



FISHERS ISLAND
Waste Management
DISTRICT

APPROVED MEETING MINUTES

October 17, 2024

1:00 PM – 3:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair*

G. Murphy, *Treasurer*

S. Malinowski, *Secretary*

K. Stevens, *Employee Liaison*

M. Doyen, *Community Liaison*

Staff Present:

J. Theodore, *Operations Supervisor*

B. Stern, *Business & Administration Manager*

1-2 pm Regular Session

The meeting began at 1:05

1. Additions to Agenda

Added HR topic to Executive Session

Added discussion of Horizontal Grinder Quote

Added changes to Board Organization

2. Public Comment

None

3. Changes to Board Organization

A motion by S. Malinowski to accept D. Burnham's resignation as Chair of the Commission and a motion to elect K. Stevens as Chair for the year's balance of the year was seconded by M. Doyen. On a vote of 5-0 the motion carried.

Five Commissioners were present for this vote

B. Evans joined at 1:10

4. Minutes Adoption

A motion by G. Murphy to adopt the October 3, 2024 meeting minutes as amended was duly seconded by Sarah.

On a vote of 4-0, one abstained, the motion carried. Five Commissioners were present for this vote.

5. Financials

A motion by G. Murphy to approve the payables of \$30,375.95 was duly seconded by M. Doyen. On a vote of 5-0, the motion carried unanimously. Five Commissioners were present for this vote.

A motion by D. Burnham to transfer \$60,000 to our checking account was duly seconded by M. Doyen. On a vote of 5-0, the motion carried unanimously. Five Commissioners were present for this vote.

Document version control and the importance of having financial reports available for review well before meetings were discussed.

6. Reports

Manager's Report (attached to PDF of these minutes and posted to FIWMD.net)

J. Theodore discussed plans to address issues with their dumpsters, aiming to repair them internally to save costs. He also mentioned a plan to inspect the landfill with Everett and obtain quotes for mowing, considering doing the work in-house and outsourcing it.

J. Theodore also discussed the operational status of the cardboard compactor and the need for a replacement. There was a discussion about

the oversized firewood and lack of mulch provided by Running Brook Farms, and that it was not up to the expected standard. There was the suggestion of more oversight and control over the direction of this work in the future.

Questions were raised about mulch availability for the compost program and the public next year. Options to rent/borrow a chipper were raised.

J. Theodore is still waiting for more details about the scope of the roof repair and expects to hear back in November.

J. Theodore reviewed the station data for September, noting that the amount of food scraps collected was consistent with the previous year.

J. Theodore mentioned an issue with the ferry missing a return reservation for CWPM and ways to avoid this.

J. Theodore discussed upcoming work at the stations, including painting and repairs. There was a suggestion to add the CO punch list to the list of off-season projects.

Payment and Insurance Discussion for Harness Repair

There was a discussion of returning to the insurance company to discuss the high estimate to repair the horizontal grinder, the machine's residual value, replacement costs, the impacts on FIWMD operations of the grinder downtime, and significant added costs of having been forced to outsource grinding in 2024.

Next Steps

J. Theodore and D. Burnham to contact Running Brook Farm regarding the unsatisfactory firewood product and negotiate potential solutions.

J. Theodore to reach out to the insurance company about the status of the repair and impacts on operations and discuss option.

J. Theodore to research rental options for grinding equipment as an alternative to repairing the current grinder

At 1:48 B. Evans and B. Stern left the meeting

7. Executive Session

A motion by G. Murphy to enter the Executive Session for the purpose of discussing HR matters was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. Five Commissioners were present for this vote. The Executive Session ended at 2:03.

2-3 pm Public Budget Hearing

The Public Budget Hearing began at 2:04

B. Evans rejoined at 2:04.

B. Stern rejoined at 2:06

8. Public Budget Hearing

Overview

G. Murphy presented the organization's budget, focusing on various expenses, equipment maintenance, and potential cost savings. He also addressed the high cost of equipment repairs in 2024 and plans to address routine maintenance going forward. He also acknowledged the open question about which tasks are done in-house vs outsourcing. Lastly, he outlined the upcoming accounting and audit processes.

Capex Reduction and Facility Maintenance Discussion

G. Murphy discussed the Capital Expenses Spreadsheet, mentioning the goal of doing Shred Events and Hazardous Waste Days on alternating years. He also discussed the need to replace trash and recycling compactors over time, as they have a finite life. He pointed to the budget for refurbishing and buying new cans, which could be adjusted based on the program's success. A large Capex item is the Shop/Office roof replacement, estimated at \$30,000.

Upcoming Year Plans and Facility Consolidation

G. Murphy discussed the organization's plans for the forthcoming year, including a focus on building projects, tool acquisition, and vehicle logistics. He mentioned the need to clean out the rubble from the bunker and the potential for a vendor to assist with this. He also highlighted the idea of a live camera feed on the website for the swap shop and the long-term plan for facilities consolidation, which he estimated would not be undertaken in the next 5 years.

Budget Process, Revenue Tracking, and Operational Costs

G. Murphy discussed the budget process, highlighting the need for better revenue tracking and the potential for seasonal hiring. He expressed optimism about investment interest and dividends but noted some uncertainty about rates. He also discussed the HR budget, suggesting a potential shift towards seasonal help. He mentioned the importance of managing operational costs, including transportation, compost station hauling, and community special events. He also touched on insurance, equipment, and professional fees, noting that the latter includes accounting and legal services.

Landfill + Station Expenses

G. Murphy discussed the various expenses related to maintaining and monitoring the landfill. He also mentioned the need for regular Compost and Transfer Station maintenance. He suggested that some expenses, such as vendor grinding, could be reduced pending the return of equipment availability and done in-house. He also noted the need for miscellaneous repairs like fencing and others. He clarified that these expenses were separate from the Capex (capital expenditure) costs.

Equipment Maintenance and Service

G. Murphy discussed the maintenance and service needs of the District's equipment, including the horizontal grinder, backhoe, and front-end loader. He mentioned a recent overhaul of heavy equipment due to deferred/inadequate maintenance in recent years and the need to institute annual maintenance checks. He discussed the possibility of rotating equipment for service.

Budget Discussion and Insurance Payment Allocation

Addressing Insurance Calculations and System Conversion

G. Murphy expressed concerns about the fund balance roll forward and the audit process, highlighting material weaknesses that have persisted for years. He also mentioned the need to clean up the bank reconciliation and clear outstanding items before converting to QuickBooks Online, which presented its own challenges and was not a favored platform. He emphasized the importance of a clean conversion and the potential risks of switching systems if support is discontinued.

Whereas the second public was duly noticed and copies were made available to the public,

Therefore at 2:47 a motion by G. Murphy to approve the 2025 budget of \$1,227,155 was duly seconded by D. Burnham. On a vote of 5-0, the motion carried unanimously. Five Commissioners were present for this vote.

At 2:53 a motion by G. Murphy for a 2025 Budget Override was duly seconded by M. Doyen. On a vote of 5-0, the motion carried unanimously. Five Commissioners were present for this vote:

Whereas, the adoption of this 2025 budget for FISHERS ISLAND WASTE MANAGEMENT DISTRICT requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the SPECIAL INDEPENDENT DISTRICT, FISHERS ISLAND WASTE MANAGEMENT DISTRICT board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now, therefore, be it

Resolved, that the Board of Commissioners of the FISHERS ISLAND WASTE MANAGEMENT DISTRICT voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board as required by state law, on October 17, 2024 in the amount not to exceed \$190,000.

Next steps

- G. Murphy and K. Stevens to meet with B. Evans to discuss any additional budget questions
- G. Murphy to consult with a CPA to review and clean up bank reconciliation items
- G. Murphy to meet with auditors next week to discuss financial matters
- J. Theodore to evaluate equipment maintenance needs and potential cost savings for future budgets

9. Adjourn

The meeting adjourned at 2:54 pm

Respectfully submitted by,

Kate Stevens (edited AI)

October 18, 2024

All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.