

**Fishers Island Waste Management District
Fishers Island Community Center
December 19, 2022 at 4:30pm
ADOPTED MONTHLY MEETING MINUTES**

Documents were available by the time of the meeting in the 12.19.22 Meeting Packet Folder on in the FIWMD Commissioners Folder on Google Drive

David Burnham, Bob Evans, Sarah Malinowski, and Kate Stevens were present.

1. Additions to Agenda

Bob opened the meeting with a discussion regarding on-Island and off-Island employees. He wondered if we could incentivize people to live on Island by offering a better financial package to on-Island than off-island workers. Kate mentioned that aside from compensation there are still major housing and healthcare deterrents to living on the island.

2. November 28 Minutes

The November 28, 2022 Minutes were reviewed and minor edits made directly in the Google Docs file. They are now ready for posting to the FIWMD website. Bob/Kate all in favor.

3. Revisiting and Voting on Raises

At 5pm, the Meeting moved into Executive Session to discuss raises. We had already approved raises at the November 28 Meeting, taking into consideration historical raises, employee evaluations, and estimated cost of living increases in 2023. However, after that meeting concluded, we uncovered a mistake in the Excel worksheet used to calculate the raises. As a result, we had to revisit and revise our raise recommendations.

At 5:34, the Meeting re-opened. Kate/Bob All in favor of proposed raises. Working with the management team, Employee Liaison (EL) Kate Stevens will communicate raises, share employee evaluation feedback, and record key job duties and individual goals for 2023 with our employees the first week of January.

4. Update re: Dick's proposal for combining the stations

It was reported that Richard prefers to share his ideas for improvements and possible consolidation in person at the Compost Station rather than making a presentation at our monthly meeting. Kate (EL) will schedule an early January midday walk-through at the Compost Station immediately followed by our Workshop/Reorganizational Meeting at the Community Center. January 9 was suggested. Once a date/time is finalized, Beth will request a room at the CC and post the date and time.

We also discussed moving our monthly workshops from evenings to daytime to facilitate increased employee engagement. David also requested changing our monthly meetings to align with the Ferry District's meetings. These ideas will be reviewed and voted on at the Reorganizational Meeting in early January

5. Review template for MSW diversion initiatives summary reports

We reviewed a template to summarize our Glass Crusher, Wood Processor, Waste Oil Furnace, and Compost initiatives for our own records and assessments, LSWMP updates, and possible

grant applications, etc. The goal is to assemble data on startup and operating expenses, employee time, yield, customer, financial, and environmental benefits.

There was a concern that drafting these summary reports could be too time consuming, so it was decided to start with just one as a test – the Wood Processor – before continuing with the rest.

6. Discuss Handbook policies (holiday pay, healthcare coverage)

Sarah proposed that Handbook be comprehensively edited for clarity, simplicity, and consistency and all agreed. To streamline updates and reduce length, it was decided to summarize new policies briefly in the body of the Handbook, with the complete policy attached at the end. Re: holiday pay, it was suggested that we eliminate the compensatory day off option and just offer double time, TBD. Also TBD is whether individual healthcare insurance for part-time workers (between 20-34 hours) should be automatic or at the discretion of the Commission.

7. More additions to the Agenda

Returnables:

Bob suggested another diversion strategy to reduce the volume FIWMD ships off island: creating a system where the public can cull and redeem returnables from our recycling stream. He suggested placing a container inside the Transfer Station gates during regular hours where people can voluntarily deposit returnables. After hours, this container could be moved outside the gates to allow individuals to access the returnables and redeem them off-island themselves. David mentioned potential risks from broken glass and suggested limiting this system to aluminum. It was mentioned that we have discussed putting containers outside the gates before but there have been concerns about illegal dumping. Bob said that once outside the gates, there would be a way to lock the containers to prevent adding new material so people would have limited access to just take the returnables away.

Stump grinding:

David reported that Greg Cypher of Evergreen Landscaping asked if we wanted to share a stump grinder again this year. Bob said we are on an alternating year schedule and that this year would be premature. David will confirm with Richard that we don't need stump grinding this year.

Cyber security:

David reported that Brian Mayo said that cloud backup is the current industry standard for safeguarding files. Bob pointed out that some training may also be necessary since most cyber attacks happen through email. Kate shared that the FIWMD QuickBooks file is now backing up daily to Intuit hosted cloud storage. David is going to ask Brian Mayo if that is a safe strategy and for an estimate to consult on assessing/improving our cyber security.

Office support:

The Commissioners are anxious about being behind on our financials. We are determined to give our business and administration manager the support she needs to catch up.

The Commissioners agreed to a paperless approach to meeting materials to streamline the meeting preparation process. Instead of printing out and mailing packets to all the

Commissioners, all the meeting materials will be posted to the online meeting packet in the FIWMD Commissioner Folder on Google Drive at least 4 days prior to the meeting date.

Getting assistance from other employees was also discussed. To that end, there is a new office laptop that is going to be shared by various staff members doing office related tasks and research. The second office is going to be reconfigured as a shared workspace with a centrally located table.

8. More feedback collected while getting petition signatures

A lot of positive feedback for the free firewood and compost programs. Negative feedback regarding erratic hours.

9. Review Commissioner Evaluations

At 6:15, the meeting moved to Executive Session to discuss the Commissioner Evaluations. With time running short, the Commissioners agreed to review the Evaluation Summary in Google Drive on their own time and come to the next meeting with reflections and personal goals for 2023.

The meeting adjourned at 6:30.

Respectfully Submitted by,
Sarah Malinowski

Draft Agenda for early January Workshop and Reorganizational Meeting at the Compost Station

- *Improvements and Consolidation Ideas: including electrical upgrades and masonry crushing equipment rental*
- *Compost Program Expansion: recap participation, opportunities, roadblocks, scale options, training*
- *Neighborhood Coalition Building Opportunities: (ICB, Ferry, School, Community Center, Community Garden, Conservancy etc.)*

at the Community Center

- *Additions to the Agenda*
- *Review, edit, and vote on December 19 Meeting Minutes*
- *Discuss Casella Proposal*
- *Feedback on Commissioner Evaluations + Share Commissioner Goals for 2023*
- *Annual Reorganizational Discussion*
- **OFFICER SELECTION**
 - CHAIR
 - TREASURER
 - SECRETARY
 - EMPLOYEE LIAISON
 - ICB REPRESENTATIVE
- **MONTHLY WORKSHOP AND MEETING DATES + TIMES** (*below assumes the 1st & 3rd Mondays of each month where possible*)
 - 1.9.23: 1:30 Compost Station 2:30 Workshop, 3:00 Reorg. Meeting.
 - 1.17.23 4:30 Monthly Meeting (Tues.bec. MLK Day)

- 2.06.23 at 1:30: Workshop
- 2.21.23 at 4:30 Monthly Meeting (Tues. bec. Pres. Day)
- 3.06.23 at 1:30 Workshop
- 3.20.23 at 4:30 Monthly Meeting
- 4.03.23 at 1:30 Workshop
- 4.17.23 at 4:30 Monthly Meeting
- 5.01.23 at 1:30 Workshop
- 5.15.23 at 4:30 Monthly Meeting
- 6.05.23 at 1:30 Workshop
- 6.20.23 at 4:30 Monthly Meeting (Tues. bec. Juneteenth)
- 7.10.23 at 1:30 Workshop (not on 3rd, bec. 4th of July)
- 7.17.23 at 4:30 Monthly Meeting
- 8.07.23 at 1:30 Workshop - Budget
- 8.21.23 at 4:30 Monthly Meeting - Budget to Public
- 9.05.23 at 1:30 Workshop (Tues. bec. Labor Day)
- 9.18.23 at 4:30 Monthly Meeting
- 10.09.23 at 1:30 Workshop - Strategic Plan/Mission Statement
- 10.16.23 at 4:30 Monthly Meeting
- 11.06.23 at 1:30 Workshop - Employee Evaluations/Raises
- 11.20.23 at 4:30 Monthly Meeting
- 12.04.23 at 1:30 Workshop - Com Evals/Handbook Review
- 12.18.23 at 4:30 Monthly Meeting

- **HOLIDAY OBSERVANCES FOR EMPLOYEES**
 - 1.02.23 New Year's Day Observance (CS,TS Closed) a Monday
 - 1.16.23 MLK Day (CS,TS Closed)
 - 2.20.23 President's Day (CS,TS Closed)
 - 5.29.23 Memorial Day (CS,TS Closed)
 - 6.19.23 Juneteenth (CS,TS Closed) a Monday
 - 7.04.23 July 4th (CS,TS Closed) a Tuesday
 - 9.04.23 Labor Day (CS,TS Closed)
 - 11.23.23 Thanksgiving Day (CS,TS Closed)
 - 12.25.23 Christmas Day (CS,TS Closed) a Monday
 - 01.0.1.2024 New Year's Day (CS,TS Closed) Sunday
 - 01.01.2024 New Year's Federal Holiday (CS,TS Closed) Monday

PERIODICALS (The Day & Suffolk Times)

- **ATTORNEY**
- **FINANCIAL INSTITUTIONS**
- **LIABILITY AND PROPERTY INSURANCE**
- **ACCOUNTING FIRM**
- **REVIEW OF POLICIES & PROCEDURES**
 - Travel Expense Policy
 - Weather Policy
 - Credit Card Policy
 - Article 13 Improvement District Commissioners/Review
 - Drug testing + training (Narcan)
 - Sexual Harassment training

- *Ageism policy (see benevolent sexism policy)*

Draft Agenda Items for January 17th Monthly Meeting

- *Additions to the Agenda*
- *Review, edit, and vote on 1.9.23 Workshop Notes and Meeting Minutes*
- *Financial Review*
 - A. Payables*
 - B. Transactions of the Month*
 - C. Payroll Report*
 - D. P/L Reports*
 - E. Motion to accept Finances*
 - F. Motion to Transfer Funds*
 - G. Administrative Fees for Flanders Group - Bob*
- *Correspondence*
- *Website Update – Beth/Kate*
- *Cyber Security - David*
- *Handbook Update - Sarah/Kate*
- *New Business, Ideas, and Agenda Items for future meetings*