



ADOPTED MEETING MINUTES

April 18, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

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

Staff Present:

B. Stern, *Business & Administration Manager* (left at 11:37 AM)
E. Maggs, *Interim Manager* (left at 11:37 AM)

Commissioners Absent:

D. Burnham, *Chair*

The meeting began at 10:05 AM.

1. Additions to the Agenda

Agenda item 4.g. was added to discuss the annual calendar.

2. Minutes

a. April 4, 2024

Tabled until the April 24 special meeting.

3. Financial:

Moving forward, G. Murphy said he and B. Stern would meet on Tuesdays before workshops/meetings to work out the finances. G. Murphy would like to review the financials by the 10th of each month.

a. Bank Reconciliations

No comments.

b. Payables

There were additions for the materials for the Compost Station attendant's shed roof from Riverhead Building Supply (\$1,100), as well as an addition for employee life insurance, which B. Stern pays monthly. G. Murphy wanted life insurance added to the list of insurance policies he was reviewing; B. Stern would share it with him.

c. Transactions of the Month

No comments.

d. Payroll Report

No comments.

e. P/L Reports

The Commission briefly reviewed the year-to-date budget versus actual expenses. In the future, B. Stern was asked to only run the report through the last day of the month so it is less complicated. In the Profit & Loss Budget vs. Actual report, B. Stern was asked to change the heading at the top of the report from "January through December 2024" to "year-to-date." G. Murphy and B. Stern would work together to smooth the budget in Quickbooks.

There was also clarification that the P/L Report would not list budgeted funds for capital improvements, which would be on the Balance Sheet.

f. Transfer Funds

The Commission agreed that B. Stern should transfer \$70,000 from the investment account to the payables account. The action would be ratified with a vote at the April 24 special meeting.

g. Investments

No comments.

4. Reports:

a. Station Report

E. Maggs reported that there had been 7 hauls and approximately 300 pounds of food scraps collected since the April 4 meeting. E. Maggs also reported that:

- The firewood shed:
 - Completed and placed inside the Compost Station gates, including the box for honor system payments. Everyone agreed to go and look at the shed's location and advise whether it should be moved elsewhere. E. Maggs agreed to process more cord wood for the firewood shed on Saturday, April 20.

- To advertise the firewood and other FIWMD work, M. Doyen agreed to lead the FIWMD's social media. B. Stern would share the social media details with M. Doyen.
- Trees of Heaven removal:
 - E. Maggs would follow-up with Roots Up Plant Health as he had not heard back from them during the two-week window they provided.
 - Questions remained about how to treat the tree stumps once they are cut, including the possibility that the trees could contain invasive lanternfly larvae. The Commission agreed that the stumps should be left high enough to be removed more easily. They would *not* be treated with herbicide, but the Commission was considering painting (e.g., non-permeable latex paint) the tops of the stumps to prevent regrowth. The FIWMD's compost consultant, Jayne Merner, also advised that because our compost piles get hot enough, we can grind the tree of heaven and add the material to our piles. The Conservancy had recommended burning the trees. Ultimately, the Commission agreed that it should establish a policy for dealing with an invasive species like this safely. That policy should be shared on FIWMD.net.
 - On the topic of invasive species, it was clear that invasive plant materials need to be identified when coming into the Station so they are handled correctly.
- Signage:
 - G. Murphy and E. Maggs had worked on signs and all agreed that they looked great.
 - G. Murphy was working on the price list sign for the attendant's shed, but he could not complete it until the Commission agreed upon a timber policy.
 - K. Stevens was exploring outdoor bulletin boards that could be modified more easily as things change within the organization. These boards could include news in addition to hours, which would be changeable. The boards could change for winter and summer operations. It was determined that she should look into banners instead, and ask Lighthouse Work where they get theirs done as this would be a much more cost effective solution.
- Compost cover:
 - During J. Merner's visit on April 16, she advised on how large the compost cover needs to be: 24' x 60'. E. Maggs sent those details to the company in Canada and he was awaiting a price, including freight. On April 4, the Commission approved up to \$1,200 for this cover, including freight. E. Maggs would send the final cost to the Commission once he knows, but the Commission agreed that he should not wait to order the cover.

b. Office/Shop Walkthrough + Issue List

There was nothing to report as the walkthrough had not occurred yet. K. Stevens would follow-up with Sam Fitzgerald to see when this work would proceed.

c. Local Solid Waste Management Plan Biennial Update

A special meeting was scheduled for Monday, April 22 at 10:00 AM in the Waste Management Business Office to review data for the Local Solid Waste Management Plan. K. Stevens, S. Malinowski, G. Murphy, & B. Stern would attend.

d. Coastal Path/Solar Field/Buffer/Rec Path

The coastal path license was signed by D. Burnham and the Museum's representative. Next, M. Finnegan (FIWMD's lawyer) would share the signed agreement and survey drawing with the Town for its blessing.

On the solar field, discussion ensued about issues related to battery storage and change of zoning at the Pickett Land fill, with more research required. M. Finnegan was also confirming whether the FIWMD needs a request for proposals (RFP) for this project; there is a RFP template available for guidance. There was a suggestion to write the RFP to solicit proposals specifically from NY companies, which would be a smaller pool of candidates for the Commission to review. There was also a question of whether the battery storage should be included in the RFP.

On the future native plant buffer at the Compost Station, M. Doyen communicated with the Conservancy, but there had not been a more in-depth conversation yet. M. Doyen would guarantee that the Conservancy's Executive Director is kept informed. G. Murphy also communicated with the Conservancy for advice about the trees of heaven. M. Doyen planned to ask J. Merner for help with writing a policy for safe disposal of the trees of heaven and other invasives.

Conversation turned to the rec path. S. Malinowski and K. Stevens met with John McGillian of the Rec Path Committee about improvements they agreed to make to the section of Wilderness Road owned by FIWMD—from where it meets Oriental Avenue to where the rec path starts over the landfill. On Monday, April 22, Jim Wray was scheduled to begin work to expand the roadway 2'–3' wider, blow up a rock in the line of sight, and cut some selected trees in that area as well. There will be some road painting in the future to direct vehicles and cyclists.

e. Jayne Merner Compost Visit

J. Merner visited the FIWMD on April 16 and advised on a compost cover as well as pile formation (high and close together, dealing with invasives or mud issues daily). She also advised on running the machines down the back and the front to create a buffer between the piles and minimize contamination.

D. Burnham consulted with J. Merner about commercial drop offs to reduce the time employees spend handling materials. The idea is to have the commercial operators arrive each day before 2:00 PM and drive straight up to the pile (prepared in the morning by staff). Then, staff will cover the materials overnight, so no bags sit open as in the past. This is a pilot effort.

To help the public visualize the compost cycle, J. Merner suggested establishing a test garden using the FIWMD's compost. This could work well near the firewood shed. There could be a second test garden using different compost for comparison. This cycle could be demonstrated to the public on social media as well.

On June 30 from 4:00 PM–5:00 PM, J. Merner is speaking during an event at the HLF Museum, co-hosted by FIWMD. M. Doyen reported that if there are a lot of registrations in advance, the event could be moved to the movie theater to accommodate. The Commission agreed to advertise this even on social media. The Commission also agreed to seek J. Merner’s help to develop a mailer that advertises the event, lists tips for the summer, and includes an organics update (e.g., compost, invasives, firewood, etc.).

J. Merner sought feedback on her contribution as a consultant and how she could continue helping the FIWMD. Staff has a direct line to contact her with questions, which she said was working great. She would follow-up with summaries of the site visits and advice on how to structure the FIWMD’s progress.

f. Community Garden Suggestions for Compost Improvements + Areas for Collaboration

It was relayed to J. Merner that the Community Garden recommended amending the FIWMD’s compost with wood ash and leaves to encapsulate pesticides. J. Merner felt that the scientific benefits of wood ash were not well proven, and she suggested a charred wood technique that can change the pH dramatically if added at the end. To deal with pesticides, the heating process is key. J. Merner would be sharing language for the website about this heating process. Adding leaves will always be a good thing, but staff reported that the leaves tend to blow away.

g. Annual Calendar

The Commission was interested in developing a Google calendar that tracks annual events and important deadlines (e.g., LSWMP and shredding event). K. Kibler agreed to work on this when the budget allows for the work, likely in May.

Discussion ensued about when to schedule public budget meetings in 2024. There will be a preliminary budget meeting in June, a review of the draft budget in July, and then the budget will be presented to the public in August. The Commission agreed to incorporate the budget discussions into its regular meetings, except for in August, when there will be an additional meeting in the evening (4:00–5:00 PM) to accommodate more public attendance (the FIWMD would still have their monthly meeting at 10:00 AM). The presentation should include highlights from the past year.

h. Signage Update

Discussed above.

5. Draft Investment Policy

The Commission had reviewed the draft policy. There was agreement to vote on the policy at the April 24 special meeting.

6. Operations Supervisor Update

Tabled until Executive Session.

7. Next Meeting's Agenda

a. Open Hauling Bids: May–December 2024

Additions to the agenda are due by end-of-day on Monday, April 29.

8. Executive Session

a. HR

The Commission entered Executive Session at 11:07 AM. B. Stern and E. Maggs departed at 11:37 AM. The Executive Session concluded at 12:15 PM.

9. Adjournment

The meeting adjourned at 12:16 PM.

Respectfully submitted by,
Katie Kibler, Meeting Coordinator and Communications Expert
April 23, 2024

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

Respectfully revised by Katie Kibler on April 30, 2024