



January 23, 2023
4:00 PM at the Community Center and on Zoom
ADOPTED MEETING MINUTES

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

All Commissioners and Office Administrator were in attendance. K. Stevens at the Community Center. D. Burnham, B. Evans, S. Malinowski, T. Collins and B. Stern on Zoom

There was a pre-meeting discussion regarding Commission and District Compliancy, regarding being in compliance with our outside regulatory and legal requirements as well as our internal policies and bylaws.

D. Burnham called the meeting to order at 4:20pm.

(motions in bold)

There were no public comments.

Part One of the 2023 Reorganizational Meeting was conducted during this Monthly Meeting. Those minutes - 2023 Reorganizational Meeting Minutes (Part One) - are separated for easier reference. They are attached to these minutes, but also filed separately.

The 12.19.22 Meeting Minutes and 1.19.23 Workshop Notes were approved. (B.Evans/K/Stevens/All).

Financials

Payables, Transactions of the Month, Payroll Report, P/L Reports and transfer of funds.
Discussion regarding the Health Insurance Bill. The Commissioners noted the District will be \$40,000 over budget for Health Insurance in 2023. The Commissioners noted OVERTIME (OT) hours on the payroll document. There was consensus that OT was not needed to complete the operational tasks of the district. Employee Liaison, K. Stevens will work with the crew on scheduling, to eliminate OT. It was noted that there might be an opportunity for an employee to work 4 long days instead of 5, 8 hour days. The special compensation for COVID, is to be reevaluated when the COVID policy is updated. The Commissioners are concerned regarding lack of bank reconciliations on a monthly basis.

The Financials, a \$75,000 transfer from our savings into our checking account was approved. (B.Evans/T.Collins/All).

Administrative Fees for Flanders Group - B.Evans

The Flanders Group, which holds our Workers Compensation Insurance, charges very high fees. B.Evans will contact Flanders. It was noted that individual Commissioner projects will be posted at the bottom of Agendas and Minutes for tracking purposes.

Commissioner goals 2023

Sharing and discussion of individual Commissioner goals based on Commissioner Evaluations was tabled to text (TTT).

Following up Walkthrough Proposals

Background: Commissioners D.Burnham, B.Evans, S.Malinowski & K.Stevens participated in an informative Walk Through of the Compost Station on January 19th. Danielle Murray, Annette Tourangeau, Beth Stern & Richard Wetherell showed off their work and introduced the Commissioners to a lot of ideas for going forward. At the Walk Through, A.Tourangeau presented the Commissioners with a Customer Count by Hour Report, Rationale for purchasing an industrial scale for the purpose of simplifying the process of estimating amounts and collecting data regarding input of yard waste, a Food Loss & Food Waste Report, and a Mulch & Compost Loading Report. (All Attached). R.Wetherell presented the Commissioners a proposal from Will Braun and Jared Toldo for leasing a bunker for the purpose of repurposing logs. (Attached).

Discussion: K.Stevens reminded the Commissioners of the importance of our Ft. Wright Community. The neighborhood includes a blend of residential, industrial, educational, transportation, recreational and historic uses. These different uses are all in relationship with each other. We are looking for areas of mutual interest, such as machine repair and maintenance and plowing. Perhaps a speaker series covering subjects of importance to all groups, such as, healthy yards, home composting, micro-energy grids. S.Malinowski noted enlarging our footprint, will run the risk of a backlash such as the one 5 years ago. Additionally, we want to keep in mind the ongoing neighborhood goals of a path, Museum Trail, from the Ferry to Race Point. And the vegetation barrier between our operation and our neighbors. K.Stevens pointed out that all coastal municipalities will be required to have coastal resiliency plans soon. Nantucket has a robust plan in place we could look at. S.Malinowski wondered if it would be possible to move our compost and wood operation to the Transfer Station property. D.Burnham mentioned that contractor facilities have a habit of expanding, which would be detrimental to the neighborhood. Additionally, until we decide what we are doing in all our spaces, it is premature to give any space up. It was decided that S. Malinowski will circulate a draft thank you note to the team describing our concerns and thanking them for the Walkthrough. This note will include the question: How much suitable wood do we get in each year that could be used in for the Braun/Toldo endeavor? S.Malinowski will also write and circulate a draft thank you note to Braun and Toldo.

Archiving Documents

The Commissioners agreed that invoices, customer receipts, and bills from 2015 and earlier could be thrown away. HR files, Employee records, Consultant files are to be saved.

Website

Cybersecurity

Handbook

Tabled to February 23 Meeting

Neighborhood Coalition Building Opportunities

Community Liaison, K.Stevens can start coalition building with our neighborhood.

Correspondence

Secretary, S.Malinowski was asked to draft and circulate a response letter to Will Braun and Jared Toldo. We want to thank them for their detailed and thoughtful proposal to lease a bunker from FIWMD for a sawmill, lumber, and millwork business. She's to include that we cannot make a decision until we have a better sense of our longer-term plans. (Attached). Additionally S.Malinowski was to draft and circulate a thank you note to our team members who hosted the commissioners for a walk through of the Compost Station facilities on January 19. (Attached).

Employee Related Updates

The Meeting Adjourned to Executive Session for discussion of personnel at 6:30.

The outcome of Executive Session was David will contact our Attorney Bill Moore regarding strategies and legal obligations around Workers Compensation.

Employee Liaison, K.Stevens, will explain to R.Wetherell that he must have liability insurance in place before any other outside work is done on Waste Management premises. Further ask R.Wetherell to write up a proposal regarding how the WM maintenance shed can be shared without impacting the work of the District. We are looking for clear lines. There can be no employees staying overnight on WM property.

The Meeting Adjourned at 6:50.

Respectfully Submitted by,

Sarah Malinowski

Time Sensitive Commissioner and Office Administrator Tasks:

All Commissioners: Share individual goals based on Evaluations via text

D.Burnham: Cyber Security, Bill Moore regarding Workers Comp

B.Evans: Administrative Fees from Flanders Group

S.Malinowski: Minutes, letter to Braun & Toldo, Letter to our Team

K.Stevens: Scheduling to eliminate OT. 4 long days instead of 5, 8 hour days

B.Stern: Bank reconciliations and P/L on a monthly basis

February 9, 2023 Workshop Agenda Items

February 23, 2023 Monthly Meeting Agenda Items

1. Reorganizational Meeting (Part Two)

2023 Daily Schedule of Open Hours at the Transfer Station and Compost Station

- *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)*
- *Reevaluate special compensation for COVID Policy*
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2. Monthly Meeting Agenda Items

Website - Kate/Beth

Cybersecurity - David

Handbook - Sarah/Kate

Individual Ongoing Commissioner Projects

D.Burnham: Cyber Security

B.Evans: Flanders Group

S.Malinowski: Archiving Documents, Trail, Handbook, Policies, Elections

K.Stevens: Archiving Documents, Neighborhood Coalition Building, Community Resource Sharing, Handbook, Policies, Speaker series, coastal resiliency plan

T.Collins: Vegetation Barrier/Environmental Site Planning