



**April 27, 2023**  
**4:00 PM at the Community Center and on Zoom**  
**ADOPTED MEETING MINUTES**

Commissioners D. Burnham, B. Evans, S. Malinowski, K. Stevens were present. Business and Administration Manager B. Stern attended by zoom.

**The following documents were available on Monday, 04.24.2023 in the Meeting Packet Folder on Google Drive:**

- 4.27.2023 Meeting Agenda**
- 3.23.2023 Draft Meeting Minutes for Approval**
- 3.1-3.30.2023 Checks for Approval**
- 3.31-4.21.2023 Payables for Approval**
- 3.2-3.30 Payroll Report for Approval**
- 1.1-3.22 P&L Previous Year Comparison; Budget Preparation**
- Draft letters of Support for Museum Grants**
- 2022/2023 Strategic Plan**

1. The Commissioners reviewed the Agenda. There were no comments or additions.
  2. There were no Public Comments.
  3. **The 3.23.23 Meeting Minutes were approved. Kate/Bob/All**
  4. Strategic Plan (Attached) Priorities: The 2022/23 Strategic Plan focuses on 3 things: Improving our Management Structure, Expanding our Compost Program, and data collection for internal tracking and strategic planning. Sarah wants to make sure the goals of the commission are the goals of our staff. Kate thinks we are doing a good job on our strategic plan. Bob suggested diverting cardboard and aluminum might yield better results that capturing all the organic waste for compost. If we were successful at capturing all the organic waste, we could reduce the amount of household garbage we ship off island by 30%. Kate stated we are getting better at prioritizing as a commission and how we convey those priorities to our team. We are building alignment so we move things forward that we care about. Cutting cherry trees down between us and the airport is not a priority. Customers and reducing the waste we ship off island are priorities.
  5. Finances (Beth)
    - P&L Year to Date Comparison
    - Transactions for March
    - Payables from March to April 27
    - The Finances were accepted, the commissioners approved the Transfer of \$80,000 from savings account to the operating checking account. Bob/Kate/All
  6. Reports
- B. Stern:
- There was no station update, Beth will ask Dick if he can join our Monthly meetings by zoom to give us timely updates.

- Beth is looking into new Workers Comp program available through The State Insurance Plan that will process our rates and payments monthly instead of the annual system that is wildly inaccurate.
- Bids & Contracts The Commissioners requested that Beth find out if SCRRRA and Casella would be able to draft contracts in July, for 2024.
- Beth wrote DEC for relief on Landfill monitoring. DEC came back with a laundry list of things we need to do, before we terminate the monitoring program. Beth, will keep us informed regarding how we are going to accomplish the requests from DEC.
- Beth will reach out to Beth Jepson and ask her to just get our current Web Site up and running. The main feature we require is the minutes need to be represented on the website in an easily accessible way to anyone who is interested.
- Cyber security - Beth will contact Brian Mayo and ask him to analyze and make recommendations regarding the cyber security of our current practices.

D.Burnham:

- There was discussion regarding the rugged condition of the road to the Transfer Station. The consensus was we are entering a learning phase. The road is in a flood plain and there are too many unknowns to consider how we can help our communities' effort to repair this town road at this time.

B.Evans:

- Insurance Premium Review - waiting on new WC program
- Landfill Solar - Utility Co. with respect to community center, not good enough need, Utility co needs to resubmit a plan , we are waiting that to figure out before this is resolved. Before we develop the landfill for solar. Let's get a hold of the legal document for the lease.

S.Malinowski:

- Composting Program. As you know, on March 28, 2023, we hosted a discussion with the School, Cafe, Club, the Pequot, Yacht Club and other island organizations involved in food service to understand current obstacles to composting and how to help remove them. They requested clear protocols for what can go in food scraps for compost. Food providers hope we can organize pick ups. Next steps we need sealable buckets that could be picked up, washed and delivered back. Do we gear up for that and staff that. We need to organize a meeting with contractors or possible people to pick up.
- Minutes preparation - Once minutes are approved, they will be archived on Google Drive. Beth can grab from there to create a hard copy for our files and to post on our website.
- Elections & Election + Financial Reporting to Town - Stacy Norklun, the Records Management Assistant for the Town of Southold, has confirmed that all the FIWMD financial and election documents have been received.
- Buffer + Museum Path - I spoke with Tom Sargent and he said the Conservancy is ready to support our goal of a native plant buffer that will protect our neighbors from our operation. It is hoped that installing a densely planted buffer will minimizing the noise, dust and smell from our activities. They are awaiting a design plan and they are hoping that Tryn Collins will present them with one ASAP. Kate and Sarah are going to walk the shoreline border of our property with Meg Raymond of the Museum. We agree that the recreational and historic features should be available to all islanders. Bob is concerned that a permanent conservation easement would make that land off limits for our own use. Kate pointed out that the land in question is shoreline and therefore unavailable for our use anyways.

K.Stevens:

- Employee Liaison Updates (dealing with + reporting conflicts, prioritizing tasks, organizational assessment, capital expenses worksheet, staffing) Misc. things. Issue with a customer being rude. Kate reminded the employee not to escalate. Keep a list and let us know. The person flipped out. Write up a letter that is easy to hand out. Prioritizing tasks, but there has been some miscommunication regarding prioritizing. There needs to be follow up on what the priorities are. No one has filled out the organizational assessment - no one has filled out. Capital expenses worksheet still haven't gotten \$14,000 for a scale. We care for invoicing and
- Policies (Open Meeting Law - circulate by email. Commuter Stipend - IRS site and Bob's email a very important issue to the employees. Just do what race rock would we consider doing a Consistent messaging looking for efficiencies staffing - People think Everett can be trained to do the last hour by himself. Their experience is that the TS can be operated by one person in the summer, but it is busy, you cannot be in the TS booth. Maybe Everett can operate the TS on Tuesday and Thursday mornings. We can have Don help Vicki he could go up to 25. Bob suggests folks alternate staying late days. Co-pay Trainings, Covid Policy sick day allowance)
- Handbook - *At the last meeting, we agreed to combine sick days, personal days and wellness days and call them all personal days. This new wording will go into the 2024 Handbook to be voted on at the Reorganizational Meeting in January 2024. We are still following Federal COVID Guidelines, when do we want to remove the special provision for COVID sick days?*
- Walkthrough Proposal Updates (scale, rubble, combining stations)
- Community Coalition Building (grants, planning, events, ICB) There was a consensus to send the letters. I will forward them to Sarah and Hannah. David will come down and sign. Feral Cat Lady.

Beth reported that Danielle has stepped up hugely with everyone being full support of board and how do we work through that so there is a good outcome.

Meeting adjourned at 6:05 PM.

#### Commissioner and Office Administrator Commitments

##### B.Stern:

- Station update
- Budget (year-to-date comparison)
- Bids & Contracts
- Upcoming Annual Calendar Deadlines (Hazardous Waste Event, State + Federal Regulatory Deadlines etc. )
- Website

##### D.Burnham:

- Legal Parameters (Worker's Comp Requirements, Civil Service Requirements, TS Road Contribution Constraints)
- TS Road w/ Ferry options
- Cyber Security (Brian Mayo)

##### B.Evans:

- Insurance Premium Review
- Accounting pilot focused on MSW diversion projects
- Landfill Testing
- Landfill Solar

##### S.Malinowski:

- Composting Program (03.28.23 Food Service Provider mtg, 04.18.23 Earth Care Farm field trip, April mtg w/ contractors, next steps)

- Minutes preparation
- Archive Documents
- Elections & Election + Financial Reporting to Town
- Buffer + Museum Path

K.Stevens:

- Employee Liaison Updates (dealing with + reporting conflicts, prioritizing tasks, organizational assessment, capital expenses worksheet, staffing)
- Policies (Open Meeting Law, Commuter Stipend, Co-pays, Trainings, Covid Policy sick day allowance)
- Handbook
- Walkthrough Proposal Updates (scale, rubble, combining stations)
- Community Coalition Building (grants, planning, events, ICB)

T.Collins:

- Conservancy Update
- Environmental Site Planning

8. New Business + Ideas and Agenda Items for future Meetings