



**JANUARY 19, 2023**  
**10:00 AM Walkthrough @ the Compost Station**  
**ADOPTED WORKSHOP MINUTES**

Commissioners David Burnham, Sarah Malinowski, and Kate Stevens participated in person, Bob Evans by phone. Team Members: Danielle Murray, Beth Stern, Annette Tourangeau and Richard Wetherell guided the Walkthrough.

1. Annette began the Walkthrough with a Compost Program recap.
  - She explained 4 handouts (attached): Mulch and Compost Loading; Food Loss and Food Waste; Pros for Purchasing a Scale - \$14,000; Compost Station Customer Count by hour.
  - She proposed a streamlined approach to household food scrap collection (larger receptacle, weighed and dosed @1:3 ratio directly at the windrows).
  - She also outlined the multiple operational benefits of a scale.
  
2. Richard covered current and future operations and a lease proposal:
  - He explained site uses and machinery, highlighting that grinder use is down by 2/3 (therefore less noise, fuel, person hours) thanks to the new cordwood processor. (The latter has produced 150 cords so far. Waiting for current stockpile to season before resuming splitting).
  - He proposed an abridged version of combining the stations (ballpark 200k) where the current arrangement of materials shifts west one pit , making room for TS station materials. Prerequisites.
    - a. upgrading shop to 200-amp service, trenching 3-phase power from the new panel to the cardboard + household garbage compactors.
    - b. freeing up far pit by processing rubble (to use as CS fill at windrows + internal roadway). Option to process the material inhouse as a winter project would involve rented machinery @ c. 7 k per week, c. 4 weeks (28 k). Also valid as a standalone project.
    - c. creating 1-way circular traffic flow, entry @ current entrance, exit @ palette fence.
  
3. Museum Trail and vegetation buffer were also discussed.

**2:00 pm Workshop @ at the Community Center**  
**PREVIEW CONTENTS OF 01.23 .23 MTG.**

**All Documents are available in the 01.19.23 in the Meeting Packet Folder on Google Drive**

1. Review, edit December 19 Meeting Minutes: ready for edits and approval at the 1.23 .23 Meeting.
2. Walkthrough Impressions: Commissioners were appreciative of the presentations and teamwork, as well as the overall sense of organization and tidiness at the Compost Station. The information provided was helpful and will be explored in more detail. The Commissioners also appreciated the detail and professionalism of the bunker lease proposal, with initial impressions that leasing a FIWMD asset would require an open and public process.
3. Management: employee-related updates were discussed in executive session at the end of the workshop.

4. Employee + commissioner goals/roles 2023, public meeting requirements, office hours, archiving documents. Postponed.
5. Neighborhood Coalition Building Opportunities. Postponed.
6. Annual Reorganizational Discussion: initial discussion outlined below.
1. **OFFICER SLATE FOR MONDAY 1.23 .23 MEETING 5-7PM**

*CHAIR - David  
TREASURER - Bob  
SECRETARY - Sarah  
EMPLOYEE & COMMUNITY LIAISON - Kate  
CONSERVANCY & HABITAT LIAISON - Tryn*

**2. MONTHLY WORKSHOP AND MEETING DATES + TIMES**

*Workshops 2<sup>nd</sup> Thursday of each month \*10-12 am at Community Center (\*daytime to allow for employee attendance on an as needed basis, option to meet at Compost Station or Transfer Station or other, depending on workshop topic)*

*Meetings 4<sup>th</sup> Thursday of each month 4-6pm (Community Center)*

**3. HOLIDAY OBSERVANCES FOR EMPLOYEES - 9 Paid Holidays/year**

- 1.16.23 MLK Day (CS,TS Closed) **MSW dumpster outside gate @TS***
- 2.20.23 President's Day (CS,TS Closed) **MSW dumpster outside gate @TS***
- 5.29.23 Memorial Day (CS Closed, TS **Open 1/2 Day**)*
- 6.19.23 Juneteenth (CS,TS Closed) Monday*
- 7.04.23 July 4th (CS,TS Closed) Tuesday*
- 9.04.23 Labor Day (CS Closed, TS **Open 1/2 Day**)*
- 11.23.23 Thanksgiving Day (CS,TS Closed)*
- 12.25.23 Christmas Day (CS,TS Closed) Monday*
- 01.01.2024 New Year's (CS,TS Closed) Monday*

*The rest of the Agenda was postponed to the Reorganizational Meeting on 1.22.23 at 5pm the Workshop transitioned to Executive Session*

4. **SCHEDULE**
5. **PERIODICALS** (The Day & Suffolk Times)
6. **ATTORNEY**
7. **FINANCIAL INSTITUTIONS**
8. **LIABILITY AND PROPERTY INSURANCE**
9. **ACCOUNTING FIRM**
10. **REVIEW OF POLICIES & PROCEDURES**

*Mission Statement*

*Values*

*Governing Policies*

*Guiding Principles*

*Office Hours Policy*

*Document Retention/Storage Policy*

*Travel Expense Policy*

*Weather Policy*

*Credit Card Policy*

*Article 13 Improvement District Commissioners/Review*

*Drug testing + training (Narcan)*

*Sexual Harassment training*

*Ageism policy (see benevolent sexism policy)*

6. **New Business, Ideas and Agenda Items for future Meetings**
7. **Executive Session for discussion of 90 Day Review of Employee #**

**The Workshop adjourned at 4pm.**

### **01.22.23 MTG. DRAFT AGENDA**

**All Documents are available in the 01.22.23 in the Meeting Packet Folder on Google Drive**

1. review, edit, vote on 2.19.22 Meeting Minutes and 1.9.23 Workshop Notes
2. Review, edit, and vote (as needed) on Annual Reorganizational Items:
  1. Officer Selection
  2. Monthly Workshops and Meeting Dates/Times
  3. Holidays
  4. Schedule
  5. Periodicals (The Day & Suffolk Times)
  6. Attorney
  7. Financial Institutions
  8. Liability and Property Insurance
  9. Accounting Firm
  10. Review Policies & Procedures
- *Mission Statement*
- *Values*
- *Governing Policies*
- *Guiding Principals*
- *Office Hours Policy*
- *Document Retention/Disposal Policy*
- *Travel Expense Policy*
- *Weather Policy*
- *Credit Card Policy*
- *Article 13 Improvement District Commissioners/Review*
- *Drug testing + training (Narcan)*
- *Sexual Harassment training*
- *Ageism policy (see benevolent sexism policy)*
3. Financial Review
  - A. *Payables*
  - B. *Transactions of the Month*
  - C. *Payroll Report*
  - D. *P/L Reports*
  - E. *Motion to accept Finances*
  - F. *Motion to Transfer Funds*

*G. Administrative Fees for Flanders Group - Bob*

4. Commissioner goals 2023
5. Following up Walkthrough Proposals
6. Employee related updates
7. Archiving documents - Bob
8. Neighborhood Coalition Building Opportunities – Kate/Sarah
9. Website Update - Beth/Kate
10. Cyber Security - David
11. Handbook Update - Sarah/Kate
12. Correspondence
13. **New Business, Ideas and Agenda Items for future Meetings**