



October 26, 2023
10:00 AM–12:00 PM
Community Center & Zoom
ADOPTED MEETING MINUTES

Commissioners Present: D. Burnham, S. Malinowski, K. Stevens, & M. Doyen (via Zoom)

Commissioners Absent: B. Evans

Employees Present: B. Stern & E. Maggs

The meeting began at 10:11 AM.

1. Additions to the Agenda

An agenda item was added to discuss customer billing.

2. Financials:

a. Bank Reconciliations

No comments.

b. Payables

The Commission agreed to change its 11/09/2023 workshop to a special meeting to allow for votes.

c. Transactions of the Month

No comments.

d. Payroll Report

No comments.

e. P/L Report

No comments.

f. Transfer Funds

There was a need to transfer funds from the savings account to the checking account.

A motion by S. Malinowski to transfer \$80,000 from the savings account to the checking account was duly seconded by M. Doyen. The motion carried unanimously. B. Evans was absent.

3. Finalize Budget to Town & Public Summary

The final budget was due to the Town by October 30. Commissioners discussed specific aspects of the budget. There was mention of eliminating Commissioner fees to help make the budget leaner and mention of possibly using left over 2023 budgeted funds to make purchases listed in the 2024 budget. There was also discussion about offsetting the projected 5% budget increase for 2024; the 2024 tax income requested is \$956,223, which is \$45,534 more than 2023. Payroll, transportation and hauling, and professional fees saw significant increases, while insurance and building utilities saw notable decreases.

S. Malinowski made the following motion, which was duly seconded by K. Stevens.

On a vote of 4-0, the Fishers Island Waste Management District approved its 2024 budget: Whereas, the adoption of this 2024 budget for the 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 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 the Fishers Island Waste Management District voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board as required by state law on October 26, 2023. B. Evans was absent.

4. Customer Billing Question

There was a discussion about the current protocol for billing contractors for material brought to the Compost Station. Previously invoices were sent but these have stopped. There was a request to restart that practice. Per Commission request, B. Stern agreed to compile a breakdown of current charges.

5. Response to Ferry Letter

It was reported that an informal response was received from the Ferry District, indicating that they already hire a contractor on the Island for snow plowing and do not need a heavy equipment mechanic. A reduced ticket for tax district employees was not something they could do. They suggested that FIWMD employees take advantage of the existing discount on commuter packets.

6. Updates:

a. Wood Processing: Status Report

Four casual laborers approved by the Commission had begun working on Saturdays. Four people were able to split six cords of wood in six hours, compared to the previous estimate of 1.5 cords per day. A fifth laborer would be starting on November 4.

b. HR/Staffing & Station Schedule

i. In-House vs. Outsourcing

Discussion ensued on reducing hours at the Transfer Station and Compost Station from November through February. Possibilities included closing on Tuesdays and Thursdays or reducing hours for half-days.

ii. Plowing

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General discussion ensued about the ability to outsource certain things. There was mention of limitations to plowing snow over the weekends. There was general agreement that a contingency plan would be prudent.

iii. Large Mechanical Repairs

Discussion ensued on the need to receive the DR mower back from a third party by November 6 and the condition of the mower, which needed a new engine. There was also mention of maintenance needed for the backhoe, and general discussion of equipment maintenance. E. Maggs agreed to contact a heavy equipment repair company that FIWDM has used in the past to conduct an equipment maintenance and safety audit. He will also compile a comprehensive list of the issues he is aware of. B. Stern offered to investigate which company was used last time.

iv. Station Hours

The Commission agreed to convene a subcommittee comprised of S. Malinowski, K. Stevens, E. Maggs, and B. Stern to brainstorm on staffing and station hours.

v. Manager Search

Work continued with a representative of 360 Recruiting Group on this search. Commissioners agreed to review the documents in the Google Drive and provide comments by November 9.

vi. October 24 Employee Training

Employees reported that the training went well. The consulting firm is available for further training as needed.

c. Composting

i. October 12 Site Visit with Jayne Merner

Commissioners who attended reported that the site visit went well. J. Merner offered many helpful suggestions and would submit a more extensive report by November 23.

ii. October 24 Meeting with Meg Atkin: School Food Scraps/Recycling, etc.

No comments.

d. Compliance

i. Landfill Testing

There had been no communication from the company since they finished the work. The testing company struggled to locate the 4th well, which staff agreed to find.

ii. Annual Calendar Deadlines

None to report. These deadlines will be reviewed and updated as part of the reorganizational meeting in January.

- iii. Meeting Days & Times - 2023 and 2024*
- iv. Elections 2023*

The Commission briefly discussed the upcoming election on the second Tuesday in December (12/12/23). There will be two vacancies. Those running for 2-year or 5-year terms must submit their petitions 10 days before the election.

There would only be one combined Commission meeting in December 2023. There would also be a 3rd, reorganizing meeting in early January 2024 (date TBD). There was general agreement that Thursday mornings would still work well for Commission meetings.

e. Properties

i. Buffer Plans

Site and phasing plans need to be developed in collaboration with the Conservancy.

ii. Coastal Path License Renewal

The Commission is awaiting feedback from Martin Finnegan Law PC.

iii. Solar Field Lease Review

The Commission is awaiting feedback from Martin Finnegan Law PC.

7. Strategic Plan 2024

Commissioners should review current and past strategic plans (in the Google Drive) in advance of discussion at the December 2023 meeting.

8. Executive Session

There was no need for an Executive Session.

9. Adjourn

There would be two subcommittee meetings via Zoom on November 2nd:

1. K. Stevens, S. Malinowski, B. Stern, and K. Kibler to discuss Commission minutes, and
2. K. Stevens, S. Malinowski, B. Stern, and E. Maggs to discuss station hours.

The meeting adjourned at approximately 11:50 AM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
November 2, 2023

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

Respectfully revised by Katryna Kibler on November 7, 2023