



November 30, 2023
10:00 AM–12:00 PM
Community Center & Zoom
ADOPTED MEETING MINUTES

Commissioners Present: D. Burnham, S. Malinowski, B. Evans (left at approximately 12:10 PM), K. Stevens (via Zoom), M. Doyen (via Zoom; arrived at 10:11 AM)

Staff Present: B. Stern (via Zoom) & E. Maggs

The meeting began at 10:06 AM

1. Agenda Additions

There were no additions.

2. Financials

a. Bank Reconciliations

There was a question about three large withdrawals and it was confirmed that those were voted upon.

b. Payables

\$7,000 needed to be added for payment to Nuuk-Freeman & Cerra, P.C. There was also a question of costs for fuel and parking; the recollection was that parking was \$75/month for three months and the rest was for fuel, though this was unconfirmed.

c. Transactions of the Month

No comments.

d. Payroll Report

No comments.

e. P/L Reports

No comments.

f. Transfer Funds

A motion by B. Evans to transfer \$60,000 from the investment account to the operational account, and to approve the financials, was duly seconded by S. Malinowski. The motion carried unanimously. All Commissioners were present for this vote.

3. Executive Session

A motion by S. Malinowski to enter Executive Session to discuss personnel matters was duly seconded by D. Burnham. The motion carried unanimously. All Commissioners were present for this vote. The Executive Session began at approximately 10:22 AM. B. Stern was not present for the Executive Session, and E. Maggs was present for the first part of the Executive Session before departing until the end.

A motion by B. Evans to exit Executive Session was duly seconded by S. Malinowski. The motion carried unanimously. All Commissioners were present for this vote. The meeting reconvened at 11:28 AM.

A motion by B. Evans to issue Employee #25 a \$3,500 bonus was duly seconded by D. Burnham. The motion carried unanimously. All Commissioners were present for this vote.

4. Minutes

S. Malinowski made a motion to approve the following minutes: 07/27/23, 08/17/23, 08/24/23, 09/28/23, 10/10/23, and 10/26/23. The motion was seconded by K. Stevens and the motion carried. B. Evans abstained. All Commissioners were present for this vote.

Discussion ensued on the 11/09/23 draft minutes and B. Evans requested to be provided with a transcript of the discussion on the proposed coastal path license. K. Kibler, Minute Taker, would provide further details for the Commission to make a decision on what should be documented.

5. Reports

a. Employee Evaluations

This process is ongoing and needs to be completed by the end of the year. The Performance Management Subcommittee agreed to: (1) collect the forms as staff submit them, (2) meet as a Subcommittee to complete their portions of the evaluations, and (3) schedule in-person evaluation discussions with each employee. It was agreed that there would be evaluations with each employee on Thursday, December 7, from 10:00 AM–12:00 PM, at the Community Center. B. Stern and E. Maggs would be in-person, and K. Stevens would join via Zoom. If employees are off work that day, they would be compensated for the hour. PDFs of the online employee evaluations were in the meeting packet.

b. Commissioner Evaluations

The online form was shared with the Commission via email and PDFs of the online form were in the meeting packet. All self and peer evaluations should be completed by Thursday, December 7.

c. Station Hours + Staffing Subcommittee

Discussed during Executive Session.

d. Performance Management Subcommittee

Briefly discussed above, under "Employee Evaluations."

e. Manager Recruitment Subcommittee

There was general consensus that the draft job description was ready to send back to 360 Recruiting Solutions. The job description is attached to the end of these meeting minutes.

f. Wood Processing Subcommittee

The Commission agreed that it was prudent to post a sign at the Compost Station stating: "*Check back on Sunday. No hoarding, please.*" B. Evans had not drafted the language mentioned at the last meeting about how wood is being allocated. There is no formal policy that someone cannot take a trailer full of wood.

Discussion ensued about the length of wood for splitting. A previous rule had been 24 inches and there was discussion of changing that to 18–22 inches. There was further discussion on how the saw on the wood processor is not functioning properly. E. Maggs agreed to look into getting this repaired.

There was further discussion on distributing tasks amongst the hired casual laborers. It was clarified that these casual laborers are covered by the Waste Management general liability insurance because they are not sub-contractors. E. Maggs was advised by the Commission to: (1) ask the regular employees if they are willing to help with a task first and document their responses, and (2) offer any tasks the regular employees are unwilling to help with to the casual laborers. The Commission also agreed that E. Maggs could use the casual laborers up to 16 hours/week (versus 8) to help with these tasks. E. Maggs was further advised to hold team meetings on Fridays (since he does not work Mondays), at which time he will share the list of work and document who is willing to help with what tasks. The Commissioners also all supported having a Compost Station attendant work at the Transfer Station on Mondays and exploring a possible change to 8:00 AM–4:00 PM hours.

g. Open Meeting Law Subcommittee

No comments due to limited time.

h. Website Subcommittee

No comments due to limited time.

i. Coastal Path Agreement

K. Stevens communicated with Martin Finnegan to invite him to this meeting and offer to provide any other information needed. In response, M. Finnegan wrote to K. Stevens that an agreement of this kind is within the FIWMD's rights/is authorized and that having a term of 10 years is reasonable. He also advised that a public referendum is not required but having the Town sign-on with an approving resolution was his recommendation. M. Finnegan was working to ensure the agreement is beyond reproach so that there are no accusations of alienating public lands. M. Finnegan is working with the Museum's lawyer to ensure phrasing of termination rights to ensure the Museum is comfortable investing capital.

There was discussion between K. Stevens and B. Evans on the degree of communication they each had with M. Finnegan. It was clarified that K. Stevens—who was appointed as the contact person—invited M. Finnegan to this meeting three times and offered to provide additional information/documents if needed, and B. Evans emailed M. Finnegan (with the Commission copied) with concerns about the license being revocable at-will. Discussion ensued on how involved the Museum's lawyer was in this process, and it was clarified that—based on the emails from B. Evans—M. Finnegan was trying to negotiate with the Museum's lawyer on termination rights, so the FIWMD has the right to terminate if needed. B. Evans wanted to ensure that the whole Commission is privy to any emails in this regard.

B. Evans left the meeting.

j. Fog Horn Articles (compost + wood processing)

No comments due to limited time.

k. 2024 Budget Overview Document

No comments due to limited time.

l. Election

No comments due to limited time.

6. Upcoming Agenda(s)

The Commission agreed to only have one Special Meeting in December (12/14/23) and then three meetings total in January 2024, with the first on January 4 from 10:00 AM–12:00 PM. B. Stern agreed to do the financials before her time off begins in December. There was mention that the Commission should consider whether other meeting times would be more conducive to public attendance.

7. Adjourn

The meeting adjourned at 12:18 PM.

Respectfully submitted by,
Katie Kibler, Minute Taker
December 4, 2023

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

Respectfully revised by Katie Kibler Minute Taker on December 12, 2023.

OPERATIONS SUPERVISOR FISHERS ISLAND WASTE MANAGEMENT DISTRICT - DRAFT

THE PITCH

How does heading up a small, committed team implementing waste to resource programs, optimizing operations, and engaging the community to craft a greener, more sustainable future sound? How about working on a small island off the Connecticut coast, a workplace where osprey return each year to nest, with a pristine rocky coastline and watery horizon?

Whether you call Fishers Island home or commute from the mainland, you will quickly become a core member of this tightly knit, eclectic community of c. 250 in the winter and nearly 3,000 in the summer. Help us create a more sustainable and efficient waste management operation that other communities will want to emulate. We encourage creative thinking and ongoing professional development. We particularly value leadership capacity and strong interpersonal skills.

A special tax district of Southold, Long Island, Fishers Island Waste Management District (FIWMD) is committed to the safe, environmentally, and fiscally responsible distribution of items no longer needed or wanted by households and/or commercial enterprises. We are looking for an energetic, collaborative, and experienced individual able to hit the ground running, oversee all aspects of our waste management operations, and lead our team as Operations Supervisor.

COMPENSATION + BENEFITS

- Starting salary between \$75,000-\$125,000 based on education, experience, and overall fit.
- A generous benefits package including Health, Vision, Dental, and Life Insurance after a 90-day probationary period including eligibility for spouse and dependents.
- Option for a retirement savings plan with an annual 3% company match.
- Paid time off including personal, sick, and wellness days.
- Small company environment that values and rewards hard-working employees.

DISTINGUISHING FEATURES

Responsible for the administration of operations for the Fishers Island Waste Management District (FIWMD). Responsible for determining work assignments, giving instructions on work procedures and methods, and inspecting work performed by employees in the field. Performs all personnel functions within the District. Assists in the development of the budget and is responsible for ensuring the maintenance and repair of all District property and equipment. Work is performed under the direction of the FIWMD Commission and is reviewed through meetings and reports. Supervision is exercised over employees engaged in fieldwork and maintenance activities. Does related work as required.

TYPICAL WORK ACTIVITIES

- Responsible for all personnel functions including recruitment, employee relations, annual employee evaluations, training, and performance management for employees within the District.
- Assists with the preparation, justification, and maintenance of the annual budget.
- Researches and writes grants for federal and state funds.
- Prepares various reports and financial documents regarding FIWMD operations for monthly board meetings.
- Oversees all purchases necessary for efficient operation of the District; prepares specifications for bids as needed and submits to the FIWMD Commission for review.
- Keeps records for all personnel, maintenance and repairs, and supply and equipment inventory.
- Implements federal, state, and local recycling mandates; researches new recycling methods and makes recommendations to the FIWMD Commission.
- Ensures that all stations are safe and fully functional during inclement weather prior to opening stations to the public.
- Coordinates and oversees activities of waste haulers contracted with FIWMD.
- Oversees all dumping by residents and contractors to ensure proper discard of various waste and recyclable items.
- Makes policy recommendations regarding operations and equipment; implements all new policy decisions.
- Fills in at facilities to perform fieldwork, as needed; may operate equipment and machinery.
- May act as the coordinator for special projects involving FIWMD facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of the procedures and methods used in the operation and maintenance of landfills and resource recovery sites.
- Thorough knowledge of the types and uses of equipment related to municipal landfills and sanitation sites.
- Thorough knowledge of budget preparation and maintenance.
- Good knowledge of the occupational hazards and safety precautions applicable to a waste disposal operation.
- Ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to operate all equipment necessary for FIWMD operations.
- Ability to ensure the maintenance of all equipment for optimal safety and efficiency.
- Ability to operate a computer.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to work under minimal supervision.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of administrative experience which includes supervision.

NOTE: Additional education from a college with federally-authorized accreditation or registration by NY State can be substituted for experience on a year-for-year basis, for up to two (2) years.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State.