

FIWMD
JANUARY 13, 2021 @ 5:30 PM
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ADOPTED MINUTES

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

REORGANIZATIONAL MEETING & VOTE ON CASELLA

FIWMD held its reorganizational meeting at 5:30 pm. All commissioners with the exception of Bruce Hubert were present.

Sarah motioned the following slate for the year 2021

Chair, David Burnham

Vice-Chair, Bruce Hubert

Treasurer, Bob Evans

Employee Liaison, Kevin Carroll

Kevin Carroll seconded the motion; the motion carried.

Kevin Carroll motioned that Sarah Malinowski hold the position of Secretary, Bob Evans seconded; the motion carried.

Representatives to

ICB-David

Habitat committee-Sarah

Monthly meeting dates will be the fourth Monday of each month with the exception of December which will be held December 20th.

Holiday Observances for employees

For the holiday of Sunday, July 4th: facilities closed but observed for employees on Monday, July 5th. If an employee works the 5th they will be compensated holiday pay (double daily rate or a comp day).

Christmas Eve and New Year's Eve: The facilities will be open half a day and employees will be paid for the full day.

Periodicals The Suffolk Times and The Day

Attorney William Moore

Financial Institutions Citizens Bank and Campbell Advisors

Insurance Brown and Brown

Accounting Cullen & Danowski

Review of Policies & Procedures

The handbook was reviewed. **It was decided that employee evaluations will be held by the monthly meeting in November of each year, pay increases to be determined at the December monthly meeting and pay increases to be implemented the first full pay week of January of the new year.**

There was lengthy discussion about the Benevolent Sexism Policy that Sarah created.

It was mentioned that the handbook is a living document, and it will be approved at the next meeting.

The purchase policy, travel expense, commissioner fees and credit card policy were reviewed and accepted as is.

The Strategic Plan was reviewed but not accepted for now. The board wishes to see what the Casella Group come up with during and after the consulting process.

NY State Law Article 13: "Improvement District Commissioners" was provided for the group to review.

The commission moved to discuss the hiring of Casella for consulting purposes.

David and Bob reported that they spoke with Jessica Brown as a reference for Casella. She had hired the group for waste management consulting. Her area is a population of 10K, she said the most actionable resource she acquired from Casella was for a composting program.

David motioned to accept the Casella Group's proposal to implement a resource management plan, Sarah Malinowski seconded the motion; the motion carried.

The group will provide waste management consulting of 200 hours with actionable ideas, the cost is 20K. David will forward the decision to the group.

The meeting adjourned at 6:50.

Submitted by,
Beth Stern