



ADOPTED MEETING MINUTES

May 2, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair* (arrived at 10:11 AM)
G. Murphy, *Treasurer*
S. Malinowski, *Secretary* (Zoom)
K. Stevens, *Employee Liaison*
M. Doyen, *Community Liaison*

Staff Present:

B. Stern, *Business & Administration Manager* (Zoom;
left at 11:45 AM)
E. Maggs, *Interim Manager* (left at 11:45 AM)

The meeting began at 10:01 AM.

1. Additions to the Agenda

The shredding event was added as agenda item 7.h.

2. Public Comment

There were no public comments.

3. Financials:

a. Payables

A motion by G. Murphy to pay K. Kibler's invoice was duly seconded by K. Stevens. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote.

4. Open RFPs for Hauling

This discussion ensued at 10:30 AM (D. Burnham was present), when Naomi Murphy of CWPM, LLC, a hauler and disposal facility, joined by phone. B. Stern opened the CWPM bid, which was the only one received in response to the request for proposals. The Commission had no questions for Ms. Murphy.

The Commission reviewed details of the CWPM bid. Discussion ensued about differences between the CWPM bid and Casella's (bought out Willimantic Waste) fees. CWPM charges a flat rate for recyclables, while Casella has a dynamic pricing model; the FIWMD is charged various amounts depending on what the hauler can sell it for. The Commission felt that CWPM's proposal aligned with the FIWMD's rates for things like electronics, mattresses, etc. CWPM's insurance also looked good.

A brief discussion ensued about the fact that the FIWMD used to have multi-year contracts, but that custom changed to annual requests for proposals under a previous Treasurer, which is more labor intensive. The proposal from CWPM was for nine months and CWPM would adjust per the Consumer Price Index (CPI; an annual inflator). If offered, B. Stern believed that CWPM would provide a quote for multiple years; a similar offer was declined by a previous Treasurer. Next year, G. Murphy recommended working on the RFP in November and to ask for three or five years with the CPI adjuster.

G. Murphy made the following motion, which was duly seconded by M. Doyen. On a vote of 5–0, the Fishers Island Waste Management District resolved that: Whereas the FIWMD only received one hauling quote from CWPM, LLC, for waste removal and recycling services (accompanying these minutes on the FIWMD website), therefore the FIWMD accepted the bid from CWPM, LLC, to terminate December 31, 2024. All Commissioners were present for this vote.

5. Draft Investment Policy

A motion by G. Murphy to accept the 2024 draft investment policy was duly seconded by K. Stevens. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote.

6. Minutes:

a. April 18, 2024 Meeting, April 22, 2024 LSWMP Meeting, & April 24, 2024 Special Meeting

A motion by M. Doyen to adopt the April 18, April 22, and April 24, 2024 meeting minutes was duly seconded by G. Murphy. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote.

b. Meeting Videos/Policy

The Commission approved K. Kibler starting to post meeting videos to the website.

7. Reports:

a. Station Report

E. Maggs reported that:

- There were eight hauls in April.
- There was no update on the status of the horizontal grinder.
- He received a proposal for wood processing from Running Brook Farms but did not have time to review it.
 - Running Brook Farms can process up to 20 cords per day or 100 cords per week, with a breakdown of \$180/cord. The fee would be \$5,200 for the first day and \$3,600 for subsequent days. \$1,600 of the fee was for getting the crew and equipment to-and-from the Island. They could begin this work mid-July, giving E. Maggs and D. Burnham time to develop the new fee schedule.
 - Logs must be at least 4' long to process.
 - The Commission agreed that wood processing should occur as soon as possible after Labor Day 2024 (a reasonable time for the noise), providing enough time for the wood to season before winter. There could be an additional date in spring 2025 for wood to season before next summer.

- Running Brook Farms should provide proof insurance and a workers compensation certificate. Further, the Commission agreed that this work should occur when E. Maggs can be on site to supervise.
- In the future native plant buffer at the Compost Station, the 15 trees of heaven were cut down, chipped, and the stumps were painted to prevent regrowth.
- The garden bed was created at the Compost Station as an example for the public to visualize the full cycle of food scraps to compost to plants.
- Shingling would be completed on the Compost Station attendant's shed roof the day of this meeting.

Discussion ensued about the finding and marking the well heads at the landfill. Advice was received from PW Grosser on the topic.

D. Burnham arrived.

b. Office/Shop Walkthrough + Issue List

On April 26, Sam Fitzgerald conducted the office/shop walkthrough. K. Stevens received an update from S. Fitzgerald, confirming that he anticipated having the details ready the week of May 6.

c. Local Solid Waste Management Plan (LSWMP) Biennial Update

The LSWMP subcommittee is still exploring the best way to conduct the required biennial update. K. Stevens, G. Murphy, S. Malinowski, and B. Stern spoke with the PW Grosser team about the LSWMP, which must be updated every 10 years (next in 2029). However, a lot of the information could carry over from the 2019 LSWMP, so a lot of the research would not need to be repeated. Each biennial update builds the data for the 10-year update. This could be a great project for the new Operations Supervisor. PW Grosser would provide estimates for: (1) completing the biennial update, (2) helping the Operations Supervisor to complete the biennial update, and/or (3) creating a toolkit to guide the Supervisor through that process.

B. Stern agreed to send a copy of the 2021 LSWMP update to PW Grosser. She also agreed to finish her portion of the table and send it to the Commission and PW Grosser. S. Malinowski agreed to communicate with Dave Brown to thank him for sharing his data and indicate that the FIWMD would follow-up with him once it is clear who is drafting the biennial report.

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

Ratification of the coastal path license would be on the Town's May 7 agenda.

Regarding the solar field, Martin Finnegan (FIWMD lawyer) was supposed to contact Steve Ham (Pickett Power's lawyer) about Pickett Power's plans for battery storage on site. If the whole project hinges on battery storage, the project could be on hold until NY State legalizes battery storage. Another possible challenge is the Town-wide zoning update; M. Finnegan was supposed to check with the Town about whether the zoning moratorium would apply to the solar field.

On the future native plant buffer at the Compost Station, M. Doyen will meet with Tom Sargent, President of Fishers Island Conservancy, the next time he is on the Island. There was a question about the quote for removing the trees of heaven; there was an initial quote for removal, and then a verbal add-on for grinding the trees. M. Doyen spoke with Kristen Peterson, who did not recall the Conservancy agreeing to pay. K. Stevens confirmed that the Conservancy never formally agreed to remove the trees, but they had agreed to collaborate on the buffer work, including invasive species removal, site work, and native plantings. K. Stevens recalled that she walked the site with T. Sargent in spring 2023, and T. Sargent indicated his interest in being involved with the buffer project, but that the FIWMD would need to contribute as well (e.g., labor).

On the rec path, Jim Wray had completed the tree work. Discussion ensued about leaving the downed trees in place to serve as wildlife habitat, which could be a positive example for homeowners. D. Burnham agreed to oversee and advise J. Wray about leaving the downed logs appropriately along the roadside (i.e., out of the way of any routine roadside maintenance) with his equipment (this would likely be easier and quicker than FIWMD employees doing so). There was a question about whether Jimmy Ski would be completing the work to remove the large rock, and if so, he might also be able to help with the downed logs; D. Burnham would inquire. There was also a question about impacting the wetland with the downed logs, but no one was aware of potential issues, and the Department of Environmental Conservation might support the effort. S. Malinowski agreed to draft a write-up on (1) the rec path work, including something about the downed trees as an example for homeowners, and (2) the buffer project in general and specifically about removing the trees of heaven; M. Doyen will help advertise these on social media.

e. Signage + Boxholder Update

The Commission reviewed draft flyers. Discussion ensued about challenges with the “every door direct mail” (EEDM) and what qualifies as “flat.” All of the printers reported that the U.S. Postal Service considers “flat” as less than ¼-inch. While the tri-folded mailer should meet that requirement, it was not yet clear whether the Fishers Island Post Office staff would be on board with it, including whether the tri-fold mailer is on thick enough paper stock. The printer uses a standard glossy stock paper for EEDM and there might be an alternative option to mail directly from the printer. 100 extra flyers should be printed to share with the local realtors for renters.

On signs, K. Stevens showed outdoor banner mock-ups for the Compost Station and Transfer Station. The Commission liked all of the mock-ups. They agreed that the Compost Station sign should include, “Note: Please take recyclables and household garbage to the Transfer Station.” The acronym “C&D” should be written out on the signs as “construction & demolition” and “MSW” should be written out as “municipal solid waste.” The Transfer Station sign should include, “Note: Please take organics, bulk, metal, wood, construction and demolition, appliances, tires, and e-waste to the Compost Station.” The Commission agreed that more signage could be useful at the dumpsters, and they agreed to pursue large magnets indicating these details (e.g., pizza delivery boxes cannot be recycled). The Commission requested that E. Maggs lead the employees in documenting the issues they experience with improper items being recycled, which could then be listed on magnets as reminders. Improper items can be sorted out when they reach Casella; FIWMD would ask Casella if they were noticing any problems with materials received from the FIWMD, and if not, it might not be worth creating new signs. The Commission agreed that it would be ideal for the new Operations Supervisor to visit Casella and determine what signage is needed; this should include a conversation about whether it is prudent to switch to single stream.

The Commission agreed to keep a sign by the movie theater. K. Stevens also showed a mock-up banner for behind the food scraps drop off. The Commission liked the graphics and information. All together, the banners would only cost \$231, which makes it easier to make changes to the banners when needed. The Commission agreed that K. Stevens should order the banners. Until there is new lumber pricing, the Commission agreed to wait to put that information on the banners.

f. Trees & Conservancy Liaison

Discussed above regarding the future native plant buffer.

g. Kitchen Waste Process

There was some confusion about the process, including employees cleaning the buckets. It was clarified that full buckets are dumped onto the windrow in biodegradable bags. The Commission agreed that there should be signage indicating that if a customer does not have a biodegradable bag, they should see the attendant. This conversation aligned with a historical idea to have a spur of the residential drop-off at the Transfer Station, and to tell all commercial users that they must use the Compost Station. The Commission agreed to explore this idea and E. Maggs would explore an ideal drop-off spot.

There was also a suggestion that during times of the year when the firewood shed is not full, it could be stocked with bagged compost for a donation versus wood for beach fires.

h. Review of Diversion Projects + Policies + Public Communications (food scraps, wood, invasives, rubble, textiles, oyster shells)

Formalized policies were needed for things like invasives, wood, and food scraps. K. Stevens suggested that policies for things like rubble (e.g., bricks, concrete embedded with rebar, masonry, and more) would also be useful when the FIWMD cannot divert the rubble for on-Island uses. The Commission questioned whether there was a reasonable fee for commercial entities leaving products like rubble at the Compost Station. Some entities charge a higher fee for accepting materials with rebar. In the short-term, the Commission agreed to better divide rubble materials, and rubble that cannot be diverted for use on the Island should go directly into construction and demolition dumpster (bulky). If Jimmy Ski is able to process the rebar, the FIWMD could accept cement with rebar. Regardless, a prudent reminder is needed at the Transfer Station indicating that the list of acceptable materials will be changing. Historically, the Commission felt that everything should be accepted as a service to the public and commercial entities because there is nowhere else they can go with the materials. The Commission agreed that was still true, but unprocessable items should be sorted into dumpsters as they arrive. Materials like textiles that are addressed in the LSWMP should also start being diverted, in keeping with a goal from the 2019 LSWMP; K. Stevens and G. Murphy agreed to coordinate.

The Town also recently learned about programs for oyster shells, which must sit for six months, allowing contaminants to die off before returning them to water; details could be listed on the FIWMD.net. Other entities let the shells cure for one year. It was suggested that summer 2024 oyster shells could be returned to the water in summer 2025.

i. Shredding Event

One quote was received from Legal Shred, which was then increased by 50% due to Ferry travel; it was unclear whether the final quote was \$3,000 or \$3,400. G. Murphy also inquired with Shred-It and Infoshred (both in CT), the latter of which is sponsored by Chelsea Groton Bank and does a lot of public events in New London. The Commission agreed to finalize the dates before the boxholder mailer is sent. B. Stern and G. Murphy agreed to work on scheduling the shredding event and the hazardous waste event (one in July and one in August, weekday or weekend) as soon as possible so they could be listed on the mailer.

8. Edit Next Meeting Agenda (if time)

9. Executive Session

a. HR

A motion by M. Doyen to enter Executive Session to discuss HR was duly seconded by K. Stevens. On a vote of 5-0, the motion carried unanimously. All Commissioners were present for this vote. The Executive Session began at 11:29 AM. B. Stern and E. Maggs departed at 11:45 AM.

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

10. Adjourn

There being no further business, the meeting adjourned at 12:00 PM.

Respectfully submitted by,
Katie Kibler, Meeting Coordinator and Communications Expert
May 8, 2024

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

Respectfully revised by Katie Kibler on May 14, 2024