

**FIWMD
JANUARY 22, 2020 @ 5:00 PM
AT FI COMMUNITY CENTER
MINUTES**

Bruce Hubert, Chair

David Burnham, Vice Chair

Bob Evans, Treasurer

Sarah Malinowski, Secretary

Kevin Carroll

David Burnham called the meeting to order at 5:00 pm. All commissioners were present with the exception of Bruce Hubert.

Additions to the agenda

Budget process deadline

Holiday Hours to reflect Christmas Eve and New Year's Eve operational hours

Manager Updates An anti-harassment webinar is scheduled for January 28th. Bob wonders if the Town might have a less expensive option. For this year the District will go ahead as planned but wants research done to find a less expensive option.

Alan is looking at waste oil options. The thought is to use the waste oil to heat the garage and office building with a waste oil heater.

In the next couple of days Alan will deliver to the Board a draft employee assessment form with the intent of performing the assessments by the next workshop February 12, 2020.

Minutes **Sarah Malinowski motioned to accept the minutes of January 8, 2020 with corrections, Bob Evans seconded the motion; the motion carried.**

Finances **Bob Evans motioned to pay the payables, Kevin Carroll seconded; the motion carried.**

Kevin Carroll motioned to transfer from the operating account all but 150K to the investment account, Sarah Malinowski seconded; the motion carried.

Bob Evans is in contact with Mr. Trevor regarding the financial committee for counsel. They are discussing other possible participants.

Correspondence Beth produced a letter from the DEC rejecting a MWRR (Municipal Waste Reduction & Recycling Program) grant application. There is another opportunity in the Fall to resubmit the application.

Unfinished Business Proposals from Goose Island and Z & S Fuel were received for delivery of fuel oil to the District for the year 2020. **Sarah Malinowski motioned to accept the proposal from Goose Island, Bob Evans seconded the motion; the motion carried.**

Commissioner assessments and appraisals are due for the workshop on February 12th.

A trip is scheduled for February 4th to visit the waste facility at Southold. Travel plans are to be determined.

Sarah Malinowski has nothing to report regarding the Conservancy.

There was a continuation of discussion regarding a new hire for the office. Beth will contact Civil Service asking the best way to handle the hire; contract hire or hourly hire.

There was discussion about the best way of communication between the office and the board. Some of the members prefer to be contacted via text while others prefer email.

Sarah would like to implement a policy regarding the timeliness of the yearly budget process. The discussion will continue at the meeting of February 12th. Sarah wants to involve the investment committee with the same.

The commission wishes to make a policy regarding the operational hours on Christmas Eve and New Year's Eve.

It was suggested that going forward the agendas have a subtitle "TBD" (to be discussed).

An executive meeting was called at 6:35 pm to discuss personnel and adjourned at 7:15 pm.

The agenda for February 12th is for an executive session.