



**September 27, 2022 at 5pm
Monthly Meeting
ADOPTED MINUTES**

David Burnham, Chair
Bob Evans, Treasurer
Sarah Malinowski, Secretary
Tryn Collins, ICB Representative
Kate Stevens, Employee Liaison

All commissioners were present (Tryn via cell phone). There were no other attendees. The Meeting commenced at 5pm.

Internet Security and the Commissioners' use of Google Drive/Docs were added to the agenda under new business.

There were no public comments.

The Aug. 22, 2022 Monthly Meeting Minutes were approved. (Attached). Bob/Kate/All. The Sept. 12, 2022 Workshop Minutes will be reviewed at the Oct. 11 Workshop. **The 2022/2023 STRATEGIC PLAN was approved. Bob/Tryn/All.**

FINANCIAL REVIEW

- A. PAYABLES Bob suggested we include the date of invoices in the payable worksheets going forward
- B. TRANSACTIONS OF THE MONTH
- C. PAYROLL REPORT AUGUST reflects 5 pay periods
- D. P/L REPORTS

The Finances were approved. Bob/Tryn/All

- E. TRANSFER \$80,000 Bob/Tryn/All

NEW BUSINESS

- A. EVALUATIONS Kate reported that the employee pre-evaluation meetings have gone smoothly. At last week's meetings, employees arrived prepared to share their key job duties and annual goals. These were occasionally expanded/clarified through group brainstorming involving the employee, the management team, and the employee liaison. The meetings took approximately 10 and 20 minutes each. Kate highlighted that Employee # 25 is extremely conscientious and HAD indicated that full-time employment was a goal. Employee evaluations will occur on Nov. 1, 2022, with results reviewed by the commission at the Nov. 14 workshop, and raises voted on in the Nov. 28 meeting, effective January 1, 2023. Last year's raises went into effect January 1, 2022! Additional stipend of \$400/employee was awarded starting July 2022 for three months to existing employees. **After discussion it was decided to extend the stipend for another month. Bob/Kate/All.**

- B. CREATION OF AN ANNUAL CALENDAR Sarah and Kate started a calendar that includes commission workshop and meeting dates, annual milestones, agendas, and upcoming deadlines. Bob suggested adding compliance deadlines, to be coordinated with Beth.
- C. COMMISSIONER EVALUATIONS David suggested using the same format the employees use because it would help us internalize their evaluation process. Sarah pointed out there are different criteria for volunteer commissioners than employees. She suggested we measure ourselves via our responsibilities laid out in the Handbook. Bob suggested we include an open question to evaluate the district as a whole. Kate will turn this input into a draft Commissioner Evaluation for review.
- D. FIWMD ELECTION will be held Dec. 13, 2022. Petitions are due Dec. 3. Kate plans to run to complete the term of former Commissioner Kevin Carroll. Sarah indicated her intention to run for another 5-year term. Bob said all the election details, dates, including procedures for absentee ballots should reside on the FIWMD website. Tryn suggested checking in with Beth about this.
- E. UPCOMING MEETING DATES AND TIMES Tuesday Oct. 11, 5pm Workshop; Oct. 24, 5pm Monthly Meeting; Nov. 14, 5pm Workshop; Nov. 28, 5pm Monthly Meeting; Dec. 19 5pm Workshop + Monthly Meeting.
- F. **RATIFY DUMPSTER PURCHASE (previously approved via email 9.19.2022).** Bob/Tryn/All. Given there will be a need for future compactor purchases in the upcoming year, David suggested researching options for updating the equipment as an alternative to in-kind replacements. He recalls Casella Group identifying equipment with advanced compacting technology to maximize the quantities in each haul. He will explore and report back.
- G. **EXPANDED COMPOST STATION HOURS Employees have requested we open the Compost Station to the public on Tuesday and Thursday afternoons effective immediately to better accommodate the end of season lawn work, gutter cleanouts etc. All agreed. Kate/Bob/All.**
- H. CASELLA David agreed to let Trevor know we would like to discuss their proposal in the new year. We put this on the January workshop agenda.
- I. INTERNET SECURITY Bob is concerned we are vulnerable to online threats, also given the attack Suffolk County municipal offices have suffered. He recommends we explore options like air-gapping the system and having a back-up computer. Tryn suggested the risk may not be so great given our small scale and relatively simple infrastructure (no big data bases etc.). Kate suggested contacting the town to find out more about their experience and to see if they have any suggestions for us. David suggested contacting computer consultant Brian Mayo for a proposal. We put this on the Oct. 11 workshop agenda.
- J. BUDGET 2023 We moved the 2023 Proposed Budget review to the Oct. 11 workshop and the vote to the Oct. 24 monthly meeting.
- K. SECOND COMPUTER FOR OFFICE ASSISTANCE **After discussion it was decided to purchase a new computer to enable another person to assist Beth periodically in the office. Equipment is not to cost more than \$1,500. Tryn/Bob/All.**
- L. GOOGLE DRIVE/DOCS Kate suggested that the commission use these tools to keep track of the most up-to-date version of documents and facilitate collaboration. (It was emphasized that this was not meant to interfere with Beth's internal file organization but be a repository for commissioner reference documents). There was a discussion of the difference between Google Drive and Google Docs. *[Google Drive is an online file storage service that could be used to store the most up-to-date versions of District documents for easy reference like the Handbook, Local Solid Waste Management Plan, Job Descriptions, Approved Minutes, etc.; Google Docs is a*

collaborative file format available on Google Drive that could be useful for creating and updating the annual calendar, proposed agendas, and other documents with multiple authors.] Tryn has been using these applications for school and finds them useful. It was agreed that Kate would help Sarah, Dave, and Bob get going using them so we can test this approach.

M. DEC GRANT OPPORTUNITIES Kate has identified a list of DEC grant opportunities. These will be discussed at the Oct. 11 workshop.

UPCOMING MEETINGS

- Draft Agenda for Oct.11 Workshop
- Review Sept. 12 Workshop Minutes, Sept. 27 Monthly Meeting Minutes •
- Review 2023 Proposed Budget
- DEC Grant Opportunities
- Annette reports on status of Compost Program

Draft Agenda Items for Upcoming Meetings

- Oct. 24, Monthly Meeting: Public 2023 Proposed Budget Presentation, Handbook revisions, Review Draft Commissioner Evaluations
- Nov. 14 Workshop: Review Employee Evaluations
- Nov. 28 Monthly Meeting: vote on Handbook, Raises, and Commissioner Evaluations
- Dec. 19 Workshop & Monthly Meeting: Dick recaps Glass Crushing initiative and reports on Wood Processing initiative, complete Commissioner Evaluations
- Jan 9 Workshop: Casella Proposal, Reorganizational Meeting

The Meeting Adjourned at 6pm.

Respectfully Submitted by,
Sarah Malinowski, Secretary

Follow Up Actions:

Beth:

- Inform employees that the stipend will be continued for the month of October. •
- Include dates of invoices on payables ledger
- Share compliance deadlines for annual calendar
- Ensure information on Dec. 13 Election, including procedures for absentee ballots is on the web site
- Book small conference room for upcoming meetings

Beth & Bob:

- Finalize 2023 Proposed Budget for review at Oct.11 Workshop

David:

- Research compactor options
- Research computer consultants for security evaluation and solutions

Kate:

- Draft of Commissioner Evaluations

- Updated Annual Calendar
- Google Drive/Docs set up + training (Sarah, David, Bob)
- Compile DEC Grants for Oct.11 Workshop
- Research second computer for the office