



Monthly MEETING MINUTES

Adopted May 13, 2026

12:30-2:30 PM

Community Center & Zoom

Commissioners Present: : K.Stevens, *Chair*; M.Doyen, *Vice-Chair + Treasurer*; I. Lockey

Commissioners Absent: S. Malinowski

Staff Present: J. Theodore, Operations Supervisor; C. Panza, Business Office Administrator

The meetings began at 12:34 pm

- 1. Additions to the Agenda** None
- 2. Public comment** None
- 3. Minutes**

A motion by I. Lockey to approve the minutes of the prior meeting was duly seconded by M. Doyen. On a vote of 3–0, the motion carried.

- 4. Business Office Administrator’s Report**

Warrant

C. Panza reviewed the current warrant. Balances were higher in this period due to several one-time items, including legal services, car and equipment servicing, and software costs. The equipment servicing exceeded the proposal. All requested work was completed; the contractor also cleaned the units, which had not been requested. An in-house maintenance/training guide discussed earlier has not yet been delivered.

- **Action:** For future engagements, schedule this work to coincide with other contractor visits to share the logistics fees, agree on a firm not-to-exceed amount in advance, and request a preventative-maintenance list identifying tasks the team can perform in-house and how often.

A motion by M. Doyen to approve the payables of \$59,497.00 and to transfer \$74,000.00 from the investment to the operating account was duly seconded by I. Lockey. On a vote of 3–0, the motion carried.

New signature cards and an updated Stone Castle account form (adding an additional authorized name with transaction access) will be circulated for signature.

Accounting Firm Relationships

- CMD (Heather/Peggy) had been engaged for forensic accounting and cleaning up the QB files, Audit prep and the CUFR; that work is largely complete.
- HFM (Stephanie) had been engaged as the going-forward accounting resource once the books were cleaned up, and is expected to assist with the QuickBooks Online switch.
- The 2025 audit is expected to begin in the coming weeks.
- The CUFR for FY2024 was submitted to the town.
- The only outstanding item relates to tax-liability detail and a start date for the 2025 audit.



- **Action:** Hold a follow-up call with both firms to determine which will prepare future years CUFR (due in March 2027) and confirm the firm deadline (target early February 2027) to avoid tax-season delay, and audit prep.

QuickBooks Migration

- QuickBooks Desktop and the enhanced payroll system are being set up, requiring migration to QuickBooks Online before the May 31 deadline.
- Current annual cost (desktop, payroll, and hosting) is approximately \$5,500. Moving to QuickBooks Online with online payroll and dropping the hosting service is estimated near \$4,000 annually — a savings of roughly \$1,500.
- The payroll portion of the migration is more involved and may require re-entry of certain data.
- An alternative of upgrading to a non-sunsetting desktop Enterprise version was raised, but payroll would still not be supported on that path.
- Caution was advised on selecting the correct QuickBooks Online tier, since lower tiers lack budgeting and project features.
- **Action:** Confirm the correct software tier with the advisory firm before purchasing; have the firm (Stephanie / HFM) perform the migration. Maintain access to existing records prior to migration.

5. Manager's Report

Keys / Re-Keying

The locksmith has passed roughly half the parts; remaining parts expected next week, with the work likely scheduled in about two weeks.

Cameras

Cameras are installed. There was discussion about whether all units are functioning and whether activation timing aligns with the re-keying schedule. To be verified.

Equipment / Compactors

- The cardboard compactor is currently down due to a hydraulic hose issue; a service call will be scheduled and warranty coverage checked. This was not an operator error. A general service of the other units will be performed during the same visit.
- An MSW container is being serviced; that work was previously approved.
- An additional unit held off-island for several years was identified; storage status to be clarified.
- **Action:** Consider numbering or labeling the compactors for clearer tracking.

Hauling

Hauls are increasing from three to four per week now, transitioning to five for the season. CWPM has tentatively agreed to a Tuesday–Saturday schedule pending driver availability.

6. Composting Program

- The food-scrap pickup program drew strong, positive feedback; roughly nine to ten participants for pickup, with additional residential drop-off interest.



- A compost training session was held with the team and consultant Jayne Merner of Earthcare Farm that identified process improvements.
- To reduce bucket washing, the team is considering replacing gray buckets with a smaller two-yard wheeled dumpster (approx. 2,000 lb capacity) that can be moved by forklift, paired with a self-dumping/tipping hopper sized appropriately to the bucket height (the taller 47" units were considered too high).
- A power washer in the mid-range (approximately \$600) was discussed for bucket cleaning.
- Measuring markings on the hopper were suggested to standardize batching ratios across seasons.
- **Action:** Identify the specific self-dumping hopper model (the unit used by the Block Island Conservancy was referenced) and proceed promptly. Spending falls under the \$3,000 threshold and does not require formal approval, though the Commission expressed support for moving forward.

7. Wood & Brush Processing

- A possible DIY approach was discussed to make shorter, split-ready material available for residents to take and split themselves, as a cost-saving alternative to the District producing finished firewood.
- The outsourced wood-processing operation requires eight-foot lengths for its equipment; shorter material is not suitable for that processor.
- To combat high mobilization costs, discussion about coordinating brush processing visits with another island user (Evergreen). Also ideas to explore whether SCRRRA's large processor could be barged over (e.g., via the North Star).
- **Action:** Investigate combining a processing visit with Evergreen and clarify the cost and feasibility of bringing SCRRRA's processor to the island; consider re-issuing an RFP for wood and brush processing for Q3/4 2026.

8. Recycling Contract (Casella / CWPM)

The District has operated without a signed Casella contract for several years on a fluctuating per-ton rate. Casella is proposing a three-year contract priced on an Average Commodity Revenue (market-based) model, not to exceed \$130/ton, which the vendor estimated could save roughly \$8–\$10 per ton over the current model (on the order of a few thousand dollars annually).

- The proposal pushes toward single stream; however, the District's current source-separated approach appears to result in lower effective costs, and substantial effort has gone into training residents to separate materials.
- There were concerns about how loads are coded and priced, and about assuming market-rate risk under a multi-year contract.
- **Action:** Request an alternative proposal that preserves the current source-separated approach; review the existing contract terms and the coding/pricing methodology in a follow-up call.

9. Training & Safety

- Compactor training was completed in-house; all staff are trained.



- Transfer-station fencing is a recurring repair burden; full repair was previously quoted at approximately \$22,000 (targeted) versus roughly \$40,000 for replacement.
- To reduce fence damage and improve safety where residents lift items over the edge, options discussed include bollards (approximately \$900 each installed, ~\$2,700 quoted for the transfer area), plastic Jersey barriers (filled with sand or an antifreeze/water mix; approximately \$1,200 for three), and a guardrail or knee-wall arrangement in front of the existing fence.
- A removable/sleeve-mounted bollard system (similar to the ferry's) was favored for flexibility, since permanent installations limit equipment access and snow removal.
- **Action:** Contact the local contractor regarding a removable bollard option and cost. If unavailable, proceed with narrow, brightly colored refillable barriers.

10. Budget Check-In

The Commission requested a year-to-date financial check-in ahead of the summer season, noting recent consultant fees, repair costs, and budgeted capital improvements. A year-to-date review will help prepare for budgeting in July/August and ensure spending remains on track.

- **Action:** Prepare a year-to-date financial summary with projections before the summer ramp-up.

11. Community updates

A schedule of updates has been prepared for the coming months to be posted on the District website and Fishnet about food scraps2compost, batteries, and other diversion programs.

12. Executive Session

A motion by M. Doyen to adjourn to executive session at 1:52 pm was seconded by I. Lockey. On a vote of 3–0, the motion carried.

A motion by M. Doyen to adjourn from executive session at 2:35 pm was seconded by I. Lockey. On a vote of 3–0, the motion carried.

A motion by M. Doyen to adjourn the meeting at 2:35 pm was seconded by I. Lockey. On a vote of 3–0, the motion carried.

Respectfully Submitted by,
Kate Stevens

May 24, 2026

These minutes were generated using AI and then edited. All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.