



**September 28, 2023**  
**10:00 AM–12:00 PM**  
**Community Center & Zoom**  
**ADOPTED MEETING MINUTES**

Commissioners Present: D. Burnham (arrived at 11:10 AM), S. Malinowski, K. Stevens, & B. Evans (left at 11:10 AM)

Employees Present: B. Stern & E. Maggs

The meeting began at 10:10 AM.

**1. Additions to the Agenda**

An Executive Session planned for 11:00 AM was added to the agenda.

**2. Approve Minutes**

A lengthy discussion ensued about the minutes that needed approval from the following dates: 7/27/23, 8/18/23, 8/24/23, and 9/14/23. The Commission was only prepared to approve the 9/14/23 workshop minutes and the rest of the minutes were tabled for a more detailed discussion at the 10/10/23 meeting.

**A motion by K. Stevens to approve the 09/14/2023 workshop minutes as amended was duly seconded by B. Evans. The motion carried unanimously.** D. Burnham was not present for this vote.

**3. Financials**

**a. Bank Reconciliations**

The Commission reviewed bank reconciliations from July 31–September 21. Discussion ensued while the Commission reviewed the financials.

**b. Payables**

A brief discussion ensued.

**c. Transactions of the Month**

No comments.

**d. Payroll Report**

No comments.

**e. P/L Reports**

Discussion ensued about why capital expenses were not entered on the Profit/Loss Report. Some of this was about gauging if expenses are similar year-to-year.

**f. Transfer Funds**

**A motion by K. Stevens to approve the financials and transfer \$85,000 for payroll was duly seconded by S. Malinowski. The motion carried unanimously.** D. Burnham was not present for this vote.

**4. Finalize Budget to Town + Public Summary**

A brief discussion about how we may be able to lower our 2024 budget if there is room in the 2023 budget to address those items now. The budget is due to the Town by the end of October.

Discussion ensued about whether there needs to be a public meeting scheduled to present the budget. The draft budget was included in Commission's 09/14/2023 meeting packet and a public presentation was advertised.

B. Evans left the meeting and D. Burnham arrived.

**5. Station Update**

E. Maggs reported on work and the need to replace tires on the payloader.

**A motion by S. Malinowski to replace the 2 front tires of the payloader was duly seconded by K. Stevens. The motion carried unanimously.** B. Evans was not present for this vote.

**6. Landfill Testing**

The quote for landfill testing from P. W. Grosser Consulting was included in the meeting packet.

**A motion by S. Malinowski to hire P. W. Grosser Consulting for 2023 landfill testing was duly seconded by K. Stevens. The motion carried unanimously.** B. Evans was not present for this vote.

**7. Wood Processing Posting**

There was mention of hiring people experienced with machinery from some of the landscaping companies. Discussion also ensued about staffing and supervision. There is some stress on employees currently because of being short staffed.

**8. Strategic Plan Check (Management/Compost/Data + Public Outreach).**

**a. Management: Manager Search + Handbook Update + Training**

**A motion by S. Malinowski to hire Nukk Freeman & Cerra P.C. for \$3,000 for 1.5-hrs of team training was duly seconded by K. Stevens. The motion carried unanimously.** B. Evans was not present for this vote.

The District had received two radically different handbook proposals from KardasLarson and Nukk Freeman & Cerra P.C. This topic was tabled and would be good to review with a new manager.

**b. Compost: Consultant**

B. Evans recalled that the Commission had not voted to approve expending funds for the compost consultant, Jayne Merner of Earth Care Farm. Her retainer is \$6,000.

**A motion by K. Stevens to hire Jayne Merner of Earth Care Farm as a compost consultant for the next year based on her proposal was duly seconded by S. Malinowski. The motion carried unanimously.** B. Evans was not present for this vote.

**c. Data + Public Outreach**

No comments.

**9. 5th Commissioner**

The Commission was still in need of a 5th member. Meredith Doyen would bring experience as an employer, from serving on various boards, and as a grant writer. She is also a former Commissioner and would be ready to get to work right away.

**A motion by S. Malinowski to ask Meredith Doyen to join the Commission through December 31, 2023 was duly seconded by K. Stevens. The motion carried unanimously.** B. Evans was not present for this vote.

**10. Solar Field + Coastal Path**

A \$400/hour retainer letter was received from Martin Finnegan and added to this meeting's folder on the Google Drive under "Consultant Proposals." Commissioners also talked with Attorney Keith Marlow, who was referred by Attorney K. Heslin of Nukk Freeman & Cerra P.C.

**11. Commuting Discount for Tax District Employees**

No comments.

**12. Executive Session**

An Executive Session for legal advice began at 11:11 AM. The Executive Session ended and the public meeting recommenced at 11:20 AM.

**13. Adjourn**

The Commission agreed to meet next on Tuesday, October 10 (10:00 AM–12:00 PM), and changed it from a workshop to a special meeting to review and vote on the draft minutes and draft budget. This date change would free the Commission to participate in J. Merner’s site visit on October 12.

There being no further business, the meeting adjourned at approximately 12:30 PM.

Respectfully submitted by,  
Katrnya Kibler, Minute Taker  
October 2, 2023

All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.

Revisions respectfully submitted per the Commission’s request,  
Katrnya Kibler on October 17, 2023 & November 1