46,827.00	\$1,869.05	11,697	2021-22	29%
													7,811	2022-23	

	CY 2022			CY 2023			CY 2024			CY 2025		
	Tonnage	Rebate	2022 YTD as % of 2021 YTD	Tonnage	Rebate	2023 YTD as % of 2022 YTD	Tonnage	Rebate	2024 YTD as % of 2023 YTD	Tonnage	Rebate	2025 YTD as % of 2024 YTD
Jan	942	\$4,709.15	\$1,261.90	939	\$4,696.20	-\$12.95						
Feb	835	\$4,174.85	\$1,091.35	689	\$3,444.85	-\$730.00						
Mar	1,048	\$5,238.80	\$1,658.10									
Apr	986	\$4,930.75	\$1,850.50									
May	1,051	\$5,256.75	\$2,575.50									
Jun	1,237	\$6,185.90	\$3,222.20									
Jul	1,020	\$5,098.75	\$2,002.85									
Aug	1,240	\$6,200.90	\$1,845.90									
Sep	1,128	\$5,641.05	\$706.05									
Oct	954	\$4,772.00	-\$91.80									
Nov	857	\$4,285.05	-\$722.80									
Dec	984	\$4,917.75	-\$815.05									
Total	12,282	\$61,411.70	\$14,584.70									

	FY 2016-2017	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Jul	864	808	1,176	717	805	619	1020
Aug	1,037	937	1,202	666	734	871	1,240
Sep	888	986	1,023	578	748	987	1128
Oct	832	920	645	620	729	973	954
Nov	895	861	754	578	693	1002	857
Dec	995	901	681	751	805	1147	984
Jan	872	983	700	918	689	941.83	939
Feb	705	954	529	568	617	834.97	689
Mar	769	1,112	579	651	716	1047.76	
Apr	768	1,089	634	748	616	986.15	
May	815	1,181	732	777	536	1051.35	
Jun	875	1,163	630	816	593	1237.18	
Total	10,315	11,896	9,285	8,388	8,281	11,697	7,811
	\$51,576.10	\$78,914.93	\$69,638.40	\$41,940.05	\$41,406.63	\$58,486.55	\$39,056.55
		\$27,338.83	-\$9,276.53	-\$27,698.35	-\$533.42	\$17,079.92	-\$19,430.00

106% Tons
106% Rebate

A8

HRRRA Ewaste Tonnage Report 2022-23

2022	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Roxbury	Weston	Wilton	Total '22
January	2.32	1.18	5.07	1.95	1.05	1.75	7.20	0.89	4.75	0.00	2.08	0.94	29.18
February	2.31	0.00	2.92	0.00	2.14	1.66	4.74	0.05	3.72	1.13	1.27	0.00	19.93
March	1.73	0.91	1.38	0.00	0.72	3.21	4.40	0.91	4.01	0.28	0.71	3.21	21.47
	6.36	2.09	9.37	1.95	3.91	6.61	16.35	1.85	12.48	1.40	4.06	4.15	70.58
April	1.69	0.00	3.65	1.42	2.53	4.06	5.54	1.92	4.42	0.00	0.74	0.00	25.97
May	0.81	0.76	7.28	0.00	2.00	2.82	6.79	0.50	3.73	0.00	0.53	2.71	27.92
June	1.12	0.00	2.82	0.00	3.42	3.25	6.28	1.21	4.58	0.00	1.30	1.17	25.15
	3.63	0.76	13.75	1.42	7.95	10.13	18.60	3.63	12.73	0.00	2.57	3.89	79.04
July	1.12	0.00	2.82	0.00	3.42	3.25	6.28	1.21	4.58	0.00	1.30	1.17	25.15
August	2.32	0.62	5.88	1.29	2.89	2.43	6.45	1.53	3.42	1.40	2.71	1.99	32.93
September	1.16	0.85	5.50	1.88	2.60	3.81	5.21	0.48	4.18	0.00	1.33	0.39	27.39
	4.61	1.46	14.21	3.17	8.92	9.49	17.93	3.22	12.19	1.40	5.34	3.56	85.47
October	0.00	0.00	5.94	0.00	1.27	2.21	7.07	1.27	1.48	0.00	1.33	1.14	21.72
November	2.23	1.05	4.51	2.23	1.52	1.88	6.04	1.11	3.83	1.93	3.67	0.82	30.84
December	1.70	0.00	2.91	0.00	1.85	1.83	5.82	1.38	4.15	0.00	1.11	1.51	22.27
	3.94	1.05	13.36	2.23	4.64	5.93	18.94	3.76	9.47	1.93	6.11	3.47	74.83
Total Tons	18.53	5.36	50.69	8.77	25.41	32.16	71.82	12.46	46.87	4.73	18.08	7.02	309.93
	BE	BW	DA	KE	NF	NM	NE	RE	RI	RX	WE	WI	Total '22

2023	Bethel	Bridgewater	Danbury	Kent	New Fairfield	New Milford	Newtown	Redding	Ridgefield	Roxbury	Weston	Wilton	Total '23
January	2.38	0.97	5.24	2.06	2.06	0.00	7.88	0.85	3.33	1.59	2.90	2.03	31.31
February	2.11	0.00	3.21	0.00	1.29	0.00	4.07	0.99	4.01	0.00	2.17	0.29	18.13
March													0.00
	4.49	0.97	8.45	2.06	3.35	0.00	11.96	1.85	7.33	1.59	5.07	2.32	49.44

April													0.00
May													0.00
June													0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

July													0.00
August													0.00
September													0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

October													0.00
November													0.00
December													0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Tons	4.49	0.97	8.45	2.06	3.35	No longer	11.96	1.85	7.33	1.59	5.07	0.00	49.44
	BE	BW	DA	KE	NF	NM	NE	RE	RI	RX	WE	WI	Total '23

HRRR Glass Collection Program to Date

	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 January	2023 February	2023 March	2023 TOTAL	Grand Total
BETHEL	28.12	35.43	28.25	32.11	3.49			3.49	127.4 Bethel
BRIDGEWATER	0	0	10.21	4.77	3.67			3.67	18.65 Bridgewater
KENT	0	0	30.68	41.53		5.62		5.62	77.83 Kent
NEW FAIRFIELD	0	0	12.07	14.72				0	26.79 New Fairfield
NEW MILFORD	0	0	21.98	34.67	5.99			5.99	62.64 New Milford
NEWTOWN	0	71.95	123.28	120.67	6.55	5.85	6.42	18.82	334.72 Newtown
REDDING	21.7	47.76	22.13	30.32			10.05	10.05	131.96 Redding
RIDGEFIELD	83.71	116.2	95.03	81.53	6.5	9.79		16.29	392.76 Ridgefield
ROXBURY	0	0	12.38	41.24	7.33			7.33	60.95 Roxbury
BROOKFIELD	0	0	0	14.59		5.43		5.43	20.02 Brookfield
WESTON	0	0	5.03	42.99				0	48.02 Weston
WILTON	0	0	5.46	25.24				0	30.7 Wilton
Grand Total	133.53	271.34	366.5	484.38	33.53	26.69	16.47	76.69	1332.44 Region



HOUSATONIC RESOURCES RECOVERY AUTHORITY

MINUTES

Thursday, December 08, 2022 10:30 a.m.

Newtown Municipal Center, Conference Room

3 Primrose Street

Newtown, CT 06470

Members or Alternates Present

Bethel, Richard Straiton	7
Bridgewater, Curtis Read	1
New Fairfield, Pat Del Monaco	5
New Milford, Suzanne Von Holt	11
Newtown, Fred Hurley	11
Redding, Julia Pemberton	4
Ridgefield, Rudolph Marconi	10
Roxbury, Sandra Cointreau	1
Sherman, Don Lowe	1
Weston, Samantha Nestor	4
Wilton, Matthew Knickerbocker	7
	<hr/>
	62

Others Present:

Dan Rosenthal, First Selectman, Newtown
Glenn Nanavaty, Auditor
Patti Oberg, All American Waste
Jennifer Heaton-Jones, HRRRA
Jennifer Baum, HRRRA

Members Absent:

Brookfield, Danbury, and Kent

Call to Order: The meeting was called to order by Chairman M. Knickerbocker at 10:34 a.m. with a quorum of 62 votes present from eleven towns. M. Knickerbocker led everyone in the pledge of allegiance.

Public Comment: No public comment

Chairman and Members' Comment:

- The Chairman extended congratulatory remarks to J. Luiz, Weston, regarding the new addition to his family.
- The pending tour of Wheelabrator for HRRRA members has been postponed to 2023 due not finding a common date among CEOs.
- CCSMM EPR working group to review packaging EPR is scheduled for December 15th at 1:00pm, via Zoom, M. Knickerbocker encouraged members to attend.

Director's and Tonnage Report:

- The hiring process for a part-time public educator has been completed. The Executive Committee and staff expect to make a final decision the week of December 12th. The new hire will begin January 3, 2023.

- The EPA launched a series of significant funding opportunities for states and municipalities ranging from infrastructure to public education. There are no matching dollar requirements. The letter of intent must be submitted to the EPA by December 15th. The grant applications are due January 16, 2023. It is suggested that the region apply for funding to renovate existing transfer stations, add new equipment, etc. HRRRA staff can facilitate grant applications but would require support from member municipalities for development and implementation of the projects.
- The Household Hazardous Waste RFP has been postponed. HHW pricing has significantly increased from 30-80% across the state. The HRRRA contract with the current vendor allows an extension for an additional year holding current pricing. J. Heaton-Jones will send a cost analysis to the Chief Elected Officials to assist in preparing 2023-24 budgets. The cost analysis will include the potential cost increases that will take effect in 2024. The HHW budgets should also include the cost for public work support staff.

C. Read inquired if there is a direct relationship with tip fees and fuel prices. A discussion ensued regarding the correlation.

The Chairman encouraged municipalities to follow through with their commitment of staff support for household hazardous waste events.

Administrative Approvals:

Minutes: Motion by D. Lowe second by S. Von Holt, to approve the minutes of September 29, 2022 (Attachment B). **Vote: The motion passed unanimously;** with 62 votes in favor.

Financial Statements: J. Heaton-Jones reviewed the financial statements through November 30, 2022 (Attachment C).

- The delay in hiring new staff will add to the overall fund balance.
- Tonnage has been healthy, as a result revenue is above budget.
- The Director expressed concerns regarding the future of the recycling market. The current recycling tip fee is higher than MSW resulting in many haulers mixing single stream and MSW to avoid paying the higher tip fees. This could have an impact to recycling revenue.
- An audit of the single stream recycling will take place December 21.

Motion by F. Hurley, second by D. Lowe, to approve the financial statements through November 30, 2022 (Attachment C), as presented. **Vote: The motion passed unanimously;** with 62 votes in favor.

Old Business:

6a.) By-Laws – Report and proposal from By-law committee

The By-law committee, consisting of J. Pemberton, P. Del Monaco, P. Bass, R. Marconi and M. Knickerbocker, presented a by-law change to the HRRRA voting structure. They proposed moving away from a weighted voting structure to one town, one vote. A hard copy of the proposal was presented to members in attendance. HRRRA staff will send the proposed change in language to members via certified

mail at least 20 days prior to when it will be voted on. The next full authority meeting is scheduled for February 23, 2023.

New Business:

7a.) 2021-22 FY Draft Audit

G. Nanavaty reviewed the HRRRA 2021-2022 fiscal year audit. G. Nanavaty stated there were no issues with the audit. Every document requested was provided and no adjustments were required. G. Nanavaty stated the organization is functioning well and recommended that the board continue to function in the same manner. The full audit can be reviewed from the HRRRA website at www.hrrra.org.

R. Marconi questioned if there will be any changes to the general accounting procedures that will impact HRRRA. G. Nanavaty confirmed that other than a new standard in formatting, which was already applied, there will not be any changes affecting HRRRA.

Motion by R. Marconi, second by J. Pemberton, to approve the 2021-2022 FY Draft Audit (Attachment D), as presented.

Vote: The motion passed unanimously; with 62 votes in favor.

7b.) Resolution to support Packaging EPR

The Chairman presented the draft resolution included in the HRRRA agenda packet to support EPR for Packaging. The resolution is the same document as the previous three years with no changes.

Motion by R. Marconi, second by R. Straiton to adopt the resolution to support packaging EPR (Attachment E), as presented.

D. Rosenthal stated he spoke with a hauler who is in favor of packaging EPR and suggested HRRRA staff send a memo to haulers.

J. Pemberton requested the source information for footnote number two.

Vote: The motion passed unanimously; with 62 votes in favor.

7c.) 2023-24 Hauler Registration and Permit Fees

J. Heaton-Jones shared a revision proposal on the hauler registration and permit fees, to be considered at the February 2023 meeting. The priority is not to increase hauler fees, but to redistribute the fees and streamline the permit and registration process. The proposal is to permit all trucks used by haulers rather than only trucks for MSW. The HRRRA will move away from two stickers, one for registration and one for permits, to one sticker that indicates the hauler is both registered and permitted in the region. The purpose is to remove the confusion among the public and haulers on who is and is not registered with the Authority. The intent is also to create an even playing field for all haulers. HRRRA members confirmed support to proceed. J. Heaton-Jones will conduct a cost-analysis and present a revised registration and permit fee structure at the February meeting to be voted on.

7d.) Household Hazardous Waste Events 2023

The Chairman presented the Household Hazardous Waste Event schedule for 2023.

C. Read suggested the HRRRA consider having member towns send employees to assist HHW events based on the number of cars that attend the event, rather than requesting each town sending two employees.

J. Heaton-Jones shared the schedule was emailed to Public Works directors with a survey requesting how to best streamline the process for the towns taking size into consideration.

Motion by D. Lowe, second by C. Read to approve the Household Hazardous Waste Events for 2023 (Attachment F), as presented.

Vote: The motion passed unanimously; with 62 votes in favor.

7e.) HRRRA Authority Meeting Dates for 2023

The Executive Director presented the HRRRA Authority meeting calendar for 2023 through 2024. The schedule proposes moving the December meeting to January to allow staff sufficient time to prepare due to the Thanksgiving and holiday season.

Motion by F. Hurley, second by C. Read to approve the HRRRA Authority Meeting Dates for 2023 and 2024 as presented (Attachment G)

Vote: The motion passed unanimously; with 62 votes in favor.

7f.) HRRRA 2023 Legislative Agenda

The Chairman expressed the importance of supporting the proposed legislative agenda, that includes EPR for packaging and tires. There was no additional comments from members.

Motion by M. Knickerbocker, second by F. Hurley to adopt the legislative agenda as presented (Attachment H)

Vote: The motion passed unanimously; with 62 votes in favor.

Adjournment

Motion by M. Knickerbocker, second by R. Straiton, to adjourn the meeting at 11:24 a.m. **Vote: The motion passed unanimously;** with 62 votes in favor.

Respectfully submitted,
Jennifer Baum

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
UNION SAVINGS BANK	595,417.87
STIF	16,738.77
VANGUARD	
VANGUARD SHRT TRM INV GR VFSUX	330,142.18
VANGUARD TOTAL BOND MARKET VBTL	156,275.35
Total VANGUARD	<u>486,417.53</u>
Total Checking/Savings	1,098,574.17
Accounts Receivable	
*ACCOUNTS RECEIVABLE	105,294.63
Total Accounts Receivable	105,294.63
Other Current Assets	
INVENTORY ASSET	50,748.29
Total Other Current Assets	<u>50,748.29</u>
Total Current Assets	<u>1,254,617.09</u>
TOTAL ASSETS	<u><u>1,254,617.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*ACCOUNTS PAYABLE	196.92
Total Accounts Payable	196.92
Other Current Liabilities	
PAYROLL LIABILITIES	
CT PR TAXES PAYABLE	
CIT	266.08
CT SUI	383.26
CT PR TAXES PAYABLE - Other	57.86
Total CT PR TAXES PAYABLE	707.20
FED PR TAXES PAYABLE	
FICA	-1,233.28
FIT	-738.02
FUTA	155.12
MEDICARE TAX	-288.44
Total FED PR TAXES PAYABLE	-2,104.62
HEALTH INSURANCE PREMIUMS	70.68
SEP LIABILITY	2,461.28
PAYROLL LIABILITIES - Other	2,447.74
Total PAYROLL LIABILITIES	<u>3,582.28</u>
Total Other Current Liabilities	<u>3,582.28</u>
Total Current Liabilities	<u>3,779.20</u>
Total Liabilities	3,779.20
Equity	
RETAINED EARNINGS	1,083,587.30
Net Income	167,250.59
Total Equity	<u>1,250,837.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,254,617.09</u></u>

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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS				
Grant Special Projects (Special Grants for project)	14,306.74	87,657.00	-73,350.26	16.32%
GRANTS/DONATIONS - Other	21,100.00	27,000.00	-5,900.00	78.15%
Total GRANTS/DONATIONS	35,406.74	114,657.00	-79,250.26	30.88%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	-66.29	0.00	-66.29	100.0%
CURRENT HAULER PERMITS	62,479.16	50,000.00	12,479.16	124.96%
HAULER PERMIT LATE FEES	3,794.84	0.00	3,794.84	100.0%
MUNICIPAL HAULER REGISTRATIONS	67,250.00	55,000.00	12,250.00	122.27%
Total HAULER PERMITS	133,457.71	105,000.00	28,457.71	127.1%
HHWDD REIMBURSEMENT				
HHW PARTICIPATING TOWNS	64,944.60	120,000.00	-55,055.40	54.12%
HHWDD REIMBURSEMENT - Other	165.00	0.00	165.00	100.0%
Total HHWDD REIMBURSEMENT	65,109.60	120,000.00	-54,890.40	54.26%
INTEREST INCOME	8,052.07	8,000.00	52.07	100.65%
MISC INCOME	193.83	0.00	193.83	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	192,302.74	180,000.00	12,302.74	106.84%
RECYCLING PROGRAM FEES	37,069.10	28,320.00	8,749.10	130.89%
Total PROGRAM SERVICES FEES	229,371.84	208,320.00	21,051.84	110.11%
Total Income	471,591.79	555,977.00	-84,385.21	84.82%
Gross Profit	471,591.79	555,977.00	-84,385.21	84.82%
Expense				
Grant Special Projects	10,491.38	89,657.00	-79,165.62	11.7%
CONTINGENCY	0.00	0.00	0.00	0.0%
EDUCATION				
PUBLIC EDUCATION	2,345.96	19,000.00	-16,654.04	12.35%
STAFF EDUCATION	1,676.97	3,550.00	-1,873.03	47.24%
Total EDUCATION	4,022.93	22,550.00	-18,527.07	17.84%
HHW EXPENSE				
HHW TOWN SHARE	65,137.70	120,000.00	-54,862.30	54.28%
HHW HRRRA SHARE	24,848.03	37,500.00	-12,651.97	66.26%
Total HHW EXPENSE	89,985.73	157,500.00	-67,514.27	57.13%
INSURANCE				
ERRORS & OMISSIONS	0.00	0.00	0.00	0.0%
GENERAL LIABILITY	5,269.00	5,328.00	-59.00	98.89%
SURETY BOND	0.00	0.00	0.00	0.0%
WORKERS COMP	548.00	0.00	548.00	100.0%
Total INSURANCE	5,817.00	5,328.00	489.00	109.18%
MISCELLANEOUS				
MISC EXPENSE	954.21	0.00	954.21	100.0%
PAYROLL PROCESSING SERVICE	118.26	533.28	-415.02	22.18%



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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
SERVICE FEES/MEMBERSHIPS	2,630.49	4,000.00	-1,369.51	65.76%
Total MISCELLANEOUS	3,702.96	4,533.28	-830.32	81.68%
OFFICE EXPENSES				
COPY EXPENSE	1,630.46	2,800.00	-1,169.54	58.23%
RENT	10,800.00	10,800.00	0.00	100.0%
SUPPLIES	3,094.48	4,000.00	-905.52	77.36%
Total OFFICE EXPENSES	15,524.94	17,600.00	-2,075.06	88.21%
PROFESSIONAL SERVICES				
AUDIT SERVICES	6,700.00	6,700.00	0.00	100.0%
CONSULTING SERVICES	0.00	0.00	0.00	0.0%
LEGAL SERVICES	8,045.00	15,000.00	-6,955.00	53.63%
Total PROFESSIONAL SERVICES	14,745.00	21,700.00	-6,955.00	67.95%
STAFFING				
DISABILITY INSURANCE	7,296.15	6,925.00	371.15	105.36%
HEALTH INSURANCE	19,523.52	19,467.28	56.24	100.29%
HSA CONTRIBUTION	0.00	0.00	0.00	0.0%
IN LIEU OF MEDICAL INSURANCE	5,333.28	5,333.28	0.00	100.0%
LIFE INSURANCE	561.99	575.00	-13.01	97.74%
PAYROLL TAXES				
CT PR TAXES	476.55	430.00	46.55	110.83%
FED PR TAX	9,756.92	9,834.96	-78.04	99.21%
Total PAYROLL TAXES	10,233.47	10,264.96	-31.49	99.69%
PENSION	9,524.48	9,525.12	-0.64	99.99%
SALARIES				
DIRECTOR SALARY	86,666.72	86,666.72	0.00	100.0%
OTHER SALARIES	34,992.48	34,992.56	-0.08	100.0%
Total SALARIES	121,659.20	121,659.28	-0.08	100.0%
Total STAFFING	174,132.09	173,749.92	382.17	100.22%
TRAVEL/MILEAGE REIMBURSEMENT	1,567.80	2,000.00	-432.20	78.39%
Total Expense	319,989.83	494,618.20	-174,628.37	64.69%
Net Ordinary Income	151,601.96	61,358.80	90,243.16	247.08%
Other Income/Expense				
Other Income				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	3,238.05	0.00	3,238.05	100.0%
Total Other Income	3,238.05	0.00	3,238.05	100.0%
Other Expense				
INVESTMENT LOSS	25,846.01	0.00	25,846.01	100.0%
Total Other Expense	25,846.01	0.00	25,846.01	100.0%
Net Other Income	-22,607.96	0.00	-22,607.96	100.0%
Net Income	128,994.00	61,358.80	67,635.20	210.23%

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANTS/DONATIONS				
Grant Special Projects (Special Grants for project)	78,403.72	68,406.58	9,997.14	114.61%
OTHER GRANTS/DONATIONS	500.00			
GRANTS/DONATIONS - Other	34,200.00	83,593.74	-49,393.74	40.91%
Total GRANTS/DONATIONS	113,103.72	152,000.32	-38,896.60	74.41%
HAULER PERMITS				
REGISTRATION/PERMIT PAYPAL FEE	14.97	0.00	14.97	100.0%
CURRENT HAULER PERMITS	70,506.45	62,500.00	8,006.45	112.81%
HAULER PERMIT LATE FEES	2,608.13	0.00	2,608.13	100.0%
MUNICIPAL HAULER REGISTRATIONS	72,777.87	68,000.00	4,777.87	107.03%
Total HAULER PERMITS	145,907.42	130,500.00	15,407.42	111.81%
HHWDD REIMBURSEMENT				
HHW Residential Reimbursement (This is income from resic	1,312.03			
HHW PARTICIPATING TOWNS	107,026.83	240,000.00	-132,973.17	44.6%
HHWDD REIMBURSEMENT - Other	0.00	0.00	0.00	0.0%
Total HHWDD REIMBURSEMENT	108,338.86	240,000.00	-131,661.14	45.14%
INTEREST INCOME	8,249.50	0.00	8,249.50	100.0%
MISC INCOME	592.15	0.00	592.15	100.0%
PROGRAM SERVICES FEES				
MSW PROGRAM FEES	190,933.32	275,000.00	-84,066.68	69.43%
RECYCLING PROGRAM FEES	39,219.65	45,000.00	-5,780.35	87.16%
Total PROGRAM SERVICES FEES	230,152.97	320,000.00	-89,847.03	71.92%
Total Income	606,344.62	842,500.32	-236,155.70	71.97%
Gross Profit	606,344.62	842,500.32	-236,155.70	71.97%
Expense				
Grant Special Projects	77,707.59	68,406.58	9,301.01	113.6%
CONTINGENCY	7,000.00	10,000.00	-3,000.00	70.0%
EDUCATION				
DEEP GRANT PROGRAMS	289.00			
PUBLIC EDUCATION	10,250.32	30,000.00	-19,749.68	34.17%
STAFF EDUCATION	1,672.70	5,500.00	-3,827.30	30.41%
Total EDUCATION	12,212.02	35,500.00	-23,287.98	34.4%
HHW EXPENSE				
HHW TOWN SHARE	111,177.57	240,000.00	-128,822.43	46.32%
HHW HRRRA SHARE	31,862.20	68,000.00	-36,137.80	46.86%
Total HHW EXPENSE	143,039.77	308,000.00	-164,960.23	46.44%
INSURANCE				
GENERAL LIABILITY	5,281.00	5,500.00	-219.00	96.02%
SURETY BOND	0.00	550.00	-550.00	0.0%
WORKERS COMP	606.00	625.00	-19.00	96.96%
Total INSURANCE	5,887.00	6,675.00	-788.00	88.2%
MISCELLANEOUS				
MISC EXPENSE	1,390.52	3,000.00	-1,609.48	46.35%
PAYROLL PROCESSING SERVICE	599.23	800.00	-200.77	74.9%
SERVICE FEES/MEMBERSHIPS	2,575.00	4,000.00	-1,425.00	64.38%

Housatonic Resources Recovery Authority
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total MISCELLANEOUS	4,564.75	7,800.00	-3,235.25	58.52%
OFFICE EXPENSES				
COPY EXPENSE	2,009.31	4,170.00	-2,160.69	48.19%
RENT	16,200.00	16,200.00	0.00	100.0%
SUPPLIES	7,764.44	7,000.00	764.44	110.92%
Total OFFICE EXPENSES	25,973.75	27,370.00	-1,396.25	94.9%
PROFESSIONAL SERVICES				
AUDIT SERVICES	7,000.00	6,900.00	100.00	101.45%
CONSULTING SERVICES	0.00	1,800.00	-1,800.00	0.0%
LEGAL SERVICES	15,144.00	20,000.00	-4,856.00	75.72%
Total PROFESSIONAL SERVICES	22,144.00	28,700.00	-6,556.00	77.16%
REIMBURSEMENT FOR COLLECTED FEE				
MUNICIPAL HAULER REG REIMBURSEM	0.00			
Total REIMBURSEMENT FOR COLLECTED FEE	0.00			
STAFFING				
DISABILITY INSURANCE	7,296.15	7,200.00	96.15	101.34%
HEALTH INSURANCE	23,944.59	31,897.54	-7,952.95	75.07%
IN LIEU OF MEDICAL INSURANCE	7,999.94	10,000.00	-2,000.06	80.0%
LIFE INSURANCE	561.99	550.00	11.99	102.18%
PAYROLL TAXES				
CT PR TAXES	633.76	630.00	3.76	100.6%
FED PR TAX	12,091.07	17,820.09	-5,729.02	67.85%
Total PAYROLL TAXES	12,724.83	18,450.09	-5,725.26	68.97%
PENSION				
PENSION	10,929.48	17,258.50	-6,329.02	63.33%
SALARIES				
DIRECTOR SALARY	100,425.06	133,900.00	-33,474.94	75.0%
OTHER SALARIES	48,530.04	86,200.00	-37,669.96	56.3%
Total SALARIES	148,955.10	220,100.00	-71,144.90	67.68%
Total STAFFING	212,412.08	305,456.13	-93,044.05	69.54%
TRAVEL/MILEAGE REIMBURSEMENT				
TRAVEL/MILEAGE REIMBURSEMENT	1,898.27	3,000.00	-1,101.73	63.28%
Total Expense	512,839.23	800,907.71	-288,068.48	64.03%
Net Ordinary Income	93,505.39	41,592.61	51,912.78	224.81%
Other Income/Expense				
Other Income				
DIVIDENDS	0.00	0.00	0.00	0.0%
INVESTMENT GAIN	27,583.61	12,000.00	15,583.61	229.86%
Total Other Income	27,583.61	12,000.00	15,583.61	229.86%
Other Expense				
CAPITAL EQUIPMENT	-50,748.29			
INVESTMENT LOSS	34,635.28	0.00	34,635.28	100.0%
MOVING EXPENSES	0.00	0.00	0.00	0.0%
Total Other Expense	-16,113.01	0.00	-16,113.01	100.0%
Net Other Income	43,696.62	12,000.00	31,696.62	364.14%
Net Income	137,202.01	53,592.61	83,609.40	256.01%

HRRR Jul '22 - Jun 23 Approved Budget

Revenue			
GRANTS/DONATIONS			
	OTHER GRANTS/DONATIONS	\$40,500	Billboard contest + Oak Ridge Contract Donation
	USDA GRANT SPECIAL PROJECT	\$111,500	USDA Grant and LS Grant - Pass through.
	SMM GRANT 2022		March 2023 added \$43,093.74 USDA funds
Total GRANTS/DONATIONS		\$152,000	
HAULER PERMITS			
	HAULER PERMIT FEES	\$62,500	200 trucks @ \$250 + add ons throughout year
	HAULER PERMIT LATE FEES	\$0	
	MUNICIPAL HAULER REGISTRATIONS	\$68,000	Goes directly into HHW fund
Total HAULER PERMITS		\$130,500	
HHWDD REIMBURSEMENT			
	HHW DANBURY AREA TOWNS	\$240,000	Municipal proportional share 6 HHW events
Total HHWDD REIMBURSEMENT		\$240,000	
INTEREST INCOME		\$12,000	Dividends earned on Vanguard investments moved to checking
PROGRAM SERVICES FEES			
	MSW PROGRAM FEES	\$275,000	137,500 T @ \$2/T (3 year average) 2021-22 aprox 144k
	RECYCLING PROGRAM FEES	\$45,000	9000 T @ \$5 (2021-22 approx 11k tons)
Total PROGRAM SERVICES FEES		\$320,000	
Total Revenue		\$854,500	
Expenditures			
CONTINGENCY		\$10,000	For emergency use
USDA GRANT SPECIAL PROJECT		\$111,500	USDA Grant a for Ridgefield Onsite Composting program
SMM GRANT 2022			CT DEEP SSM Grant (waiting for confirmation) this is a pass through
EDUCATION			
	PUBLIC EDUCATION	\$30,000	Billboard contest, Public Education items and programs
	STAFF EDUCATION	\$5,500	Conferences and Trainings
Total EDUCATION		\$35,500	
HHW EXPENSE			
	HHWDD DANBURY AREA TOWNS	\$240,000	HHW costs - Pass through to be reimbursed by towns
	HHWDD REGIONAL FUND	\$68,000	HHW costs - HRRR Cost for food and supplies etc
Total HHW EXPENSE		\$308,000	
Gain/Loss on Investments and Planned FB Use			
	ERRORS & OMISSIONS	\$5,500	Estimate from prior year
	GENERAL LIABILITY	\$0	Included in the complete policy above
	SURETY BOND	\$550	Estimate from prior year
	WORKERS COMP	\$625	CIRMA
Total INSURANCE		\$6,675	
MISCELLANEOUS			

	MISC EXPENSE	\$3,000	Food for mtgs, awards, periodicals, etc.	
	PAYROLL PROCESSING SERVICE	\$800	Quickbooks annual payroll processing fees	
	SERVICE FEES/MEMBERSHIPS	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.	
	Total MISCELLANEOUS	\$7,800		
	OFFICE EXPENSES			
	RENT	\$16,200	\$1,350/mo by lease to BK	
	COPY EXPENSE	\$4,170	Annual machine lease \$2370/yr + \$150/mo for ink, toner, maint etc	
	SUPPLIES	\$7,000	Office supplies, postage, etc. software, hauler stickers	
	Total OFFICE EXPENSES	\$27,370		
	PROFESSIONAL SERVICES			
	AUDIT SERVICES	\$6,900	Per contract	
	CONSULTING SERVICES	\$1,800	Website hosting and misc consulting needs	
	LEGAL	\$20,000	Misc. legal matters	
	Total PROFESSIONAL SERVICES	\$28,700		
	STAFFING			
	Life/Short/Term Insurance	\$7,750.00	Life/Short/Long per Personnel Policy	
	HEALTH INSURANCE	\$31,897.54	Health Insur 85/15	
		\$39,647.54		\$2,658.13
	PAYROLL TAXES			
	CT PR TAXES	\$630.00	1.9% of first \$15k of salary + assessment of \$25.50/ee	
	FED PR TAX	\$17,820.09	Employer share & Medicare tax	
	Total PAYROLL TAXES	\$18,450.09	7.65%	
	PENSION	\$17,258.50	7.5% of salaries per HRRR Personnel Policies	
	SALARIES			
	DIRECTOR	\$135,900.00	3% raise + \$2000 bonus	
	FULL TIME ADMINISTRATOR	\$55,000	Salary adjustment	
	PART-TIME ADMINISTRATOR	\$31,200	Proposed part-time admin additional support (up to \$30 an hour)	
	SMM GRANT PROJECT MANAGER			
	LIEU OF MEDICAL BENEFIT	\$8,000.00		
	Total SALARIES	\$230,100.00		
	Total STAFFING	\$305,456		
	TRAVEL/MILEAGE REIMBURSEMENT	\$3,000.00	Mileage @ IRS rate \$.56/mi (to towns, schools, DEEP, LOB)	
	Total Expenditures	\$844,001.46		
	Total Revenue	\$854,500.32		
	Net Revenue in Excess of Expenditures	\$10,498.86		
	Appropriated from Fund Balance	\$0.00		
	Net Revenue + Appropriations in Excess of Expenditures	\$10,498.86		

Approved 22-23

BYLAWS OF THE HOUSATONIC RESOURCES RECOVERY AUTHORITY

ARTICLE I - NAME

The name of this Authority shall be the Housatonic Resources Recovery Authority.

ARTICLE II - PURPOSE

The Authority is established and created for the purpose of providing solid waste management and disposal services within the region of the Authority, which shall be the region within the jurisdiction of all of the member municipalities of the Authority, and which purpose includes providing for the disposal of residential and commercial solid waste, the financing, construction and operation of one or more solid waste disposal facilities for such purpose, and the delivery of solid waste thereto, including facilities for incineration of solid waste and production of steam, electricity and other by-products for sale to public utilities and others.

In the pursuit of this purpose, the Authority shall exercise such rights, powers, and duties as are conferred or imposed on it by Chapter 103b, Sections 7-273aa to 7-237oo inclusive and Chapters 446d and 446e of the Connecticut General Statutes, as revised to 2019 and as amended from time to time.

ARTICLE III - MEMBERSHIP

A. Members. The membership of the Housatonic Resources Recovery Authority shall consist of one (1) representative from each member municipality of the Authority. Each such representative, including each of the first representatives of the Authority, shall be appointed for the term and in the manner set forth in the concurrent ordinance adopted by each member municipality, provided however, that representatives shall continue to serve until their successors are appointed and have qualified. In the event that a representative is the Chief Elected Officer of a municipality and ceases to hold office, the municipality may appoint a successor to fill the unexpired term for that municipality. In no event shall the terms of more than one half of the representatives expire simultaneously. If because of the addition or reduction of the number of member municipalities, the terms of more than one-half (1/2) of the representatives would expire simultaneously, then the terms of a sufficient number of representatives shall be automatically extended for a period of one year. Said extensions shall be based upon the alphabetical order of the member municipalities.

Each member municipality may appoint one (1) alternate representative of the Authority who shall act in the event of the disability or absence for any other reason of the regular representative of the municipality. Said alternate representative shall have a voice at Authority meetings and vote at Authority meetings if the regular representative from said municipality is absent from the meeting.

The terms of all alternate representatives shall be co-terminus with regular representatives.

The Authority shall be notified in writing of the appointment of any regular or alternate representative by the Chief Elected Officer of the member municipality.

Representatives of the Authority shall serve without compensation but may be reimbursed for their necessary expenses.

B. Member Admission. A municipality that desires to become a member of the Authority shall submit a request for admission to the officers of the Authority which shall include (i) a draft of the proposed ordinance to be enacted by the municipality that designates the Authority as the regional resource recovery authority for the municipality, substantially in the form of the ordinances adopted by the current member municipalities, (ii) ~~the proposed reallocation of voting units for all the member municipalities, including the new member, which shall be based on the latest decennial federal census of population,~~ (iii) the proposed regular and alternate representatives from the municipality, and the expiration of the term of the representatives, which shall be selected to maintain, as close as possible, the balance of term expirations among the member municipalities, and (iii~~v~~) such other information as the officers may reasonably request, including but not limited to a draft agreement between the municipality and the Authority for the provision of waste and recycling services that is currently in use with the member municipalities, information regarding collectors that are currently registered with the municipality, and amount of waste and recyclables that the municipality generates and will contribute to the system. The officers and the municipality may establish proposed financial terms that will be applicable to the addition of the municipality as a member. No later than 180 days following the request for admission, the officers shall present the request to a meeting of the full Authority, which shall include all relevant information provided to or obtained by the officers, and the municipality shall be admitted upon affirmative vote of two-thirds (2/3) majority of all units present and voting.

C. Withdrawal. Member municipalities may withdraw from the Authority only after agreeing, in writing, to comply with the terms and conditions contained in any contracts between such municipality and the Authority, or the holders of any bonds of the Authority. No such withdrawal shall relieve such municipality of any liability, responsibility or obligation incurred by it as a member municipality of the Authority or as a user of any of the Authority's projects.

D. Termination.

1. Grounds: In the event any member municipality shall fail to pay in full any dues, assessments, fines, surcharges, or other financial obligations, whether involving contractual agreements or not; or shall fail to abide by a vote of the Authority or to take such action as is necessary following a vote of the Authority that such action be taken, such member municipality may be terminated. The Chairman shall cause written notice of the default to be sent to the Chief Elected Officer of the member municipality by certified mail, return receipt requested, setting forth the default and requiring that the default be remedied within thirty (30) days. If the default is not cured within thirty (30) days of the receipt of said notice, the membership of the defaulting municipality may be terminated in accordance with the provisions of this section.

2. Determination: At any time after the expiration of said thirty (30) day period if the default remains uncured, the officers of the Authority shall meet to determine if probable cause exists for termination of said defaulting member municipality. If any officer of the Authority is the voting

representative of the member municipality whose default is the subject of the meeting, that officer shall not participate in the discussion or determination. A unanimous vote of all four (4) officers shall be required to determine that probable cause exists for termination of a member municipality, except that the votes of three (3) officers shall suffice if one officer is disqualified as aforesaid. If such determination is made, the officers shall at that meeting set a date, time and place for the public hearing on said termination consistent with the time requirements hereinafter provided.

3 *Notice:* The Chairman of the Authority shall promptly after such determination cause written notice to be sent by certified mail, return receipt requested, to the Chief Elected Officer of the member municipality. Such notice shall set forth the grounds for termination as to which the officers determined that probable cause exists; the date, time and place for the hearing on such termination; the procedure to be followed at such hearing; and the provisions of these bylaws governing the termination process.

4 *Hearing:*

(a) No member municipality shall be terminated without a public hearing before the full Authority. The termination hearing shall be held in public no earlier than thirty (30) days from the member municipality's receipt of the aforesaid notice and no later than sixty (60) days thereafter. The hearing, once convened, may be recessed to a date, time and place certain in conformity with the provisions of the Freedom of Information Act.

(b) At the hearing, the Chairman of the Authority shall preside unless he is the voting representative of the member municipality which is the subject of the hearing, in which event the Vice-Chairman shall preside. The Authority shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound- recording device.

(c) At such hearing an officer of the Authority, or someone previously designated by the officers, shall present the evidence in support of termination of the member municipality. The member municipality shall be afforded an opportunity to respond and present evidence and argument on all issues involved. Both the Authority and the member municipality may be represented by counsel. All persons presenting testimony shall be sworn, and shall be subject to cross-examination.

(d) Any oral or documentary evidence may be received, but the Authority shall give effect to the rules of the privilege recognized by law. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form.

(e) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the Authority or the member municipality shall be given an opportunity to compare the copy with the original.

(f) Notice may be taken of judicially cognizable facts, provided the member municipality is informed of the matter to be so noticed and is given the opportunity to contest the matter.

(g) Rulings on all objections and procedural matters shall be made by the presiding officer.

5. Decision:

(a) Within thirty (30) days of the conclusion of the hearing, the Authority shall vote on its decision and on the findings of fact on which it is based. ~~In the vote on the decision to terminate, each member municipality shall have one vote, there shall be no vote by voting units.~~ No decision to terminate a member municipality shall be effective unless it has been approved by a vote of two-thirds (2/3) of the full membership.

(b) The decision shall be reduced to writing and shall include the findings of fact on which it is based. It shall be signed by two (2) qualified officers who are not a representative of the member municipality in default. Within five (5) days of the vote on it, the decision shall be sent by the Chairman or the Secretary via certified mail, return receipt requested, to the Chief Elected Officer of the member municipality which is the subject of the decision.

6. Effective Date of Termination: The termination shall be effective seven (7) days after receipt by the member municipality of a decision terminating it. No such termination shall relieve the member municipality so terminated of any liability, responsibility or obligation incurred by it as a member of the Authority or as a user of any of its projects.

ARTICLE IV - MEETINGS

A. Annual Meeting. Unless otherwise specified by resolution of the Authority, the annual meeting shall be held at the regularly scheduled meeting in June.

B. Regular and Special Meetings. An annual schedule of regular meetings of the Authority shall be approved by the Authority prior to January 31 of each year. Special meetings may be called at any time by the Chairman of the Authority, or by petition in writing signed by not less than three (3) representatives of the Authority entitled to vote and filed with the Secretary of the Authority.

C. Budget Meeting. The budget meeting of the Authority shall be held at a regularly scheduled meeting not later than the end of the fiscal year.

D. Call of Meetings.

(1) The Authority shall comply with Section 1-225 of the Connecticut General Statutes with respect to filing schedules and notices of meetings with the clerks of member municipalities.

(2) Each representative to the Authority shall be sent written notice of meetings, postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. Notice of the meeting shall include the place and time of the meeting and a proposed agenda for the meeting. In the case of an emergency meeting, proper notice shall be deemed to be actual oral or written actual notice delivered at least twenty-four (24) hours before said meeting.

E. Voting.

(1) For the conduct of business, ~~member municipalities of the Authority holding a majority of the voting units shall constitute a quorum, provided that no quorum shall be deemed to exist~~

~~unless a quorum shall be deemed to exist when~~ at least fifty-one percent (51%) of the member municipalities of the Authority ~~are~~ shall be present and voting.

(2) There shall be no voting by proxy.

~~(3) — When a quorum of the Authority is present at any duly noticed regular or special meeting of the Authority, each member municipality shall have one vote. In the event that a member municipality has both the primary and alternate representatives present, only one vote shall be allowed for that municipality. Except as otherwise specified herein, the Authority shall operate with one hundred~~

~~(100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the Authority as determined by the latest decennial federal census of population. There shall be no fractional votes and each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member municipality.~~

(4) All actions by the Authority unless otherwise specified herein or by other law shall require the affirmative vote of at least fifty-one percent (51%) of the total member municipalities voting units present and voting at a duly called meeting of the Authority at which a quorum is present.

(5) If a quorum shall not be present at any meeting, those representatives present may set a time and place for an adjourned meeting, provided that the notice of such meeting shall comply with Article IV, Section D. of these bylaws.

(6) All meetings shall be conducted in accordance with Roberts Rules of Order, latest edition.

ARTICLE V – OFFICERS

A. Officers. The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by the Authority at its annual meeting or whenever a vacancy occurs. Each officer shall serve until a successor is elected and qualified.

B. Qualifications for Officers. The Chairman of the Authority shall be a regular representative member of the Authority. All other officers shall be either regular representative members or alternate representative members of the Authority.

C. Powers and Duties. The officers shall have such powers and duties as are customary for their respective offices and such additional powers as the Authority may by vote confer.

D. Succession. In the absence of the Chairman the Vice Chairman shall act. In the absence of the Vice Chairman the Secretary shall act. In the absence of the Secretary the Treasurer shall act. In the absence of the Treasurer, the Assistant Treasurer shall act.

E. Nominating Committee. Prior to the annual meeting, or in the event of a vacancy the Chairman shall appoint a committee consisting of three (3) representatives who hold no elective

office in the Authority to nominate persons for the officer positions. Nominations may also be made from the floor. The nominating committee shall report its recommendations to the Authority members at the meeting prior to the election.

ARTICLE VI – COMMITTEES

The Authority may appoint such committees from time to time as it may see fit with such powers and duties as the Authority may determine, not inconsistent with law or these bylaws. Alternate representatives as well as regular representatives of the Authority may serve on committees and may vote at committee meetings. Each member municipality, however, shall have only one (1) vote on a committee.

ARTICLE VII – FINANCIAL MATTERS

A. Fiscal Year. The fiscal year of the Authority shall end on the 30th of June of each year.

B. Budget. Annually, at a regularly scheduled meeting, the Authority shall adopt a budget for the upcoming fiscal year. Adopted Budgets may be amended from time to time by two-thirds (2/3) majority vote of all voting units present and voting as the Authority deems necessary. Any representative may request postponement of the vote on any amendment to the budget to the next regular or special meeting.

C. Bank Accounts. The funds of the Authority shall be deposited in one or more banks designated by the Authority. Checks shall bear the signature of such officer or staff person as the Authority may designate. Persons authorized to sign checks shall be covered by bond, the premium of which shall be paid by the Authority.

D. Audits. Upon completion of its fiscal year, the Authority shall have an annual audit of its financial management by an independent auditor. Each representative to the Authority and the Chief Executive Officer of each member municipality shall receive a copy of the audit.

ARTICLE VIII – STAFF OR CONSULTANTS

The Authority may employ such staff or consultants to accomplish its purposes as it may from time to time determine. Personnel policies as adopted or amended will be applied in an equitable manner to all staff employees. The duly elected officers of the Authority shall act as the personnel Committee with all appropriate powers to interpret and enforce the personnel policies. The Committee will use its best judgment concerning amendments to the personnel policies and where material or substantial changes are proposed will bring such amendments to the full Authority for approval.

ARTICLE IX – REPORTS AND PLANS

The minutes of each meeting shall be prepared by the Secretary, with such staff assistance as may be required, and be circulated to the chief elected officials of each member municipality, and its representative and alternate. The Annual Report shall also be similarly circulated. All reports and plans adopted by the Authority shall be available at the office of the Authority, unless specifically voted by the Authority for further distribution.

ARTICLE X – CORPORATE SEAL

The Authority shall have a corporate seal of such design as it may approve.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by vote of the Authority at a duly called meeting, provided that the notice of the meeting shall be accompanied by the complete text of the proposed amendment and shall be postmarked not more than twenty (20) nor less than seven (7) days before said meeting date. No amendment may be approved which is in conflict with the concurrent ordinance adopted by the member municipalities.

Any regular representative of a member municipality may propose an amendment to these bylaws by submitting a proposal to the Chairman of the Authority. Said Chairman shall cause the proposal to be placed on the agenda of the next regularly scheduled meeting for discussion. Upon favorable consensus of the full Authority the proposed amendment shall be drafted by the Bylaws Subcommittee and returned to the full Authority for adoption.

Effective Date. If any subsections or any articles in the proposed amendments to the bylaws are in conflict with the concurrent ordinances as adopted by the member municipalities, such subsections or articles shall not become effective until two-thirds (2/3) of the member municipalities have amended the concurrent ordinance to eliminate the conflict. Otherwise these bylaws and amendments shall become effective immediately upon their adoption.

History: Adopted on 10/10/1986
 Amended on 4/10/1987, 12/14/1988, 5/13/1992, 4/29/1993, 3/16/1994, 3/30/2000,
 3/17/2006, ~~___/___/2020~~.