



**February 23, 2023**  
**4:00 PM at the Community Center and on Zoom**  
**ADOPTED MEETING MINUTES**

**Individual Commitments:**

D.Burnham: Worker's Comp protocols; TS Road Contribution options; Commuter Stipend feasibility; Cyber Security requirements/options; TS Road w/ Ferry options.

B.Evans: Finances; Accounting; Professional Services Review; MSW Diversion Projects Review; Landfill Compliance

S.Malinowski: Elections & Election + Financial Reporting to Town; Archiving Documents, Museum Path, Handbook, Policies

K.Stevens: MSW Diversion Projects, Commissioner Meeting Packets, Zoom links for Meetings, Employee Liaison Updates; Walkthrough Proposal Updates; Archiving Documents; Handbook; Policies; Trainings; Live/Work Commuter Stipend; Community Coalition Building; Website

T.Collins: Conservancy/Vegetation Barrier/Environmental Site Planning

B.Stern: Finances; Accounting; Professional Services Review; Meeting postings; Commissioner Meeting Packets; Elections & Election/financial Reporting to Town; Website

**All Documents were available in the 02.23.23 in the Meeting Packet Folder on Google Drive**

note:

All motions **bolded**

Individual commitments in [brackets] and **bolded**

D.Burnham, B.Evans, K.Stevens at the Community Center; S.Malinowski on zoom. T.Collins available by cell if we need a vote. Lily Starbuck attended the meeting.

1. Correspondence: none
2. Public comments: none, Lily Starbuck was welcomed
3. Minutes:  
**The January 23, 2023 Meeting Minutes were approved: (Kate/Bob/All)**  
**The February 9, 2023 Workshop Notes were approved: (Kate/Bob/All)**
4. Finances:
  - Bids + Contracts:
    - a. The Commission considered the hauling bid from CWPM, LLC *Waste Removal & Recycling Services*. The bid (attached) is about 10% higher overall than last year's bid from Sterling (purchased by CWPM) and represents a much higher increase than seen in previous years. It was the only bid received. The bid request had been posted in *The Day* (New London) and on Fishnet. It was agreed to solicit more bids and hopefully some competition by casting a wider net in the future. B.Evans contacted J. Bunchuck, Solid Waste Coordinator from Southold, regarding higher hauling fees. J. Bunchuck stated, he is also experiencing higher prices. **The bid from CWPM (March 1, 2023-December 31, 2023) was approved. (Bob/Kate/All). [B.Stern]**
    - b. There was a discussion of renewing the SCARRRA contract (Southeastern Connecticut Regional Resources Recovery Authority) which is currently being drafted. B.Stern had shared the old contract by email, sparking some discussion prior to the meeting (email chain attached). During the meeting, the question was posed of whether waste to energy facilities will be phased out sooner rather than later, which led to the conclusion

that we will just have to follow the regulatory changes wherever they may lead because currently there are no other options available to us for MSW disposal. B.Stern to circulate the new SCARRRA contract when it arrives. **[B.Stern]**

- Accounting + Finances: There was discussion about the new hauling bid's impact on the 2023 budget. It was decided that the 2024 hauling bids (and bids in general) should be received in advance of the annual budget preparation to ensure more accurate forecasting. **(This would be a calendar change)**. B.Stern read out the payables. **The Payables and a Transfer of \$77,000 to the checking account were approved: (Kate/Bob/All)**. **[B.Stern]**
- Professional Services Review: B.Stern has asked the FIWMD insurance agent to compile a contact list of all the different FIWMD insurance providers and a summary of the current contract terms. B.Stern will share this information with B.Evans, who will identify alternative providers and request competitive quotes to ensure FIWMD is getting the best possible terms. B. Evans is also exploring alternatives to our current Workers Comp Insurance provider (Flanders) and has reached out to the HILB Group for a competitive quote. **[B.Stern, B.Evans]**
- MSW Diversion Projects Review: Ongoing. **[B.Evans, K.Stevens]**

#### 5. Compliance

- Landfill Testing: B.Evans reported that American Labs no longer wants to monitor the Pickett Landfill and declined coming out in 2022. They said it is too expensive for them to continue coming out to the Island, particularly, since the testing results have been benign since the landfill was capped in 1999. B.Evans will write a letter to DEC asking to be relieved of the testing requirements. **[B.Evans]**
- Workers' Comp: B.Evans asked the chair to follow up on filing protocols. **[D.Burnham]**
- Meetings:

There was discussion regarding the rules for Zoom. B.Evans stated (according to L.Evans) that if a person on Zoom is needed for a vote, they need to be in a place where the public can attend, like a public library. S.Malinowski stated that COVID is still with us and there needs to be an option for attending from our homes. The best option is for all to attend in person. Our current practice of posting meeting dates on [fishersisland.net](http://fishersisland.net) and at the Post Office bulletin board meets our legal requirements for advertising our meetings. We will begin including a Zoom link in these notifications so the public has the option to attend remotely. Once our new website is online, the meeting information and links will also be available there. **[K.Stevens]**

  - a. It was agreed that our Commissioner meeting packets would be posted in Google Docs by the Monday prior to Thursday meetings, including the payables to date to allow sufficient time to review. **[B.Stern, K.Stevens]**
  - b. B.Stern will bring any payables that come in during the 3-day period between posting the packets and the meeting to the commissioners attention to avoid late payments. **[B.Stern]**
- Minutes:
  - a. K.Stevens reported that the town has requested copies of 2016-2022 financial reports and 2018-election for their file. S.Malinowski & B.Stern will keep the board updated on this topic. **[B.Stern, S.Malinowski]**
  - b. S.Malinowski has taken on meeting minute preparation and reminded the Commission that reviewing and commenting on the draft meeting minutes as soon as they circulate (shortly after meeting) is essential to ensuring accuracy (since the meeting is still fresh in our minds), and to remind Commissioners of their respective commitments. This also means that the final version of the minutes can be quickly discussed/approved at the following meeting without a long reading delay. **[S.Malinowski, ALL]**
- State + Federal Regulatory Mandates: Ongoing. **[ALL]**
- Trainings: K.Stevens, Employee Liaison, has discussed Sexual Harassment Training options with other island organizations, including the idea of sharing a live training hosted at the Community Center. Based on the

information collected, she presented the idea of using EasyLlama a NYS approved app called Easy Llama for this year's training. The app format means the user can follow the training in private, it is interactive/engaging, and it is not something you can just "skip" since it is accessible at any time from any device (smartphone, tablet, computer). It is also fairly affordable at c. \$20 per user. **The EasyLlama Sexual Harassment Training was approved. (Bob/Kate/All).** K.Stevens will collect the certificates of completion and inform the Commissioners the completion status. **[K.Stevens]**

- Elections: S.Malinowski reported that in order to be in compliance our elections need to be conducted by a third party. The Community Center has agreed to be that third party. S.Malinowski will keep the Commission updated as we work with the Community Center to run our elections in December. **[B.Stern, S.Malinowski]**
- Collaboration/Contribution Parameters for Transfer Station Road Repairs: B.Evans requested D.Burnham find out from our attorney if we can use FIWMD employees, equipment and/or money for repairing the town road to the Transfer Station. D.Burnham will confer with our lawyer to determine the legality of contributing to any TS Road repairs and report back to the commission. **[D.Burnham]**

6. Transfer Station Road Repair:

Geb Cook from the Ferry District joined our 02.09.23 workshop at the Community Center to share that a few members of the public have been complaining to the Ferry about the TS road conditions adversely affecting their vehicles. The Ferry has already solicited a repair proposal from an independent contractor that came in at \$95k. While it was acknowledged the bumps are a natural speed deterrent and that FIWMD may have limited if any ability to help, all agreed to set up a meeting between the Ferry and FIWMD on site to discuss possible options that could be well below the bid already received.

MTG 1 @TS road on Tuesday Feb. 21, 2023

PRESENT: Commissioners D.Burnham, B.Evans, S.Malinowski, K.Stevens and representatives from the Ferry District, G.Cook & D.McCall, and several representatives from Race Rock met to discuss options.

AREA OF CONCERN: All identified the large low spot with an irregular surface and no drainage as the biggest offender. GOAL: Low cost/high impact solution, a possible phase 1 for a more robust solution down the road (prep for possible future selective paving). POSSIBLE CONTRIBUTORS (to be verified): Ferry with capital for materials; FIWMD with labor, equipment, transport of materials (possibly transport materials(fill/gravel etc.) in our empty containers on the way back from the mainland. SOLUTIONS: Divert runoff uphill of large low spot into new swale east of road (race rock side)

- a. drain low spot with drain to new swale (permit required?)
- b. drain low spot by selective bush hammering/pulverizing exist. conc. slab, allowing water to percolate. Then, fill low spot where conc. has been pulverized with a swath of crowned compacted fill/gravel (possibly prevented from splaying by berms at east and west edge). Also, narrow roadway to 2 lanes with vegetated margins to reduce the SF of impervious surface (and therefore run off) and eliminate tire damage at the old conc. column bases w/protruding rebar reinforcing. Finally, scrape down excess asphalt where possible. An alternative idea floated by B.Evans was to create a bypass using the old/abandoned road alongside current one.

MTG 2 @TS road on Thursday Feb. 23<sup>rd</sup>, 2023

PRESENT: Commissioners D.Burnham, K.Stevens, FIWMD employee R.Wetherell, and Jimmy Ski of Ski Construction. Ski and Wetherell concurred a c. 44' x c. 150' section of concrete needed to be removed and replaced with 24' wide crowned roadway of layered compacted fill draining to 10' shoulders, with a vegetated margin beyond. This could be the sub-base for a future paving project.

There was the discussion that if the Town of Southold is going to decline paying for this (asserting that the TS Road - officially "Pankhurst Road" - has never been improved and therefore is not their responsibility), then perhaps the community at large should bear the cost of doing the job correctly up front, rather than the individual tax districts trying to find a way to get it done over time for as little as possible. D.Burnham will work with G.Cook to formalize the proposal. **[D.Burnham]**

7. Employee Liaison Update:
  - Kate reported on the updated hydraulic multi-fitting quote for the skid steer: c. \$7.5 k which includes c. 1k for transport. Discussion that this was a very handy but non-essential upgrade and that there is only \$4k in the budget for skid steer maintenance. Vote was tabled for another meeting. **[K.Stevens]**
  - Presidents' Day Dumpster test: There was a clear demand with about 12 bags of household trash brought to the dumpster prior to the 12:45 pm boat but none after. There was some loose debris tossed in with the rest of the bagged trash. Users says they wished there were containers for recycling as well. Decision to include smaller containers for household trash (for easier handling) as well as additional small containers for recycling for a MLK day test. **[S.Malinowski, K.Stevens]**
  - Island Live/Work Subsidy Research: K.Stevens, Employee Liaison, asked if we can figure out an equitable live/work commuter subsidy for our island and off island employees to offset the high cost of transportation to/from the island. B. Evans has looked into this and agreed to share his research. B.Stern suggested this may be a compliance issue, as we may not be allowed to do this (another question for D.Burnham to ask our attorney.) All agreed this was an important issue to be explored further. **[K.Stevens, D.Burnham]**
8. Reorganizational Meeting Part II
  - Station Hours Review: K.Stevens presented a series of options to make our station hours more user friendly (match up with ferry times, continuity, two stations schedules synched, able to be staffed by off-island employees, allow for weekend projects etc.) Option 3 was chosen. Providing the vetting with employees and other stakeholders is positive, K.Stevens will update the phone book listing and boxholder mailing with the updated schedule. **[K.Stevens]**
  - Holidays Recap: K.Stevens reported that the employees prefer taking Veteran's Day off to Juneteenth. This will also be reflected in our updated phonebook listing/boxholder mailing. **[K.Stevens]**

Respectfully Submitted by,  
Sarah Malinowski, Secretary