



ADOPTED WORKSHOP MINUTES

March 7, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair* (Zoom)
G. Murphy, *Treasurer*
S. Malinowski, *Secretary*
K. Stevens, *Employee Liaison*
M. Doyen, *Community Liaison* (left at 12:02 PM)

Staff Present:

B. Stern, *Business & Administration Manager* (Zoom; arrived at 10:15 AM & left at 11:28 AM)
E. Maggs, *Interim Manager* (left at 11:28 AM)

The meeting began at 10:06 AM.

1. Additions to the Agenda

No additions.

2. Minutes:

a. February 29, 2024

A motion by S. Malinowski to adopt the February 29, 2024 minutes was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

b. Consideration of Amendment to January 25, 2024 Minutes

The Commission briefly discussed whether an amendment was needed to a motion in the January 25, 2024 minutes. Upon review, it was agreed that no correction was needed.

3. Reports:

a. Station Report

Year-to-date in 2024, the compost program had collected 2,028 lbs of food scraps, 82 cords of wood had been processed, and there had been eight hauls (two bulky, two wood, one metal, one paper, one MSW, and one cardboard).

A lengthy discussion ensued about work at the Stations. Evergreen was preparing to grind the wood and brush piles; on February 15, the Commission approved one day of excavator work with an Evergreen employee, in addition to two days of grinding. The Commission agreed that on March 8, E. Maggs should assess whether work would need to continue beyond the one day, and he would consult with D. Burnham if needed. There was a brief discussion about moving old logs to the back of the windrows, which would require an excavator (not free). Getting rid of these unusable stumps would be to the FIWMD's advantage. Without knowing when or if the FIWMD's grinder will be repaired—and if so, whether to keep it—processing a lot of these materials to clean-up the site is important. Further, it was agreed that it makes sense for the community to have these few days of noise to cut stumps for firewood in early spring each year, versus daily noise. So, having a plan for this work each year could be advantageous. Ultimately, because the Commission had already approved two days of work, they agreed to proceed with the two full days.

B. Stern arrived.

The frontloader had been returned to the District following repairs off-site. The final cost was less than the estimate because of the choice for reconditioning work.

Discussion ensued on the continued effort to get the chipper off the Island to Massachusetts, which seemed cost prohibitive. The Commission discussed the various price estimates received for the distance and licenses required to cross state lines, as well as a towing license plate. Discussion turned to whether the Ferry costs were accounted for in the insurance appraiser estimate. E. Maggs and B. Stern still needed to check on those costs. It was confirmed that this discussion was focused on *transport* of the chipper, not the actual repair. B. Stern agreed to contact other companies the Fishers had worked with in Connecticut to see if they have recommendations. B. Stern wrote to the insurance company to understand the estimate. The insurance company will adjust their quote for the machine's worth according to the FIWMD's costs, including transportation. The insurance company was also reaching out to the fire inspector who wrote the quote to get a clearer breakdown. It was also mentioned that the company that tows its grinder to Fishers Island might have lower cost recommendations too.

Conversation turned to the Compost Station. Work on the Compost Station attendant shed roof was planned for April. E. Maggs agreed to contact the contractor to confirm a date for the work, and to call them regularly to ensure this work remains a priority.

The Commission then discussed the reroofing project of the Compost Station shop and office. The Commission agreed that a bigger picture analysis would be useful, given that many details (e.g., materials, etc.) would be needed to complete the Request for Proposals (RFP). The Commission anticipates that this work would not begin before fall 2024. The Commission also agreed that for a potential expenditure this costly, it is prudent to seek multiple quotes, which is a longer-term process. While most issues with the building (besides the roof) are not as urgent, there was a suggestion to consider moving the waste oil furnace to a better location; the Commission agreed that E. Maggs should pursue having the furnace serviced and disconnect the duct work. The Commission did not think the building would fall into substantially more disrepair in the next six months, so they agreed to

take time to seek professional advice on the infrastructure. D. Burnham agreed to seek an hourly rate estimate and inspection cost from two entities.

A lengthy discussion ensued about ground preparation for the compost row. There was a meeting with the compost consultant, Jayne Merner, two commissioners, and several employees to discuss compost program improvements for 2024. The discussion included suggestions for a gravel/aggregate pad and protective cover at the windrows, and a more robust "biobag" for the food service providers. These bags can also be coded by user for improved accountability. The biobag also means the food service and residential drop offs can be combined, which will mean more grey totes need to be purchased because they will fill up faster.

Still regarding the Compost Station, discussion ensued about the Fishers Island Club arriving at the station with a truckload at 3:45 PM every day. The Commission agreed to not explore this procedural issue more deeply during this workshop. It was then pointed out that rather than dropping off with the residential users, it would be more efficient if the food service providers drive right up to the windrow with their biobags. This raised questions about tracking weights and checking contents. To be explored further.

Lastly, the firewood shed is nearly complete and E. Maggs sought advice on where it should be located to work best.

b. Wood Program (policy for contractors, equipment maintenance, wood processing team)

While a policy for contractors is important, it depends on having a functioning wood processor. The Commission asked E. Maggs to continue exploring costs for a used machine. Otherwise, this topic was tabled at this time. The Commission decided to stop processing cord wood on April 1, and to *not* change the policy until it is clear what unit the District will process wood with.

c. Compost Program Update & Grant Opportunities

Discussed under Station Report.

d. New York Paid Family Leave Policy (NYPFL)

Drafts were available in the Google Drive.

e. Annual Calendar/Scheduling/Events:

There was brief mention of developing an annual calendar of important dates, which K. Kibler will explore.

i. Reschedule July 4 Workshop

The Commission rescheduled the July 4 Workshop on Wednesday, July 3 at the regular time.

- ii. Hazardous Waste Day*
- iii. Shredding Event*

Mainland companies have hazardous waste days and shredding events. Two separate companies will come to the Island for the hazardous waste and shredding (three-hour minimum for shredding). It will be important to advertise in advance. Discussion ensued on whether shredded materials can/should be recycled due to confidential information on those materials. Staff would inquire about where the shredded materials end up. The Commission agreed to hold both the hazardous waste and shredding events on Saturdays in opposite months (July/August, which worked well in previous years). Changing the month each year gives different groups access. B. Stern will work to schedule the events.

- iv. Island and Beach Clean-Up Day*

The Commission briefly mentioned talking to the Conservancy about restarting Island and Beach Clean-Up Day. M. Doyen would contact the Conservancy to see if they want to partner.

- v. Janye Merner Compost Talk*

J. Merner is coming to the Island on June 30 for a talk at the HLF Museum, co-hosted by the FIWMD. The time was not yet confirmed. This event should be advertised well.

- f. Website**

The Commission was hopeful that the new website would be live on April 1.

4. Preview Next Meeting

- a. Getting to Know the New DEC Solid Waste Management Plan 2023–2032, “Building the Circular Economy,” and Impacts on FIWMD’s Strategic Plan and Local Solid Waste Management Plan Update**

G. Murphy, S. Malinowski, and B. Stern are working on the annual update. They scheduled a special meeting on March 14 at 10:00 AM in the WM Business Office to work on this plan and K. Stevens attended to advise. Commissioners should review Building the Circular Economy (in Google Drive) in advance of the March 21 meeting. Other helpful documents were also available in the Google Drive.

- b. Facilities Improvement Plan (long term goals, assessment, options, RFP; *consolidation plan withdrawn pending formation of a committee to discuss FI solid waste management goals)**

The Commission briefly discussed forming a long-term committee that would include a range of stakeholders focused on solid waste management goals for the Island. The Commission felt they needed more clarity internally before proceeding with a wider committee.

5. Edit Upcoming Agenda

6. Executive Session

A motion by S. Malinowski to enter Executive Session to discuss HR and zoning was duly seconded by G. Murphy. On a vote of 5-0, the motion carried unanimously. All Commissioners were present for this vote. The Executive Session began at 11:21 AM. B. Stern and E. Maggs departed at 11:28 AM. M. Doyen departed at 12:02 PM.

A motion by G. Murphy to exit Executive Session was duly seconded by K. Stevens. On a vote of 4-0, the motion carried unanimously. M. Doyen was not present for this vote.

7. Adjourn

A motion by G. Murphy to adjourn the meeting was duly seconded by K. Stevens On a vote of 4-0, the motion carried unanimously. M. Doyen was not present for this vote.

There being no further business, the meeting adjourned at 12:29 PM.

Respectfully submitted by,
Katie Kibler, Meeting Coordinator & Communications Expert
March 14, 2024

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

Respectfully edited by Katie Kibler on March 19, 2024