

## **APPROVED MEETING MINUTES**

February 6, 2025

1:00 PM – 3:00 PM

Community Center & Zoom

### **Commissioners Present:**

K.Stevens, *Chair*

G.Murphy, *Treasurer*

D.Burnham

M.Doyen

S.Malinowski, *Secretary, on Zoom*

### **Staff Present:**

J. Theodore, *Operations Supervisor*

*The meeting began at 1:07 pm*

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

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

None.

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

**A motion by M.Doyen to adopt the January 23, 2025 meeting minutes was duly seconded by G.Murphy. On a vote of 5-0, the motion carried unanimously.**

The team discussed various operational and financial matters, including the implementation of a new receipt system, the launch of a Google Workspace account, and the need for an update on audit or bookkeeping. They also explored potential changes to payment methods, the process of hiring part-time and seasonal staff, and the need for an RFP for site improvements. Lastly, they addressed ongoing issues such as building maintenance, the need for an RFP for fuel delivery, and the importance for J. Theodore to meet with Island contractors and visit other waste management sites.

#### **1. Financials**

**A motion by G.Murphy to approve payables in the amount of \$12,517.78 plus a \$50,000 transfer from savings to checking was duly seconded by M.Doyen. On a vote of 5-0, the motion carried unanimously.**

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

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

The cardboard compactor was ordered on January 30 and will be installed this spring. The Horizontal Grinder Repair and Insurance Situation has not been resolved. The Compost Station Price list was shared and will be posted everywhere and goes into

effect March 1. A triplicate invoice system - top to the customer, middle mailed to business, bottom filed - was discussed. The woodworking shop at the FI School will help with signage to assist customers with material placement at the Compost Station. Safety fencing is in need of repair at the Compost Station. We are in communication with Dynamic Alliance for tech help and are moving to a WI-FI phone system. Team assessments are due Feb. 14. Annual Calendar is being populated on a shared Google doc spreadsheet. J.Theodore, G.Murphy, and K.Stevens to meet with Stephanie of HF&M Feb. 11 regarding payroll and bookkeeping services. A fuel RFP and sitework RFP are going out. Additional investigation into the scope of work for the new roof is underway in preparation for an eventual RFP for that work. Discussion about seeking part-time or full-time field and office help.

**A motion by M.Doyen to repair the Horizontal Grinder while simultaneously pursuing our insurance company for more help was duly seconded by D.Burnham. On a vote of 5-0, the motion carried unanimously.**

**A motion by M.Doyen to adjourn to executive session for HR purposes at 1:59 was duly seconded by G.Murphy. On a vote of 5-0, the motion carried unanimously.**

**A motion by M.Doyen to adjourn executive session and return to the public meeting at 2:39 was duly seconded by G.Murphy. On a vote of 5-0, the motion carried unanimously.**

**A motion by M.Doyen to adjourn the meeting at 2:40 was duly seconded by G.Murphy. On a vote of 5-0, the motion carried unanimously.**

Respectfully Submitted by,

Sarah Malinowski

Tuesday, February 18, 2025