



May 25, 2023

4:00 PM at the Community Center and on Zoom

**ADOPTED MEETING MINUTES**

The documents for the meeting were not available by the time of the meeting.

**D. Burnham; B. Evans; S. Malinowski; K. Stevens were present. Business Administrator B. Stern was on Zoom. G. Murphy attended the meeting.**

1. **Agenda Review** – The Commission read through the agenda to determine how much time to allocate to each section.
2. **Public Comments** – No public comments.
3. **Minutes – The April 27, 2023 Meeting Minutes were approved. Kate/Bob/All**
4. **Finances**
  - Payroll
  - Payables - The \$1,900 cost of paving at the transfer station entrance was discussed. There was discussion about discretionary spending limits before Commission input is required. Sarah expressed concern regarding the permanence of paving and that the Commission had not been consulted in advance. \$2,300 CWPM; \$1,000 Ferry; Napa \$70 were added to the payables: total by meeting time was \$42,000. **The payables were approved. Bob/Kate/All**
  - Budget – The 2024 Budget should include maintenance cost for new equipment purchased during the year (none was included in 2023 budget for cordwood processor). As well as several necessary capital expenses like a new screener and two new cans (backup cardboard). There is a 2024 capital expense wish list taped to Beth’s door to help with 2024 budget preparation, items so far include: scale and hydraulic quick release, spare cardboard container and another backup container.
  - Bank Reconciliations – Nothing reported.
  - Z&S Check Deposits – Beth reported they have been deposited.
  - **A transfer of \$75,000 from Savings to Operating Account was approved. Bob/Kate/All.**

**5. Reports**

B.Stern:

Business

- 2022 Year End - Tabled to 6.8.23 Workshop.
- 2023 Budget (year-to-date comparison) - Tabled to 6.8.23 Workshop.
- Income - \$30,000 Compost Income was projected in the 2023 Budget; we have taken in \$18,000, so anticipate surpassing the estimated amount. Kate pointed out that Compost income should also be considered when calculating the cost benefit of the food scrap/compost program. Bob countered that there was a negligible value added between compost w/out food scraps and compost without. Agreed to revisit the discussion.

- Workers Comp Update - Tabled to 6.8.23 Workshop.
- Bids & Contracts - Beth will add contract due dates to the Annual Calendar in Google Docs. Our current contract with SCRRRA ended June 30, 2022.

#### Administration

- Landfill Testing - Complying with DEC requirements to lift annual testing requirements, tabled to 6.8.23 Workshop.
- Website (Kate) - Kate updated our current website by adding new station hours, office hours, Zoom link for meetings, updated text regarding our food scraps and composting program. Kate will contact Beth Jepson to ensure the current website glitch is fixed and minutes get updated by the 6.8.23 Meeting.
- Cyber Security - Everett will contact Bryan Mayo re: assessment/recommendations and report back by 6.8.23 Workshop.

#### Human Resources

- Training (Kate) – Kate will follow up on status of 2023 sexual harassment prevention training, changed to NYS Harassment training requirements, and plans for 2024 training at the 6.22.23 Meeting.
- Employee Key Concerns – Beth shared the employees’ list of how they can help enact the 2023 Strategic Plan. The Commission appreciated this effort but clarified that the intention of the original request for a bullet point list of “Employee Key Concerns” was to capture the concerns expressed at the 5.9.23 Employee-Commission Meeting (Executive Session). Beth is going to coordinate with the other employees to compile that Employee Key Concerns list to share with the Commission by the 6.8.23 workshop.
- Proposed Summer 2023 Management Structure – Beth shared the employees had decided that Dick would fulfill the role of Operations Manager and the whole team would report to him about Operations-related matters, Beth would act as Commission Liaison and relay employee concerns to the Commission and vice versa. Everett would provide station updates at our monthly workshops. Kate requested that Dick also attend the monthly workshops so the Commission can interact with him first-hand about pressing operational issues.

#### D.Burnham:

- (Business/Bids & Contracts) Casella REC Processing Contract/Consolidation & Operation Proposal - Erin Banfield reached out regarding our recycling processing agreement that we have in place through our Willimantic MRF. They would like to present new pricing that is reflective of the market and industry fluctuations and have also requested an update on the current focus of the board regarding their Consolidation & Operation proposal. Kate will check in with them and report back at the 6.8.23 Workshop.
- (Stewardship) Strategic Plan Status Report - “what are we doing to...” Tabled to 6.8.22

#### B.Evans:

- (Correspondence) Incident Letter Revision – Bob did not revise Kate’s draft because the issue had been resolved internally according to the employee involved. There was a discussion

regarding preparing a generic letter of support for station attendants to hand out to customers who do not follow the guidelines. Bob suggests waiting until another incident arises and then revisiting creating a generic letter at that point.

- (Business/Bids & Contracts) SCRRRA Contract - Bob did a deep dive on the contract and reported it is a 7-year term, is missing the actual pricing sheet, and recommends we request SCRRRA to strike the word “unwilling” on page 16. Beth will request proposed pricing from SCRRRA and let them know about the edit requested, and she and Bob will report back at the 6.8.23 Workshop. This is time-sensitive since the contract expires at the end of June.
- (Finances) Insurance Premium Review - Workers Comp, ongoing.
- (Finances) Accounting Pilot for MSW Diversion Projects – Several members of the Commission have requested a report of time/benefit of the wood processing program at previous meetings. Bob said he feels it is not a good use of our time to compile this data, and that the success of the program speaks for itself. Kate pointed out that this information provides a clear picture of the resources invested in producing cordwood and allows us to adjust priorities, particularly as we enter the summer season. General discussion that the Commission needs this kind of data to be able to prioritize and determine if there are better ways to accomplish certain tasks, keeping in mind DEC mandates and LSWMP commitments. This will help to determine if in some cases outsourcing may be more cost effective (Freon Recapture & Tub Grinding were given as possible examples). Discussion of Everett’s helping to prepare these reports.
- (Stewardship) Landfill Solar - the Commission fully supports the concept. Bob recommended waiting until the Community Center and the Utility Company resolve their dispute before pursuing further. Kate suggested reviewing information about previous FIWMD solar proposals at FIWMD and requesting a proposal sooner rather than later, since having an additional project in the pipeline might help things move ahead generally.

S.Malinowski:

- (Stewardship) Conservancy Buffer/Museum Path - Sarah, Tryn, and Kate will meet with the Conservancy in early June to determine the specific area and actions required for a robust native species barrier between FIWMD and its neighbors. In advance of their Memorial Day Meeting, Kate will request a proposal from the Museum for the coastal and wetland areas of the Compost Station, with configuration and details TBD.
- (Administration) Minutes - Sarah reported that Minutes’ preparation is time consuming and best done by a third party. It was agreed she would prepare a job description for a FIWMD minute taker to share at a future workshop/meeting.
- (Administration) Office Organization/Document Archiving - Sarah reported that she and Kate are continuing the mission. Next up is to create an inventory of past FIWMD studies, proposals, and plans to better support future decision making and to avoid reinventing the wheel.
- (Administration) Annual Calendar – It is underway and will be stored on the Commission Google Drive so it can be added to/viewed by the Commission.  
Employee-related Annual Calendar Items- Tabled to 6.8.23  
Commissioner-related Annual Calendar Items - Tabled to 6.8.23

K.Stevens:

- (Stewardship) - Conservancy Buffer/Museum Path - See above.
- (Stewardship) - Composting Program + Vegetable Oil Collection – Tabled for lack of time. Kate is continuing to pursue options for household organics pickup service.
- (Human Resources) - Tabled for lack of time. Kate sent out a sample Employee Online Comment Box - please give feedback ASAP.
- Employee Assessments 2023 - see above.
- (Human Resources) -
  1. OML update share research (quorum, recordings, minutes, zoom links, agendas). Tabled for lack of time. Please read the draft Kate emailed and be prepared to discuss at 6.8.23 Workshop
  2. Commuter Benefits - Tabled for lack of time. Please review the spreadsheet and research Kate has shared in the Commission Google Drive.
  3. Off-Island Employee Costs of Weekend Commute - Tabled for lack of time. Please consider how to fairly offset the extra commuting costs and time of an off-island employee working on the weekends.
  4. Sickness/Wellness Days - Tabled for lack of time. Please review the document Kate has shared in the Commission Google Drive.
  5. Sexual Harassment Prevention Training 2023/2024 - See above.
- (Administration) Website - See above.
- (Stewardship) Community Coalition Building - Ongoing.

T.Collins:

- (Stewardship) Conservancy Update
- (Stewardship) Environmental Site Planning

#### **6. Communication/Correspondence**

- Casella emailed FIWMD re: recycling processing pricing/contract and status of transfer station consolidation & operation proposal (Kate to follow up)
- Operations Inc. emailed FIWMD re: training needs for 2023 and changes to NYS requirements (Kate to follow up)
- Tom Shillo (Z&S) texted FIWMD regarding outstanding checks - Beth reported she has deposited them all.
- Sarah emailed Tom Sargent, Conservancy re: Buffer meeting early June.
- Kate emailed Island Contractors re: food scraps collection
- Kate emailed + called Mahoney Environmental Systems re: vegetable oil collection
- Kate emailed Craig Bigger, CHA/CME re: getting a copy of the Compost Station and Land Fill surveys

Respectfully Submitted By,

Sarah Malinowski

#### **7. New Business**

#### **8. Agenda Items for future Meetings**