



**June 8, 2023**

**10:00 AM Community Center + Zoom**

**ADOPTED MONTHLY WORKSHOP MINUTES**

*Commissioners present: B.Evans, S.Malinowski, K.Stevens*

*Team members present: B.Stern & R.Wetherell*

5.25.23 Meeting Minutes:

Will be approved at the 6.22.23 Meeting

Manager's Report:

Dick provided the Commissioners with a detailed manager's report - a hard copy will be placed in the 6.8.23 Workshop Folder on Google Docs.

Some things that were mentioned: Trying to help the school out as much as we can; Curtis Rand gave the District 2 red maples and 2 flowering cherries that are being stored at the town salt barn, still keeping up with the processing firewood; cleaning out a pit is a priority.

There was discussion regarding collating "work hours" for all the various tasks currently being managed. We need this timecard data for budgetary and planning purposes.

Bids and Contracts:

Beth provided the SCRRRA tipping rates for hauling and will include them in the meeting packet for June 22, 2023 Meeting.

Employee concerns from the May 9, 2023 meeting include:

Annette:

- Management structure - which has been resolved in the 90-day trial of Beth as Commission Liaison Richard as Operations Manager.
- Would like to see Commuter Costs resolved.

Danielle:

- Need structure when it comes to lists - we've gotten a whiteboard since, and it is working wonderfully.
- Not knowing who to go to for management instructions - the new system is working well.

Everett:

- Understands that finances have to be controlled
- Would like to see Commuter Costs resolved.

Beth:

- Concern was about the team partaking in underhanded actions. We have had several group conversations about this concern and am now confident that we can change that landscape.
- Unsure of parameters between all of us, team, and commissioners.

Richard:

- Unhappy with employee schedule
- Need more clearly defined roles between board and management.

OT compensation for Beth:

The consensus was to pay Beth OT for the weekend hours she worked in order to catch up on the District Financials.

Evaluations:

1) Criteria for Evaluating Summer 2023 Management Structure:

The result of discussion was Beth will use the current job descriptions and evaluation system as a starting point for developing criteria for evaluating the summer of 2023 Management system. It was emphasized that in order for evaluations to be legitimate, there must be agreement on the criteria of those to be evaluated. It is hoped that the any updates to the job descriptions and evaluation system can be proposed at the 6.22.23 Meeting.

- 2) Phase 1 of Summer Management Evaluation + Employee Evaluations completed prior to the Review of key job duties and personal goals for the year; confirm that Handbook + District mission/goals/ strategic plan has been read, signed, and dated.
- 3) Phase 2 of Summer Management Evaluation + Employee Evaluations completed prior to the 9.14.23 Workshop

Budget:

There was a two-sided discussion regarding preparation and presentation of the 2024 Budget.

- 1) Sarah proposed the first budget meeting be at the 7.13.23 Workshop, the first Draft of the Budget at the 7.27.23 Meeting, and the Final Draft presented at the 8.24.23 Meeting.
- 2) Bob preferred to do it the same way we did last year, stating that it is important that the 2022 Audit be complete prior to preparation of the 2024 Budget.

Strategic Plan – Management:

Kate reported on a conversation with Trevor, Erin, and Marc from Casella Casella will get us their Recycling Processing Pricing with an explanation of how it is calculated; they want to include us in their new mattress recycling initiative - we would set them aside and ship off in one load, (Dick mentioned that a bunker is being emptied for this exact purpose). Casella will propose some dates to come out this summer to visit our operations and consult with us on efficiencies; they welcome a visit from our team to their Willimantic operation; pointing out that knowing how they handle everything informs the most efficient and cost-

effective methods on our end. (Dick said we are too busy to visit the Willimantic site this summer, the team would like to visit in the Fall. The team would welcome their visit to us as soon as possible); Casella says mixed paper can be commingled with our bottles and cans and any overflow cardboard should be thrown into the mixed recycling container, for best recycling opportunities - their optical sorter can manage that; It is ok for glass to be broken because the system is designed for the glass to fall through, however, crushed plastic bottles and cans can confuse their sorter. (Dick was surprised to hear this, as he got different information from Casella). Let's close the loop on this. Finally, Casella is happy to consult about any new equipment we are sourcing - containers, compactors etc. - to be sure we are getting good value given our densification goals and also planning for future needs.

Strategic Plan - Compost (MSW diversion projects):

- 1) Mattresses – see above
- 2) Textiles – development ongoing. Nate Chaves is a resource for this.
- 3) Food Scraps to Compost – Kate reported that Peter Sanger and his cousin are set to pick up organic food waste from the food service providers this summer. We decided to order green 7-gallon buckets with lids and sturdy non-biodegradable bags for the food service providers to deal with issues of bucket cleaning and transport to the stations. Residential users will be provided with buckets, lids, and compostable bags. We are hoping to make it as easy as possible for our crew and customers this summer.
- 4) Vegetable oil – We can collect used vegetable oil at the CS and Mahoney ES will come pick it up when they pick up from the Big Club and the Pequot (for biodiesel).

Buffer:

Kate reported on the buffer walk-around with Tom Sargent. There is an overwhelming amount to be addressed and the Conservancy would like to share the cost with us. Our team is too busy to get started this summer but may have time in the fall or over the winter to help. There will be a recommendation for removing invasive plants, trees, and vines. Some soil prep and then installation and maintenance of the buffer once planted.

Coastal Path:

Kate will call the Town Attorney next week to learn what our options are regarding turning over our coastal and wetland areas at the CS to the Museum for the benefit of all Islanders.

Handbook:

- 1) Holiday Pay

It was determined that Holiday Pay should be extended to part-time team members as well as full-time. Kate will update the Handbook accordingly.

- 2) OT hours

It was again expressed that OT hours are for extenuating circumstances only, and not a regularly scheduled occurrence.