



ADOPTED MEETING MINUTES

May 16, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

D. Burnham, *Chair* (arrived at 10:05 AM; left at 11:05 AM)
G. Murphy, *Treasurer*
S. Malinowski, *Secretary* (Zoom)
K. Stevens, *Employee Liaison*
M. Doyen, *Community Liaison*

Staff Present:

B. Stern, *Business & Administration Manager* (left at 11:55 AM)
E. Maggs, *Interim Manager* (left at 11:55 AM)

The meeting began at 10:02 AM.

1. Additions to the Agenda

An item was added about safety.

2. Public Comment

No members of the public were present.

3. Minutes Adoption: May 2, 2024 & May 9, 2024

A motion by G. Murphy to adopt the May 2 and May 9, 2024 meeting minutes was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote.

D. Burnham arrived.

4. Financials:

G. Murphy and the Commission expressed gratitude to B. Stern for great improvements to how the financials were presented. The balance sheet grouped all bank statements, so B. Stern and G. Murphy were working together to rectify.

a. Bank Reconciliations

No comments.

b. Payables

The Commission discussed whether it would be prudent to approve payables twice monthly, at both Commission meetings. The Commission recalled that it did not used to vote during monthly “workshops,” but because they are technically the same as “meetings,” certain votes were allowed for minutes and payables. B. Stern confirmed that there was a motion on payables at the May 2 workshop. Payables need to be approved by the Commission before the funds are spent. The Commission agreed that moving forward, it will vote on payables at every meeting but will vote on payroll and to transfer funds once monthly.

c. Transactions of the Month

No comments.

d. Payroll Report

In the past, the Commission received a standard report at the end of the month, and did not vote to approve payroll.

e. P/L Reports

G. Murphy reported that in the future, the P/L will only go to one end date, which should be better. He will continue reviewing the financials for anomalies. Brief discussion ensued to clarify the “other operating expenses” listed.

f. Transfer Funds

A motion by G. Murphy to transfer \$60,000 from the Investment Account to the Checking Account and to approve the payables for \$32,445.87 was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

g. Investments

No comments.

5. New Operations Supervisor Hire

A motion by M. Doyen to acknowledge that the FIWMD extended an offer to a highly qualified candidate and would vote to approve the hire at the June 6 meeting was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

6. Reports:

a. Station Report

E. Maggs reported that:

- The Running Brook Farms' estimate for 1 day of wood processing was \$5,200 and for 5 days, \$19,600. Running Brook Farms estimated that they could process 20 cords per day and 100 cords in 5 days (\$196/cord). They also offered to chop cord wood for 4 days and bring their horizontal grinder for the 5th day, but that would require another quote and transportation.
 - This quote is for 2024, without guarantee that the rate will be the same in January 2025. The quote included transportation to the Island.
 - The FIWMD's cost to process wood itself is \$252 per cord, but demands staff time and equipment.
 - The wood will be piled where refrigerators and other appliances are currently stored prior to freon collection (to be moved), where it can season.
 - The Commission agreed to wait to schedule this work until budget availability is confirmed (Running Brook Farms indicated that they would not be available after August).
 - There was a question about the method of wood processing, which dictates the costs. E. Maggs agreed to request a pricing sheet in advance of the June 6 workshop.

A motion by D. Burnham to approve \$5,000 for Running Brook Farms to put a new wiring harness on the FIWMD's horizontal grinder was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

There was a need to determine the extent of other problems with the FIWMD's horizontal grinder harness. G. Murphy confirmed that the FIWMD received \$23,000 from the insurance company.

Discussion ensued about pricing for wood to begin September 1 so there is sufficient time to inform the public. The Commission debated whether to charge different rates for different items (e.g., stumps vs. long logs).

b. May 2 Task List

The Commission reviewed their assigned tasks from the previous meeting. They agreed to wait to explore kitchen waste drop-off at the Transfer Station until the new Operations Supervisor begins. There is a FIWMD Google calendar where annual deadlines, events, etc., can be tracked.

c. Meeting Times

The Commission agreed to hold their June 6 meeting from 4:00 PM–6:00 PM as an experiment. B. Stern and E. Maggs will join via Zoom at 5:00 PM. The Commission will explore having one of its two monthly meetings in the evening (to not conflict with the Ferry District's evening meetings).

d. Office/Shop Walkthrough + Issue List

The walkthrough list from S. Fitzgerald was available for review in the Google Drive. The Commission had anticipated much of what S. Fitzgerald found. The Commission agreed to incorporate this into the 2025 budget. Much of the work would require requests for proposals. The Commission agreed that the certificate

of occupancy was the first priority. K. Stevens agreed to ask S. Fitzgerald for the estimated permitting cost, and the Commission agreed that if under \$3,000, K. Stevens would ask him to proceed immediately.

D. Burnham left the meeting.

e. Local Solid Waste Management Plan Biennial Update

The Commission was awaiting an estimate from PW Grosser for help with the Local Solid Waste Management Plan biennial update.

f. Handbook Update

The new Operations Supervisor could address the handbook updates.

On the topic of sexual harassment prevention training, K. Stevens asked the trainers for a certificate of completion that all employees would sign indicating that they completed the training, and she would forward it to B. Stern to share with the employees. G. Murphy expressed concern about delegating this to the new Operations Supervisor too soon after they begin. As such, the Commission agreed to delay this effort until the 4th quarter of the year.

The new Operations Supervisor will lead the annual employee evaluations with the help of K. Stevens during this first year. Typically, during the first half of the year, employees would meet with the Operations Supervisor to identify key job duties and they would sign the handbook, indicating that they received it. Then, employee evaluations are typically in November. There was a brief discussion of how the Commission will help ease the Operations Supervisor into this role.

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

The coastal path license with the HLF Museum will be removed from the agenda moving forward as it was finalized and shared with the public in a press release on FishersIsland.net and on FIWMD.net. The license was also presented to the Town at the Island Community Board meeting in May. During that meeting, there were some public questions about e-waste handling and about the new Operations Supervisor (e.g., whether they will be relocating to the Island).

The solar field is still in early stages. After the coastal path process, the Commission learned that it did not need Town approval for the FIWMD's internal resolutions about how to handle its properties. So, the Commission needs to know to what extent that applies to the landfill as well; there may be lessons learned from the coastal path project.

Regarding the future native plant buffer at the Compost Station, the project had launched and someone is needed to create a plan for subsequent stages, including site work and native plantings. M. Doyen would follow-up with Tom Sargent at the Conservancy.

On the Rec Path, Wilderness Road continues to be upgraded by the Rec Path Committee for safety through improved visibility.

h. Public Communications (Website, Press Releases, Box Holder Mailing, Signage, Events)

B. Jepsen and K. Kibler keep the website updated. There are opportunities to get press releases out to the public quickly, like for the hazardous waste and shredding events, which the new Operations Supervisor can oversee. When the new Operations Supervisor begins, M. Doyen offered to take them around the Island to meet key people, like representatives from the Museum; Commissioners can suggest important people to meet. Further, there could be an event to meet those involved with the FIWMD, like celebrating B. Stern, who has worked for the FIWMD for more than 30 years.

The upcoming compost talk with J. Merner (co-sponsored by the HLF Museum) should be advertised.

K. Stevens ordered banner signage for the stations, which should arrive soon. Once the wood price list is ready, that sign can be created. There will also be a banner over the food scrap drop-off. The Commission recalled that when the firewood shed is not full this year, bagged compost could be stored and sold there; there is already a donation box. A press release could alert the public about the compost availability. The recommended donation could be \$5/bag, for example, but the Commission did not agree on a price. Discussion continued during Executive Session.

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

The wood policy and food scraps policy were underway. The invasives policy was in progress with the Conservancy, including that invasives can be composted if the compost is hot enough. K. Stevens and G. Murphy agreed to work on a rubble policy, especially for screening materials as they arrive (the Operations Supervisor can help develop a plan for redoing the piles).

7. Edit Next Meeting Agenda (if time)

8. Executive Session

A motion by G. Murphy to enter Executive Session to discuss HR was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote. The Executive Session began at 11:25 AM. B. Stern and E. Maggs departed at 11:55 AM.

A motion by G. Murphy to exit Executive Session and adjourn the regular meeting was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. D. Burnham was not present for this vote.

9. Adjourn

There being no further business, the meeting adjourned at 12:05 PM.

Respectfully submitted by,

FIWMD Meeting Minutes
May 16, 2024

ADOPTED

Katie Kibler, Meeting Coordinator and Communications Expert
May 22, 2024

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

Respectfully revised by Katie Kibler on June 4, 2024