

## **APPROVED MEETING MINUTES**

**January 23, 2025**

**1:00 PM – 3:00 PM**

**Community Center & Zoom**

### **Commissioners Present:**

K.Stevens, *Chair*

G.Murphy, *Treasurer*

S.Malinowski, *Secretary*

M.Doyen

### **Staff Present:**

J. Theodore, *Operations Supervisor*

*The meeting began at 1:09 pm*

#### **1. Additions to Agenda**

G.Murphy requested an executive session for HR.

#### **2. Public Comment**

None.

#### **3. Minutes Adoption:**

**A motion by M.Doyen to adopt the January 9, 2025 meeting minutes was duly seconded by G.Murphy. On a vote of 4-0, the motion carried unanimously.**

#### **1. Financials**

G.Murphy reported work was still being done to catch up on the books and prepare for audits. The migration to hosting QuickBooks Desktop on RightWorks has had some hiccups but is close to completion. A new system for tracking credit card charges is being developed. **A motion by G.Murphy to approve payables in the amount of \$38,513.09 was duly seconded by M.Doyen. On a vote of 4-0, the motion carried unanimously.**

#### **5. Reports + Topics**

### **Manager's Report:**

J.Theodore reported on firewood access, equipment storage and maintenance, and data tracking and analysis for station traffic and use. The updated Compost Station pricelist was discussed. It was suggested that Josh meet with key vendors in person in the upcoming months and visit other waste management operations, including the compost consultant's farm. Insurance coverage of the horizontal grinder was raised, and would be followed up on. J.Theodore recommended we accept the quote from CWPM for the Marathon Compactor unit, subject to receipt of full documentation.

**A motion by G.Murphy to accept CWPM's proposal for a new cardboard compactor pending machine specification review was duly seconded by M.Doyen. On a vote of 4-0 the motion carried unanimously.**

#### **Hauling RFP**

**A motion by G.Murphy to accept CWPM's 3 year - commencing Feb. 1 - hauling proposal duly seconded by M.Doyen. On a vote of 4-0 the motion carried unanimously.**

#### **Office Restructuring**

The Commissioners discussed the opportunity to restructure the duties and roles of future office staffing. Both with a new hire and more efficient and varied technology. A draft of a daily checklist for the stations was reviewed. There was additional discussion of improving teamwide the system of tracking tasks - assigned, ongoing, and completed.

#### **Handbook**

Commissioner edits to the updated 2025 Handbook were reviewed. K.Stevens will clarify edits with Nukk-Freeman & Cerra. There's an expectation that a final vote on the 2025 Handbook will occur soon.

#### **Strategic Plan**

The Commissioners will meet on Thursday February 13 and 27 (if needed) 1-3 at the Community Center for strategic planning workshops.

**A motion by M.Doyen to adjourn to executive session for HR purposes at 2:30 was duly seconded by G.Murphy. On a vote of 4-0, the motion carried unanimously.**

**A motion by M.Doyen to adjourn executive session and return to the public meeting at 2:58 was duly seconded by G.Murphy. On a vote of 4-0, the motion carried unanimously.**

**A motion by M.Doyen to adjourn the meeting at 3:00 was duly seconded by G.Murphy. On a vote of 4-0, the motion carried unanimously.**

Respectfully Submitted by,

Sarah Malinowski

Tuesday, January 28, 2025