



Monthly MEETING MINUTES ADOPTED

June 3, 2026

12:30-2:30 PM

Community Center & Zoom

Commissioners Present: K. Stevens, *Chair*; M. Doyen, *Vice-Chair + Treasurer (via Zoom)*; I. Lockey, S. Malinowski, *Secretary*

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

The meeting began at 12:40 pm

1. Additions to the Agenda None

2. Public Comment

No formal public comment was submitted. The Commission relayed positive resident feedback about District staff, who were described as helpful, friendly, organized, and ahead of schedule.

3. Minutes

A motion by I. Lockey to approve the minutes of the May 13, 2026 meeting was duly seconded by M. Doyen. On a vote of 3–0, the motion carried.

The May 13 minutes were located and reviewed.

Board Resignation

Acceptance of a previously submitted resignation from the Board.

A motion by I. Lockey to accept the resignation submitted to the Board was duly seconded by K. Stevens. On a vote of 3–0, the motion carried.

4. Business Office Administrator's Report

Warrant

C. Panza reviewed a combined warrant covering the May 27 period and the current period. CWPM charges were elevated due to equipment repairs.

A motion by I. Lockey to approve the payables of \$45,708.39 and to transfer \$46,000.00 from the investment to the operating account was duly seconded by M. Doyen. On a vote of 3–0, the motion carried.

QuickBooks Migration

- The migration from QuickBooks Desktop to QuickBooks Online was completed
- HFM was unavailable to assist during the migration.
- **Action:** Have HFM review and confirm the first online payroll, and continue toward employee time tracking (geo-located, on-site punch-in/out with an approval step) once devices are available at each station.

5. Manager's Report

Internet, Cameras, and IT Build-Out

Cameras are installed. Completion is estimated at roughly two weeks.

Landfill Well Testing

The annual landfill well-testing and monitoring proposal came in at \$13,000, an increase of roughly \$500 over last year's \$12,500. The work is required by NYSDEC and covers four monitoring locations. The District tests annually and has consistently been within normal limits, unlike some mainland sites that test more frequently.



A motion by I. Lockey to approve the annual landfill well-testing proposal in the amount of \$13,000 was duly seconded by K. Stevens. On a vote of 3–0, the motion carried.

- **Action:** Re-request a reduced (every-other-year) testing frequency from NYSDEC and compare costs with alternative testing vendors.

Recycling Contract (Casella / CWPM)

Casella has proposed a two- to three-year contract on a market-based (average commodity revenue) model with a not-to-exceed rate and a market rebate.

- **Action:** Obtain Casella’s final contract reflecting the District’s source-separated categories (cardboard, commingled bottles and cans, mixed paper) rather than single stream, ideally on a two-year term; circulate it and review at the next meeting.

Composting Program

- The compost facility has been substantially cleaned up and organized; commissioners were encouraged to drive through to view the progress.
- Food-scrap processing data is being recorded using a spreadsheet developed with consultant Jayne Merner (Earthcare Farm), which staff will adapt for District use.
- The commercial food-scrap pickup program runs twice weekly (Tuesday and Thursday) with strong, positive feedback; summer staff are assisting with pickups.
- The District is acquiring two second-hand food-scrap self-dumping dumpsters from Block Island Conservancy for \$500 total. They have a forklift attachment and are low enough that residents can tip in their heavy foodscrap containers into them. Compostable bags on back order are expected shortly.
- Wood ash and carbon (“browns”) will be used to control odor and pests at the dumpster drop-off, and a standard batching recipe will be turned into a posted guide for employees to refer to.
- **Action:** Create a compost-processing guide and poster, complete the dumpster pickup, and coordinate the wood-ash supply.

Wood and Brush Processing

- More low-grade material is being received as better wood is now captured for firewood. No change to the outsourced processing approach was made at this time.

Fire Safety

The Commission discussed inviting the Fire Chief to walk the site and discuss fire safety.

Household Hazardous Waste Day

Household Hazardous Waste Day is scheduled for July 18. Notices are posted across the trifold, phone book, Fishnet, website, and sandwich boards. Current staffing is sufficient, and summer staff may assist.

- **Action:** Pull the prior site plan and logistics from the grant file and deploy the sandwich boards early.

Closures and Holidays

The next closure is Juneteenth (Friday). The current holiday schedule includes Juneteenth and Veterans Day; Election Day was removed as a standing closure.

Action: Update the closure signs and revisit the holiday schedule at the next organizational meeting.

Summer Staff and Schedule



A new summer hire has started (day five), and an additional summer hire begins later in June. The summer schedule has been arranged to target 24 to 32 hours per person.

6. Executive Session

A motion by I. Lockey to adjourn to executive session at approximately 1:48 pm to discuss human resources (HR) was duly seconded by M. Doyen. On a vote of 3–0, the motion carried.

A motion by I. Lockey to adjourn from executive session and return to public session was duly seconded by M. Doyen. On a vote of 3–0, the motion carried. Five commissioners were present for this vote. The meeting adjourned at 2:30

Respectfully Submitted by,
Kate Stevens

June 23, 2026

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