



**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Executive Committee Meeting**  
**Thursday, April 24, 2025, 9:30 a.m.**

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

**AGENDA**

1. Call to order
2. \* Approval of minutes of February 19, 2025 (Attachment A)
3. \* Personnel – annual evaluations and set salary for FY 25-26. *The Executive Committee may go into executive session at some point during this item for discussion of personnel issues.*
  - \* Review and consider draft budget for FY 25-26 (Attachment B)
4. Adjournment

*\*Possible action items*

cc: HRRRA members and alternates  
Town clerks and FOI list

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**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
162 WHISCONIER ROAD, OLD TOWN HALL, BROOKFIELD CT 06752  
203.775.4539 | [www.hrra.org](http://www.hrra.org) | [info@hrra.org](mailto:info@hrra.org)

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**HOUSATONIC RESOURCES RECOVERY AUTHORITY**  
**Special Meeting - Executive Committee**  
**Wednesday, February 9, 2025, 3:00 p.m.**  
**Zoom**

**MINUTES**

Chairman Matthew Knickerbocker called the meeting to order via zoom at 3:10 p.m. Members in attendance were H. Rosenthal, P. DelMonaco, R. Marconi and J. Pemberton. Also, in attendance HRRR Executive Director, J. Heaton-Jones and D. Pestrichello from All American Waste.

**Approval of Minutes**

**Motion** by R. Marconi second by H. Rosenthal to approve the minutes of the Executive Committee meeting of October 3, 2024, as presented. **Vote: All** in favor

**HRRR 2025-26 FY Budget Review**

J. Heaton-Jones reviewed the concerns about having enough revenue in the 2025-26 budget to cover the minimal increases in contractual expenses along with the additional staffing that was discussed at the October meeting.

The Director reviewed that HRRR staff analyzed how increasing municipal registrations and permits would impact haulers as well as increasing the administrative fee on MSW. It was estimated that increasing Municipal Registrations and Permits from \$250 to \$300 would be a 17% increase to Haulers and gain the authority approximately \$35,000 in revenue for the fiscal year. Increasing the administrative fee from \$2.00 a ton to \$2.50 a ton would increase haulers tip fees by .485% and gain a \$70,000 increase in revenue, a majority of which would fall on IWS as the largest collector in the region.

It was also discussed to charge a permit fee to all trucks not just trucks accessing the transfer station for MSW.

J. Heaton-Jones did speak with J. Decker of IWS prior to the meeting to ask if IWS would be open to renegotiating the administrative fee outlined in the Regional Solid Waste and Recycling Agreement. He agreed that IWS would be open to the change along with the other material changes they have requested and that was discussed at the October 2024 meeting and are scheduled to be deliberated at the February 27<sup>th</sup> full authority meeting.

The committee directed the Chairman and the Director to have a discussion with IWS prior to the February 27<sup>th</sup> meeting.

**Adjournment**

On a **motion** by R. Marconi, second by J. Pemberton, the meeting was adjourned at 3:33 p.m. **Vote: All** in favor.

Respectfully Submitted,  
Jennifer Heaton-Jones  
Executive Director

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ATTACHMENT A

HRRRA Jul '25 - Jun 26 DRAFT Budget

| Revenue  |  | 2023-24 Budget   | DRAFT 2025-26 Budget |
|--|--|------------------|----------------------|
| <b>GRANTS/DONATIONS</b>                            |  |                  |                      |
|  | OTHER GRANTS/DONATIONS                           | \$40,500         | \$40,500             |
|  | USDA GRANT SPECIAL PROJECT                       | \$16,000         |                      |
|  | CT DEEP SMM GRANT 2022                           | \$65,000         | \$40,000             |
|  | CT DEEP MMI GRANT 2025                           |                  | \$780,000            |
| <b>Total GRANTS/DONATIONS</b>                      |  | <b>\$121,500</b> | <b>\$80,500</b>      |
| <b>MEMBER TOWN PROJECTS</b>                        |  | <b>\$20,000</b>  | <b>\$20,000</b>      |
| <b>HAULER PERMITS</b>                              |  |                  |                      |
|  | HAULER PERMIT FEES                               | \$68,000         | \$70,000             |
|  | HAULER PERMIT LATE FEES                          | \$0              | \$0                  |
|  | HAULER MUNI REGISTRATION                         | \$75,000         | \$80,000             |
| <b>Total HAULER PERMITS</b>                        |  | <b>\$143,000</b> | <b>\$150,000</b>     |
| <b>HHWDD REIMBURSEMENT</b>                         |  |                  |                      |
|  | HHW DANBURY AREA TOWNS                           | \$240,000        | \$240,000            |
| <b>Total HHWDD REIMBURSEMENT</b>                   |  | <b>\$240,000</b> | <b>\$240,000</b>     |
| <b>INTEREST INCOME</b>                             |  | <b>\$12,000</b>  | <b>\$12,000</b>      |
| <b>PROGRAM SERVICES FEES</b>                       |  |                  |                      |
|  | MSW PROGRAM FEES                                 | \$286,000        | \$398,750            |
|  | RECYCLING PROGRAM FEES                           | \$52,000         | \$55,000             |
| <b>Total PROGRAM SERVICES FEES</b>                 |  | <b>\$338,000</b> | <b>\$453,750</b>     |
| <b>FUND BALANCE TRANSFER</b>                       |  | <b>\$75,400</b>  | <b>\$0</b>           |
| <b>Total Revenue</b>                               |  | <b>\$874,500</b> | <b>\$956,250</b>     |
| <b>Expenditures</b>                                |  |                  |                      |
| <b>CONTINGENCY</b>                                 |  | <b>\$20,000</b>  | <b>\$20,000</b>      |
| <b>GRANT SPECIAL USDA PROJECT</b>                  |  |                  |                      |
|  |  | \$16,000         | \$0                  |
|  | CT DEEP SMM GRANT (Project Manager/Kent Project) | \$65,000         | \$40,000             |
|  |  | <b>\$81,000</b>  | <b>\$40,000</b>      |
| <b>MEMBER TOWN PROJECTS</b>                        |  | \$20,000         | \$20,000             |
|  |  |                  | \$15,560             |
|  |  |                  | <b>\$35,560</b>      |
| <b>EDUCATION</b>                                   |  |                  |                      |
|  | PUBLIC EDUCATION                                 | \$35,372         | \$40,000             |
|  | STAFF EDUCATION                                  | \$8,500          | \$8,500              |
| <b>Total EDUCATION</b>                             |  | <b>\$43,872</b>  | <b>\$48,500</b>      |
| <b>HHW EXPENSE</b>                                 |  |                  |                      |
|  | HHWDD DANBURY AREA TOWNS                         | \$240,000        | \$240,000            |
|  | HHWDD REGIONAL FUND                              | \$68,000         | \$68,000             |
| <b>Total HHW EXPENSE</b>                           |  | <b>\$308,000</b> | <b>\$308,000</b>     |
| <b>Gain/Loss on Investments and Planned FB Use</b> |  |                  |                      |
|  | ERRORS & OMISSIONS                               | \$5,250          | \$5,500              |
|  | GENERAL LIABILITY                                | \$0              | \$0                  |
|  | SURETY BOND                                      | \$400            | \$400                |

|   |                                    |                       |                     |
|---|------------------------------------|-----------------------|---------------------|
|   | WORKERS COMP                       | \$686                 | \$725               |
|   | <b>Total INSURANCE</b>             | <b>\$6,336</b>        | <b>\$6,625</b>      |
| <b>MISCELLANEOUS</b>  |                                    |                       |                     |
|   | MISC EXPENSE                       | \$6,595               | \$8,000             |
|   | PAYROLL PROCESSING SERVICE         | \$1,200               | \$1,350             |
|   | SERVICE FEES/MEMBERSHIPS           | \$4,000               | \$4,200             |
|   | <b>Total MISCELLANEOUS</b>         | <b>\$11,795</b>       | <b>\$13,550</b>     |
| <b>OFFICE EXPENSES</b>  |                                    |                       |                     |
|   | RENT                               | \$16,200              | \$16,200            |
|   | COPY EXPENSE                       | \$3,828               | \$3,828             |
|   | SUPPLIES                           | \$5,500               | \$8,500             |
|   |                                    | <b>\$25,528</b>       | <b>\$28,528</b>     |
|   | <b>Total OFFICE EXPENSES</b>       |                       |                     |
| <b>PROFESSIONAL SERVICES</b>                                  |                                    |                       |                     |
|   | AUDIT SERVICES                     | \$8,000               | \$8,500             |
|   | CONSULTING SERVICES                | \$2,500               | \$2,500             |
|   | LEGAL                              | \$20,000              | \$20,000            |
|   | <b>Total PROFESSIONAL SERVICES</b> | <b>\$30,500</b>       | <b>\$31,000</b>     |
| <b>STAFFING</b>   |                                    |                       |                     |
|   | Life/Short/Term Insurance          | \$7,900.00            | \$8,200.00          |
|   | HEALTH INSURANCE                   | \$34,991.46           | \$38,604.68         |
|   |                                    | <b>\$42,891.46</b>    | <b>\$46,804.68</b>  |
|   | PAYROLL TAXES                      |                       |                     |
|   | CT PR TAXES                        | \$1,300.50            | \$2,150.50          |
|   | FED PR TAX                         | \$18,666.71           | \$24,130.93         |
|   | <b>Total PAYROLL TAXES</b>         | <b>\$19,967.21</b>    | <b>\$26,281.43</b>  |
| <b>PENSION</b>  |                                    | <b>\$18,078</b>       | <b>\$23,370.09</b>  |
| <b>SALARIES</b>   |                                    |                       |                     |
|   | PART-TIME ADMINISTRATOR II         |                       | \$23,400.00         |
|   | PART-TIME ORGANICS Manager         |                       | \$39,000.00         |
|   | TOTAL HRRA STAFF SALARIES          | <b>\$233,031.80</b>   | <b>\$303,587.92</b> |
|   | LIEU OF MEDICAL BENEFIT            | \$8,000.00            | \$8,000.00          |
|   | <b>Total SALARIES</b>              | <b>\$265,031.80</b>   | <b>\$311,587.92</b> |
|   | <b>Total STAFFING</b>              | <b>\$345,968.85</b>   | <b>\$408,044.12</b> |
| <b>TRAVEL/MILEAGE REIMBURSEMENT</b>                           |                                    | <b>\$5,500</b>        | <b>\$6,000</b>      |
| <b>Total Expenditures</b>                                     |                                    | <b>\$874,500</b>      | <b>\$945,807</b>    |
| <b>Total Revenue</b>  |                                    | <b>\$874,500</b>      | <b>\$956,250</b>    |
| <b>Net Revenue in Excess of Expenditures</b>                  |                                    | \$0.00                | \$10,442.88         |
| <b>Appropriated from Fund Balance</b>                         |                                    | \$75,000.00           | \$0.00              |
| <b>Net Revenue + Appropriations in Excess of Expenditures</b> |                                    | <b>\$0</b>            | <b>\$10,443</b>     |
|   | <b>APPROVED 2024-25</b>            | <b>DRAFT 2025-26</b>  |                     |
|   | <b>Budget</b>                      | <b>Budget</b>         |                     |
|   | <b>Estimated Fund Balance</b>      | <b>\$1,300,000.00</b> |                     |