



ADOPTED MEETING MINUTES

February 15, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair*
G. Murphy, *Treasurer* (by phone, arrived at 11:15 AM)
S. Malinowski, *Secretary*
K. Stevens, *Employee Liaison*
M. Doyen, *Community Liaison*

Staff Present:

B. Stern, *Business & Administration Manager* (Zoom)
E. Maggs, *Interim Manager*

The meeting began at 10:01 AM.

1. Additions to the Agenda

a. Amendment to 02/01/24 Resolution

S. Malinowski made a motion to rescind the 02/01/24 approved audit resolution and replace it with the following, which was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously (G. Murphy was not present for this vote):

Whereas Cullen & Danowski, LLP (the “Auditor”) has completed the 2022 financial audit of the Fishers Island Waste Management District (the “District”), and

Whereas the Auditor has noted several journal entries that are required to be completed as of 12/31/22, and

Whereas, the Auditor has noted two material deficiencies that the District needs to rectify, and

Therefore, it is RESOLVED to authorize Beth Stern to execute and deliver to the Auditor the Financial Statements Approval Form dated 12/31/22 subject to the above-referenced journal entries being made, and

It is further RESOLVED to authorize David Burnham to execute the December 29, 2023 District letter to the Auditor subject to the above-referenced journal entries being made.

[*When the minutes of February 1, 2024 were adopted by the Commission on February 29, 2024, an inadvertent error in this motion was amended to correctly list D. Burnham’s name.]

2. Minutes

A motion by S. Malinowski to approve the February 1, 2024 workshop minutes was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. G. Murphy was not present for this vote.

3. Finances

The finances were tabled until G. Murphy's arrival, but the Commission did not return to this discussion due to limited time.

4. Reports

a. **Station Report**

A lengthy discussion ensued about the Interim Manager's station report. The Commission recalled that it was left to E. Maggs' discretion whether to come to both the monthly workshops and meetings, given that sometimes he needs the Commission to vote on something right away.

Other updates:

- 1,090 lbs of food scraps had been collected so far in 2024.
- 8 cords of wood had been processed to date in 2024 (79 cords total since the Saturday cordwood processing project began on October 12, 2023).
- The backhoe was returned from being repaired. It is now working perfectly.
- Work continued on the front loader, and a particular part replacement could delay the total repair another 3–6 months. Alternatively, the part could be re-sealed so the chrome does not flake; this solution could last 10–20 years and would reduce the cost from \$6,000–\$7,000 to approximately \$1,300.
 - The Commission agreed that E. Maggs should move forward with resealing for the lower cost.
- There was a long discussion about the chipper and getting it off the Island (to Massachusetts) for maintenance:
 - Towing it off the Island could be problematic due to its height.
 - Only certain people have the required license for this towing. All American can do this.
 - The machine must be legally registered with license plates to be towed. Registering it just to tow it would be costly, but towing it on a trailer could pose height challenges.
 - E. Maggs agreed to follow-up with All American for more details and send the answer to the Commission.
 - If E. Maggs finds that the machine is less than 13 feet 6 inches tall, and All American can provide a transfer plate, he has the Commission's permission to proceed with having the chipper towed off the Island.
- At the Compost Station:
 - Work had proceeded on the attendant's shed. E. Maggs was awaiting a reply about the waste oil piping.
 - The Commission discussed prioritizing aspects of the building repairs to manage costs.
 - This work may need to be completed by winter, which would be a part of the current budget cycle.

b. Compost Pad

Discussion ensued about Jayne Merner's (compost consultant) recommendation to install a gravel pad under the compost windrows for better drainage. It was recalled that the ballpark estimate had been considerable. The Commission agreed that this project should not be prioritized over the roof repairs discussed above. There was mention of composting grants available from the Department of Conservation (DEC). A formal quote for the compost pad will be helpful in drafting a grant application. J. Merner might have advice for the grant writing as well.

c. Evergreen

D. Burnham reported that Evergreen had contracted with a grinding crew that can also provide grinding services at FIWMD for the cost of \$8,300/day. The Commission agreed to move forward with this day rate quote for the grinding subcontractors, in addition to hiring Evergreen directly for excavator support during the grinding process at an estimated cost of \$2,000/day.

S. Malinowski motioned to accept the bid from Evergreen for grinding stumps for two days, including an Evergreen employee and excavator for one of the days. The motion was duly seconded by K. Stevens. On a vote of 4-0, the motion carried unanimously. G. Murphy was not present for this vote.

d. OS Recruitment

No comments.

e. Minute Taker Expanded Job Description

G. Murphy arrived.

Brief discussion ensued about expanding the Minute Taker's job description to include some of her other skills that could be beneficial to the Commission, including helping B. Stern with tasks. This could help to relieve some meeting preparation tasks from K. Stevens. The suggestion was to expand K. Kibler's scope from approximately 12 hours monthly to 14-18 hours to allow flexibility for special projects in addition to the work tasks she had assumed. She would report to B. Stern and the Commission Chair. The revised job description was included in the Google Drive. The Commission agreed to check-in after three months to determine whether the new arrangement works for both parties.

S. Malinowski motioned to expand K. Kibler's job description under the title of "Meeting Coordinator and Communications Expert" as described in the 02/02/2024 document, with an assessment of the arrangement at the May regular meeting. M. Doyen seconded the motion, which carried unanimously on a vote of 5-0. All Commissioners were present for this vote.

f. Open Meeting Law

A motion by S. Malinowski to approve the Open Meeting Law/Minutes Policy as presented, with the knowledge that it is a living document and will be updated continuously, was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

g. Coastal Path

Surveying work was underway. There was no reply yet from the lawyer about the Town's blessing for the resolution.

h. Solar Field

G. Murphy and K. Stevens are trying to schedule a call with M. Finnegan to discuss status and next steps. The Subcommittee has had several meetings with solar field developer Pickett Power LLC and feel all are much more up to speed about the critical issues. The landfill will need to be rezoned as Light Industrial from R-120 to permit solar field use. While the town is undergoing a rezoning process that could accomplish this, that process will not be complete until 2025, so rezoning the landfill will have to be addressed separately.

i. Sexual Harassment Training

Dates remain to be finalized.

j. Handbook

The Commission agreed to postpone the handbook update for now, though minor revisions are needed to show the current team and policies discussed during the reorganizational meeting. A Subcommittee (K. Stevens and S. Malinowski) was formed to review any revisions needed to the employee handbook.

k. Trial Hours Decision (phone book listing now due March 1)

The Commission discussed that it would be helpful to have one part-time employee work one weekend per month (still with two consecutive days off during the week instead). It could rotate so it is a different employee each weekend.

A lengthy discussion ensued as the Commission debated altering the Stations' hours and how doing so would impact the various users. It was agreed that past attempts to stagger the workforce—with some on the early boat and others on the later one—had proved hard for team building and management. The Scheduling Subcommittee (K. Stevens, E. Maggs, & B. Stern) will reconvene to continue discussing the possibility of a 4-day work week at the Stations (Sunday–Wednesday for some and Thursday–Saturday for others). The Commission agreed to revert to the 7:30 AM–4:30 PM schedule from May 1–October 31, which should be posted on the website and in the phone book.

I. Grinder Update

No comments.

m. Website

The designer continues working on the new website. K. Stevens and S. Malinowski agreed to help finalize content needed to finish the website.

n. Price Lists

No comments.

o. Strategic Plan

Another meeting would be needed to determine whether to refresh or update the Strategic Plan. Any update should be informed by NYS' new local solid waste plan titled Building the Circular Economy.

p. Getting to Know DEC Guiding Documents (old doc: Beyond Waste; new doc: Circular Economy)

K. Stevens was exploring whether a short training could help the Commission with the main concepts of the new management plan, which is a very long and detailed document.

q. LSWMP Biennial Update

No comments.

r. Public Budget Letter 2024

No comments.

5. Upcoming Agendas

No comments.

6. Executive Session

A motion by S. Malinowski to enter Executive Session to discuss personnel was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote. The Executive Session began at 11:34 AM. B. Stern was not present for the Executive Session. E. Maggs was present during the Executive Session until 11:45 AM.

A motion by G. Murphy to exit Executive Session was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote. The meeting recommenced at 12:10 PM.

A motion by K. Stevens to post for the position of Facilities Attendant/Operator was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

A motion by G. Murphy to hire a financial consultant at the rate of \$65/hour, not to exceed \$5,000, to help prepare the 2023 books was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

7. Adjourn

A motion by K. Stevens to adjourn the meeting was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

The meeting adjourned at 12:25 PM.

Respectfully submitted by,
Katie Kibler, Meeting Coordinator & Communications Expert
February 22, 2024

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

Respectfully revised by Katie Kibler on February 28, 2024