

**FIWMD**  
**JANUARY 8, 2020 @ 5:00 PM**  
**AT FI COMMUNITY CENTER**  
**REORGANIZATIONAL MEETING MINUTES**

*Bruce Hubert, Chair*  
*David Burnham, Vice Chair*  
*Robert Evans, Treasurer*  
*Sarah Malinowski, Secretary*  
*Kevin Carroll*

FIWMD meeting was called to order at 5:20 pm, all commissioners were present. Bruce Hubert lead the meeting.

The whole of the commission thanked the years of dedication and years of service Tim Patterson gave to FIWMD.

Kevin Carroll is welcome with open arms with his election to the commission for a five-year term beginning January 1, 2020.

Additions to the agenda: Outside financial support

**The minutes of December 18, 2019 were motioned for approval with an edit by Sarah Malinowski, seconded by David Burnham; the motion carried.**

**Robert Evans motioned the following for the 2020 year: Bruce Hubert, Chair; David Burnham, Vice Chair; Robert Evans, Treasurer; Sarah Malinowski, Secretary; Kevin Carroll, Employee Liaison, David Burnham seconded; the motion carried.** David Burnham will serve as liaison with the Island Community Board. Sarah Malinowski will serve as the representative with the Habitat Committee.

**For the current year the following establishments were accepted to use by the commission: Attorney, William Moore; Periodicals, Suffolk Times; Financial Institutions, Citizens Banks and Capital Advisors Group; Insurance, Smith Insurance; Accounting Firm, Cullen & Danowski.**

**Sarah Malinowski motioned to continue with the monthly meeting dates for the fourth Wednesday of each month at 5:00 pm except for November which will be held November 18, 2020 at 5:00 pm. All to be held at the Community Center. Special Meetings will be held the second Wednesday of each month, David Burnham seconded; the motion carried.**

The following policies and documents were reviewed: Employee Handbook, Purchase Policy, Travel Expense Policy, Commissioner Fees, Strategic Plan, Credit Card Policy, Article 13 (Improvement Districts) and the NY Open Meeting Laws.

Other discussions:

Dave Burnham had a discussion with John Trevor about the commission using outside help with regard to financial support. Mr. Trevor is interested in serving. Dave will have further discussion to see if he has an additional person in mind for the same.

Sarah Malinowski would like a policy enacted to reflect the consequences in the event the yearly budget is not completed in time. She requests that the commission think about a policy and have a resolution ready for the next monthly meeting.

Commission Self Assessments are due in February.

Strategic Plan which was worked on during the year needs to be reviewed and approved.

Sarah will follow up with the topic of transferring the Landfill to the Conservancy.

Discussion of hiring a person to work with Beth in the office, Beth to have a draft of possible tasks for the hire. Should the hire be a contract or a part-time hire?

Beth to look into having a record retention policy.

The meeting adjourned at 6:15 pm.

Beth A. Stern