



HOUSATONIC RESOURCES RECOVERY AUTHORITY

**Executive Committee Meeting
Thursday, April 25, 2024, 9:30 a.m.**

**Newtown Municipal Center
3 Primrose Street, Newtown, CT 06470**

AGENDA

1. Call to order
2. Approval of minutes of May 23, 2023 (Attachment A)
3. Personnel – annual evaluations and set salary for FY 24-25. *The Executive Committee may go into executive session at some point during this item for discussion of personnel issues.*
(Attachment B personal evaluations / confidential)
4. Review and consider draft budget for FY 24-25 (Attachment C)
6. Adjournment

**Possible action items*

cc: HRRA members and alternates
Town clerks and FOI list



HOUSATONIC RESOURCES RECOVERY AUTHORITY
Special Meeting - Executive Committee
Tuesday, May 23, 2023, 3:00 p.m. Via zoom

MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 3:00 p.m. Members in attendance were J. Speck, H. Rosenthal, P. DelMonaco. Also, in attendance HRRR Executive Director, J. Heaton-Jones, HRRR Staff J. Baum and All-American Waste, Brian Poporich

Approval of Minutes

Motion by J. Speck second by M. Knickerbocker to approve the minutes of the Executive Committee meeting of March 20, 2023, as presented. **Vote:** All in favor

Personnel – annual evaluations and set salary for FY 23-24.

Motion by J. Speck, second by P. DelMonaco, to go into executive session for the purpose of conducting staff annual evaluations and invite J. Heaton-Jones. **Vote:** All in favor. The executive committee entered executive session at 3:04 pm and came out of executive session at 3:12 pm

The Executive Committee expressed their satisfaction with staff performance and thanked staff for a job well done.

Review and consider draft budget for FY 23-24

Motion by M. Knickerbocker, second by J. Speck, to approve the 2023-2024 FY budget as presented, with projected revenue of \$850,000 and total expenditures of \$850,000 with a net of \$0. The budget includes a 3.5% increase for both J. Heaton-Jones and J. Baum. **Vote:** All in favor.

Adjournment

On a **motion** by J. Speck, second by P. DelMonaco, the meeting was adjourned at 3:17 p.m. **Vote:** All in favor. **Vote:** All in favor

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director



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

MINUTES

Chairman Matthew Knickerbocker called the meeting to order via zoom at 12:01 p.m. Members in attendance were J. Speck, H. Rosenthal, P. DelMonaco, and J. Pemberton. Also, in attendance HRRR Executive Director, J. Heaton-Jones

Approval of Minutes

Motion by J. Speck second by H. Rosenthal to approve the minutes of the Executive Committee meeting of June 30, 2022, as presented. **Vote:** All in favor

Personnel – Approval of new Organics Project Manager, hours, and salary and discuss 2023-24 current employee salaries and benefits in preparation for the 2023-24 budget.

J. Heaton-Jones explained the current 2022-23 budget has unused allocations under salary due to the delay in hiring the HRRR Public Education Coordinator. The position was not filled until January of 2023. Given the available funds, J. Heaton-Jones proposed in preparation of the upcoming SMM projects, approved and funded by a CT DEEP grant for July 1, 2023, that the HRRR hire the organics project manager now using the existing funds in the 2022-23 budget. Salary and hours would not exceed what is outlined in the grant proposal. Up to 30 hours per week, up to \$35 per hour.

Motion by H. Rosenthal second by J. Speck to approve the project manager position and hiring, contingent of the HRRR receiving the contract from DEEP.

In preparation for the budget, the Executive Committee discussed in detail HRRR staff having phones issued by the HRRR or if the Authority should reimburse staff for using personal phones. The Authority currently has one dedicated cell phone and a Verizon hotspot that J. Heaton-Jones is reimbursed for. It was determined that HRRR should create an account and pay directly for any issued phone when needed by the HRRR and not be reimbursed. J. Heaton-Jones was directed to setup the account and add the expense into the 2023-24 budget.

Request to use \$2900 of contingency funds for EPR for Tires

J. Heaton-Jones requested to spend \$2900 to pay Cammarata Government Services to support HRRR in the Tire EPR bill. CGS has extensive lobbying experience and understands municipal issues well. There is currently \$3000 in the contingency fund. **Motion** by H. Rosenthal, second by J. Speck to approve the use of \$2900 out of contingency for legislative support. **Vote:** All in favor

Review and discuss draft budget for FY 23-24 (Attachment B)

J Heaton-Jones reviewed the draft budget for feedback before the final review and approval. Some minor adjustments were made and will be re-presented at the next Executive Committee meeting.

Adjournment

On a **motion** by J. Speck, second by H. Rosenthal the meeting was adjourned at 12:56 p.m. **Vote:** All in favor. **Vote:** All in favor

Respectfully Submitted,
Jennifer Heaton-Jones
Executive Director

HRRR Jul '23 - Jun 24 DRAFT Budget

Revenue			
GRANTS/DONATIONS			
	OTHER GRANTS/DONATIONS	\$40,500	Billboard contest + Oak Ridge Contract Donation
	USDA GRANT SPECIAL PROJECT	\$30,000	Balance of USDA Funding for project extension
	SMM GRANT 2022	\$63,000	CT DEEP Grant for 2 year project manager (awarded \$126,000)
	Total GRANTS/DONATIONS	\$133,500	
HAULER PERMITS			
	HAULER PERMIT FEES	\$65,000	200 trucks @ \$250 + add ons throughout year
	HAULER PERMIT LATE FEES	\$0	
	HAULER MUNI REGISTRATION	\$70,000	Funds HHW regional events
	Total HAULER PERMITS	\$135,000	
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	\$282,000	141,000 T @ \$2/T (3 year average)
	RECYCLING PROGRAM FEES	\$47,500	9500 T @ \$5 (2022-23 approx 11k tons)
	Total PROGRAM SERVICES FEES	\$329,500	
Total Revenue		\$850,000	
Expenditures			
CONTINGENCY		\$20,371	For emergency use
GRANT SPECIAL PROJECT		\$30,000	USDA Grant 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	\$8,250	Conferences and Trainings
	Total EDUCATION	\$38,250	
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	\$6,500	Food for mtgs, hotspot, cellphones, awards, periodicals, etc.
	PAYROLL PROCESSING SERVICE	\$1,200	Quickbooks annual payroll processing fees
	SERVICE FEES/MEMBERSHIPS	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.
Total MISCELLANEOUS		\$11,700	
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	\$4,700	Office supplies, postage, etc. software, hauler stickers
Total OFFICE EXPENSES		\$25,070	
PROFESSIONAL SERVICES			
	AUDIT SERVICES	\$7,500	Per contract
	CONSULTING SERVICES	\$2,500	Website hosting and misc consulting needs
	LEGAL	\$20,000	Misc. legal matters
Total PROFESSIONAL SERVICES		\$30,000	
STAFFING			
	Life/Short/Term Insurance	\$7,875.00	Life/Short/Long per Personnel Policy
	HEALTH INSURANCE	\$34,073.20	Health Insur 85/15
		\$41,948.20	
	PAYROLL TAXES		
	CT PR TAXES	\$1,045.50	1.7% of first \$15k of salary each employee + assessment of \$25.50/ee
	FED PR TAX	\$22,284.91	Employer share & Medicare tax
	Total PAYROLL TAXES	\$23,330.41	7.65%
	PENSION	\$17,487.36	7.5% of salaries per HRRRA Personnel Policies
	Total SALARIES	\$287,751.50	Proposed 3.5% increase to J.Heaton-Jones and J. Baum
Total STAFFING		\$370,517	
TRAVEL/MILEAGE REIMBURSEMENT			
		\$5,500.00	Mileage @ IRS rate \$.625/mile (to towns, schools, DEEP, LOB)
		\$3,916.50	Mileage for Project Manager mileage paid via grant
Total Expenditures		\$850,000.00	
Total Revenue		\$850,000.00	
Net Revenue in Excess of Expenditures		\$0.00	
Appropriated from Fund Balance		\$0.00	
Net Revenue + Appropriations in Excess of Expenditures		\$0.00	

DRAFT 23-24

HRRRA Jul '24 - Jun 25 Budget

Revenue	CURRENT 2023-24 Budget	DRAFT 2024-25 Budget	
GRANTS/DONATIONS			
OTHER GRANTS/DONATIONS	\$40,500	\$40,500	Billboard contest + Oak Ridge Contract Donation
USDA GRANT SPECIAL PROJECT	\$30,000	\$16,000	Balance of USDA Funding for project extension
CT DEEP SMM GRANT 2022	\$120,400	\$65,000	Grant - Year 2 of 2 project manager + Education material (awarded \$130000)
Total GRANTS/DONATIONS	\$190,900	\$121,500	
MEMBER TOWN PROJECTS	\$0	\$20,000	NEW - Pass through funding for special projects facilitated by HRRRA - paid by towns
HAULER PERMITS			
HAULER PERMIT FEES	\$65,000	\$68,000	2023-24 - 280 trucks permitted @ \$250
HAULER PERMIT LATE FEES	\$0	\$0	
HAULER MUNI REGISTRATION	\$70,000	\$75,000	Funds HHW regional events
Total HAULER PERMITS	\$135,000	\$143,000	
HHWDD REIMBURSEMENT			
HHW DANBURY AREA TOWNS	\$240,000	\$240,000	Municipal proportional share 6 HHW events
Total HHWDD REIMBURSEMENT	\$240,000	\$240,000	
INTEREST INCOME	\$12,000	\$12,000	Dividends earned on Vanguard investments moved to checking
PROGRAM SERVICES FEES			
MSW PROGRAM FEES	\$282,000	\$286,000	143,000 T @ \$2/T (3 year average)
RECYCLING PROGRAM FEES	\$47,500	\$52,000	10,400 T @ \$5 (2022-23 approx 11k tons)
Total PROGRAM SERVICES FEES	\$329,500	\$338,000	
Total Revenue	\$907,400	\$874,500	
Expenditures			
CONTINGENCY	\$20,371	\$20,000	For emergency use
GRANT SPECIAL USDA PROJECT	\$30,000	\$16,000	USDA Grant for Ridgefield Onsite Composting program
CT DEEP SMM GRANT (Project Manager/Kent Project)	\$120,400	\$65,000	Kent \$55,400 & Organics Project Manager + Education Material \$130,000 2 year
	\$150,400	\$81,000	
MEMBER TOWN PROJECTS		\$20,000	NEW - Pass through funding for special projects facilitated by HRRRA - paid by towns
EDUCATION			
PUBLIC EDUCATION	\$30,000	\$35,372	Billboard contest, Public Education items and programs
STAFF EDUCATION	\$8,250	\$8,500	Conferences and Trainings
Total EDUCATION	\$38,250	\$43,872	
HHW EXPENSE			
HHWDD DANBURY AREA TOWNS	\$240,000	\$240,000	HHW costs - Pass through to be reimbursed by towns
HHWDD REGIONAL FUND	\$68,000	\$68,000	HHW costs - HRRRA Cost for food and supplies etc
Total HHW EXPENSE	\$308,000	\$308,000	
Gain/Loss on Investments and Planned FB Use			
ERRORS & OMISSIONS	\$5,500	\$5,250	Estimate from prior year
GENERAL LIABILITY	\$0	\$0	Included in the complete policy above

	SURETY BOND	\$550	\$400	As of Dec 2023 three year renewal \$391 per year runs October 2023 to October 2026
	WORKERS COMP	\$625	\$686	CIRMA
Total INSURANCE		\$6,675	\$6,336	
MISCELLANEOUS				
	MISC EXPENSE	\$6,500	\$6,595	Food for mtgs, hotspot, cellphones, awards, periodicals, etc.
	PAYROLL PROCESSING SERVICE	\$1,200	\$1,200	Quickbooks annual payroll processing fees
	SERVICE FEES/MEMBERSHIPS	\$4,000	\$4,000	Membership in NERC, CRC, GDCC, PSI, NAMHHA etc.
Total MISCELLANEOUS		\$11,700	\$11,795	
OFFICE EXPENSES				
	RENT	\$16,200	\$16,200	\$1,350/mo by lease to BK
	COPY EXPENSE	\$4,170	\$3,828	Machine lease 5 years 2024-2029 + \$150/mo for ink, toner, maint etc
	SUPPLIES	\$4,700	\$5,500	Office supplies, postage, etc. software, hauler stickers
Total OFFICE EXPENSES		\$25,070	\$25,528	
PROFESSIONAL SERVICES				
	AUDIT SERVICES	\$7,500	\$8,000	Per contract
	CONSULTING SERVICES	\$2,500	\$2,500	Website hosting and misc consulting needs
	LEGAL	\$20,000	\$20,000	Misc. legal matters
Total PROFESSIONAL SERVICES		\$30,000	\$30,500	
STAFFING				
	Life/Short/Term Insurance	\$7,875	\$7,900.00	Life/Short/Long per Personnel Policy
	HEALTH INSURANCE	\$34,073	\$34,991.46	Health Insur 85/15
		\$41,948	\$42,891.46	
	PAYROLL TAXES			
	CT PR TAXES	\$791	\$1,300.50	1.7% of first \$25k of salary each employee + assessment of \$25.50/ee
	FED PR TAX	\$18,056	\$18,666.71	Employer share & Medicare tax
	Total PAYROLL TAXES	\$18,847	\$19,967.21	7.65%
	PENSION	\$17,487	\$18,078.39	7.5% of salaries per HRRRA Personnel Policies
	SALARIES			
	LIEU OF MEDICAL BENEFIT	\$8,000	\$8,000.00	
	Total SALARIES	\$233,152	\$241,031.80	
Total STAFFING		\$311,434	\$321,969	
	TRAVEL/MILEAGE REIMBURSEMENT	\$5,500	\$5,500	Mileage @ IRS rate \$.625/mile (to towns, schools, DEEP, LOB)
Total Expenditures		\$907,400	\$874,500	
Total Revenue		\$907,400	\$874,500	
Net Revenue in Excess of Expenditures		\$0	\$0.00	
Appropriated from Fund Balance		\$0.00	\$0.00	
Net Revenue + Appropriations in Excess of Expenditures		\$0	\$0	
		CURRENT 2023-24	DRAFT 2024-25	
		Budget	Budget	

Number of Employees for tax calculation