



ADOPTED MEETING MINUTES

March 21, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair*
G. Murphy, *Treasurer (Zoom)*
S. Malinowski, *Secretary*
K. Stevens, *Employee Liaison*
M. Doyen, *Community Liaison*

Staff Present:

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

The meeting began at 10:00 AM.

1. Additions to the Agenda

There was mention of a bill for tub grinding.

2. Minutes – March 7, 2024 & March 14, 2024

A motion by S. Malinowski to adopt the March 7 and March 14, 2024 minutes was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

3. Financials

a. Bank Reconciliations

There was a brief discussion of what percentage of funds the FIWMD had received from the Town to date. It was estimated at approximately 88%, which had been received in increments during January–March 2024.

b. Payables

There was \$63,000 in payables in addition to the NY State Insurance Fund, which could be paid in monthly installments with a finance charge or all at once to avoid finance charges. B. Stern recommended paying the full total now and adding it to the payables. Evergreen's \$19,000 total was also accounted for.

Discussion ensued about whether the District should continue to own a horizontal grinder (currently out of service for repair) or would be better served by outsourcing all grinding (not just tub grinding) going forward.

c. Transactions of the Month

No comments.

d. Payroll Report

No comments.

e. P/L Reports

Discussion ensued about how the previous year's Compost Station income is represented in the budget spreadsheet side by side with this year's numbers. Dividing last year's income over 12 months or as a percentage of the total could be a better comparison tool. The Compost Station income for January–February 2024 was \$3,726, compared to \$7,600 in January–February 2023 (the decrease could be due to big construction jobs last year).

There was also a brief discussion of workers compensation, including a change in the insurance rate to pay monthly (including monthly processing fees) versus the lump sum. The estimate from the company was high, which is common, and then the District gets a refund of the difference (e.g., \$10,000 in 2023) at the end of the year. There was also a mention of an insurance adjustment (a \$22,000 expense), which was listed as a refund. While it was thought to be for worker's compensation, B. Stern and G. Murphy agreed to review it together.

f. Transfer Funds

A motion by G. Murphy to transfer \$20,000 from the investment account to the payables account at Citizens Bank was duly seconded by S. Malinowski. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

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

g. Investments

No comments.

4. Reports

a. Station Report

On March 15, the horizontal grinder was moved to Running Brook Farms to be assessed for damage, including an estimate for repairs, and E. Maggs agreed to call for an update. Also, work on the attendants shed roof at the Compost Station would be complete by the end of April.

The compost consultant, Jayne Merner, emailed an example of a 15' x 90' tarp to cover the active compost pile, which was attracting crows. There was no cost estimate yet. The Commission discussed the proper dimensions, and it was

unclear whether 15' would be wide enough. E. Maggs agreed to contact J. Merner to confirm the footprint so an accurate estimate can be obtained. E. Maggs would also confirm that her recommendation was only to cover the active pile.

E. Maggs finished building the shed for firewood. The FIWMD website listed firewood as free to the community between September–April, and a photo of the new shed should be added. The Commission agreed that between May–August, \$10/bundle could be a good price, though \$5 and \$12 were also mentioned. The shed should be placed inside the gates and the attendants should manage the sales in the future (needs to be built into their jobs). The Commission agreed to use the honor system this year (the shed inside the gate with a box with a slot for money), and consider changes in the future for attendants to help with the sales. Also, next year the new manager can help to work out the nuances of the program.

b. Architect Estimates

D. Burnham received an estimate from Sam Fitzgerald for \$1,350, which would include “as-built lite” floor plan drawings of the shop/office building to be used to graphically reference any areas of potential repair. This estimate was for one half day of work. Because this project had expanded beyond the waste oil furnace vent, the Commission wanted a global sense of what is needed for the building to be stable and safe. The Commission was unclear whether drawings of the building existed already, so K. Stevens agreed to work with B. Stern to look into it. K. Stevens also agreed to liaise with S. Fitzgerald. S. Fitzgerald was asked to provide an estimate for an initial phase of work limited to a thorough walk through of the office and shop building and the creation of a list of open issues (ranging from structural, mechanical, envelope, waterproofing, etc.).

c. LSWMP

Tabled until the April 4 workshop.

d. Strategic Plan

Tabled until the April 4 workshop.

e. Coastal Path/Solar Field/Buffer/Bike Path

The drawing of the coastal path was received but the metes and bounds had not been submitted by the surveyor yet. Once received, all of these materials would be forwarded to M. Finnegan, who will update the license agreement to be signed by the FIWMD before it is submitted for the Town’s blessing.

Regarding the solar field, FIWMD's lawyer M. Finnegan would be in discussions with Pickett Power LLC's lawyer Steve Ham. This was a positive development since the two had just worked together effectively on the FIWMD-Museum Coastal Path license agreement. Southold, NY, was doing a similar project with a ground lease approved by the town. The FIWMD can follow that lead. The Commission recalled that the landfill will likely need to be rezoned as Light Industrial from R-120 to permit the solar field use. Language was grandfathered in that allowed the District’s waste

management on R-120, so the District was not out of compliance. It was suggested that rather than being led by FIWMD, that Pickett Power LLC could take on the rezoning process, which will cost several thousand dollars, be time-consuming, and require a public hearing. The rezoning application allows for this kind of arrangement, where FIWMD signs off on the application submitted by the developer.

M. Doyen spoke with a representative of the Fishers Island Conservancy about the buffer and collaborations with the FIWMD. The Conservancy had already approved the buffer. If this work begins soon, the 5–6 trees of heaven would need to be removed because they attract the invasive spotted lanternfly. Native trees could be planted to replace them. The Commission agreed that it would be better to hire someone for this work so it is completed as soon as possible. E. Maggs agreed to take photos of the trees and to contact Roots Up Plant Health and Scanlon to see if the work can occur as soon as possible. There could be a news bulletin on the website, especially if the Conservancy helps to share the cost. M. Doyen agreed to work with the Conservancy on a press release.

The Bike Path Committee was supposed to be painting a lane in the section of Wilderness Road where it shifts to the bike path. There was work on Wilderness Road a few years ago to improve visibility, but it was unclear whether there still could be a liability. S. Malinowski agreed to follow-up with the Bike Path Committee, including asking for the updated insurance certificate of liability. They might have been waiting to paint the line until that section of Wilderness Road is repaved; the FIWMD had approved the repaving already. The Commission clarified that the FIWMD owns part of Wilderness Road (up to the Bailey's turn-off), and so the FIWMD is technically responsible for snow plowing and maintenance. Some years ago, the Commission was advised to stop maintaining its part of the roadway, so the homeowners there would take it on.

Discussion turned to making sure there is access to the 4th well at the landfill that the testing company (PW Grosser) would need access to next fall. They had been unable to access the well in the fall of 2023 because it was too overgrown. E. Maggs already has a quote from Race Rock for this work and will seek additional competitive quotes.

f. Verify Station Closing on July 4, 2024

In the past, the Transfer Station was open on the 4th of July. The Commission agreed that the Transfer Station should be open for a half day in the morning on July 4, 2024, when employees will get holiday pay.

g. Verify Compost Station Disposal + Product Pricing

The Commission reviewed prices from 2022, when the Commission last updated the prices. The Commission agreed that there should still be one rate for both residential and commercial disposal. Once pricing is confirmed, a large pricing poster should be placed on the side of the Compost Station attendant shed. If prices change in the future, the attendant's forms (for receipts) can be reprinted. Specific prices should be added to the forms for things like tires or other large products so the attendants know what to charge. The price list will be circulated for feedback and approval of the update at the next meeting.

h. Website Internal Review Pre-April Launch

The Commission reviewed the draft website. The goal was to launch by April 1. Commissioners should send their photos and bios to K. Stevens, as well as any other feedback on the website. Hopefully, this new website will help the public to better understand the District's responsibilities.

The Commission also briefly discussed posting meeting agendas and materials to the website so the public can anticipate if they want to attend a meeting to hear a particular discussion. K. Kibler will post meeting agendas to the website by 10:00 AM on Tuesday before each workshop/meeting. The agendas will include a line referring the public to B. Stern if they want to review any public documents that will be discussed during the meeting.

i. Box Holder Mailing Review

The mailing would be printed by Blueprints Unlimited in New London. It is a different color this year to be sure people are using the updated 2024 schedule.. K. Stevens agreed to circulate the draft mailing to the Commission for any feedback.

5. Adoption of New NY Paid Family Leave and Lactation Policy for Handbook

This policy was written by the contracted employment lawyers.

A motion by S. Malinowski to adopt the NY Paid Family Leave and Lactation Policy was duly seconded by G. Murphy. On a vote of 5-0, the motion carried unanimously. All Commissioners were present for this vote.

6. Resolution for New Hire

The Commission discussed how it should approve new hires in the future. It was agreed that the Commission should make a formal motion anytime someone is hired.

A motion by S. Malinowski to hire EE #65 for part-time help at the rate of \$22/hour, beginning on April 15, 2024, was duly seconded by K. Stevens. On a vote of 5-0, the motion carried unanimously. All Commissioners were present for this vote.

[*At the 04/04/2023 meeting, the Commission confirmed that the hired casual laborers were furloughed until fall because wood processing operations were suspended until then.]

7. Policy + Insurance Waiver/Proof of Insurance for Community Use of Compost Station

Tabled until the April 4 workshop.

8. Edit Upcoming Agenda

Commissioners shared additions to the April 4 agenda.

9. Executive Session

A motion by S. Malinowski to enter Executive Session to discuss HR matters 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 11:35 AM. B. Stern and E. Maggs departed the meeting.

A motion by D. Burnham to exit Executive Session was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote. The meeting reconvened at 12:15 PM.

10. Adjourn

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

The meeting adjourned at 12:15 PM.

Respectfully submitted by,
Katie Kibler, Meeting Coordinator & Communications Expert
March 28, 2024

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

Respectfully revised by Katie Kibler on April 2, 2024 and April 4, 2024