



FISHERS ISLAND  
**Waste Management**  
DISTRICT

**ADOPTED MEETING MINUTES**

June 6, 2024

4:00 PM–6:00 PM

Community Center & Zoom

**Commissioners Present:**

D. Burnham, *Chair*  
G. Murphy, *Treasurer*  
S. Malinowski, *Secretary* (Zoom)  
K. Stevens, *Employee Liaison*  
M. Doyen, *Community Liaison* (Zoom; arrived at 5:08 PM)

**Staff Present:**

B. Stern, *Business & Administration Manager* (arrived at 4:51 PM)  
E. Maggs, *Interim Manager* (arrived at 4:49 PM)

The meeting began at 4:06 PM.

**1. Additions to the Agenda**

G. Murphy suggested an addition to discuss the accounting consultant. The discussion ensued under agenda item 5.m.

**2. Public Comment**

There were no members of the public present.

**3. Minutes Adoption: May 16, 2024**

A motion by K. Stevens to adopt the May 16, 2024 minutes was duly seconded by G. Murphy. On a vote of 4–0, the motion carried unanimously. M. Doyen was not present for this vote.

**4. Vote on New Hire**

K. Stevens made the following motion, which was duly seconded by G. Murphy. On a vote of 4–0, the Fishers Island Waste Management District approved hiring EE# 62 as the Operations Supervisor with a start date of June 17, 2024 and the following contract parameters: a salary position at \$130,000/year, three weeks of vacation, and the opportunity for COBRA health insurance for them and potentially a dependant during the 90-day probationary period before his health insurance with FIWMD begins. M. Doyen was not present for this vote.

**5. Reports:**

a. Office/Shop Permitting Costs

Rates were received from Sam Fitzgerald to complete the work necessary to receive a Certificate of Occupancy (CO) for the existing building (details in Google Drive). The total estimate provided was \$4,500 (\$195/hour for Principal & \$95/hour for Draftsperson). Discussion ensued about keeping track of this work, with the suggestion of a billing cycle of no less than two weeks and no more than one month. The Commission agreed that K. Stevens should ask S. Fitzgerald if he could draft a Request for Proposal (RFP) with the appropriate details and specifications for the exterior work (roofing and siding) to ensure the building envelope issues are addressed (i.e., weatherproofing) before the interior work. The Commission anticipated that the CO would include additional fees.

**G. Murphy made the following motion, which was duly seconded by K. Stevens. On a vote of 4–0, the FIWMD agreed to the scope of work and fee schedule provided by Sam Fitzgerald and authorized K. Stevens to sign the agreement.** M. Doyen was not present for this vote.

**b. Solar Field**

K. Stevens reported on some communications with Brad Burnham of Pickett Power. She has also sent emails to the Town Planners to request details on the process they had conducted for the Cutchogue solar field, but it was unclear who was best for her to talk with. She recalled the other issues with this effort: the Town’s zoning moratorium, battery storage, and the potential for an RFP. However, Pickett Power indicated that they have a non-battery storage option, and the Town indicated that zoning should not be a problem. The Commission agreed it needed more information about if an RFP is required and what that process looks like, which K. Stevens and G. Murphy agreed to work on together.

**c. Native Plant Buffer**

M. Doyen was not present to provide updates on the future native plant buffer at the Compost Station. The Commission discussed challenges with invasive species at the Compost Station (e.g., Japanese knotweed and phragmites) and whether the Conservancy would be willing to assist with managing the invasives. A past proposal for a joint project between the Museum and the Conservancy to manage invasives on the landfill property was never realized. While invasives are a problem all over Fishers Island, the Commission agreed that public lands are a great place to tackle them and that this idea should be revisited.

**d. Wilderness Road Rec Path Road Painting**

K. Stevens explained a type of road painting called “sharrows” (share + arrows), which indicates to vehicle drivers that they should be sharing the road with cyclists. She met with J. McGillian of the Rec Path Committee and the head of the road painting crew out for work on the airport, C. Coates, to discuss scope and costs. J. McGillian asked if FIWMD would consider pitching in for the painting. During that interaction, J McGillian mentioned that it would have been helpful for the FIWMD to pay for the painting. Because this is a Rec Path Committee project, the Commission instructed K. Stevens to respectfully decline.

**e. Local Solid Waste Management Plan Biennial Update + Landfill Testing – PW Grosser Proposal**

June 6, 2024

The biennial Local Solid Waste Management Plan (LSWMP) update is required to track the FIWMD's progress in diverting municipal solid waste. FIWMD contacted PW Grosser, the consultants that helped with the full LSWMP update in 2019, to ask if they could provide estimates for: (1) providing the FIWMD with DIY advice on how to do the biennial update, (2) consulting with the new Operations Supervisor on the process, or (3) doing the whole update themselves. Costs provided by PW Grosser were high. The biennial update is due October 2024. The Commission agreed to rely on the Operations Supervisor, who has experience with these updates.

PW Grosser also provided an RFP for groundwater monitoring at the landfill. PW Grosser was determining if the FIWMD is exempt from aspects of this testing in the future. This is included in the landfill's annual maintenance costs, which could be offset by renting the landfill as a solar field.

G. Murphy reported that all of the wellheads at the landfill were located except one that is in the middle of the phragmites, which he and E. Maggs would continue working to find.

**f. Signage**

K. Stevens reported that signage at the Compost Station would be completed once certain prices (e.g., rubble) are determined. The Commission would ask the Operations Supervisor to develop policies for materials for the various materials accepted at the Transfer Station.

**g. Employee Emails**

In an effort to streamline operations, employees would be assigned new email addresses using @FIWMD.net. The Commission agreed to use first names and first initials of last names (e.g., everettm@fiwmd.net) because members of the public likely do not know employees' last names. Discussion ensued about whether to use Microsoft 360 or Google Workspace (discounted because a government agency; NY State pricing might be available, so B. Stern will contact the Comptroller). The Commission agreed to use Google Workspace at \$15–\$22/user/month (five users total).

**h. Diversion Projects + Policies (food scraps, wood, invasives, rubble, textiles, oyster shells)**

Discussed above under Signage.

**i. 2025 Budget Research (anticipated items – facilities improvements, outsourcing wood processing, other)**

This would remain as a placeholder on the agenda throughout the summer for the Commission to discuss as needed leading into the 2025 budget development.

**j. Wood Processing Policy**

**i. Running Brook Farms Wood Processing Price List**

June 6, 2024

D. Burnham reported that Running Brook Farms purchased the new wiring harness (approved at the 05/16/2024 meeting) but had yet to install it on the FIWMD's horizontal grinder. The Commission will need to decide whether to: (1) fix the horizontal grinder to use differently than in the past so it lasts longer (e.g., only for regrinding versus all wood processing), or (2) fix the horizontal grinder to sell it.

E. Maggs and B. Stern arrived.

A lengthy discussion ensued about the wood processing price list (the Commission returned to this topic after M. Doyen had arrived later in the meeting). D. Burnham said contractors should be encouraged to bring quality material for firewood. If using Running Brook Farms' machine, *straight* logs 4"–24" in diameter could be accepted; anything larger would require an extra machine component and anything smaller would not work. Tree species to accept are: maple, cherry, locust, and oak; other species do not make good firewood. D. Burnham suggested not charging customers for those four species in lengths of 8'–10'. The goal is to incentivize contractors to produce a product that works, which could potentially be discounted. Then, other species would be tub grinded (pieces no longer than 3', but 2' is preferred) every three years. Discussion continued about how staff members identify different tree species; E. Maggs said he can identify those four species and he diverts the others to a different pile.

The Commission agreed to create a list of wood species accepted, including the allowed dimensions. It is harder to price stumps (e.g., D. Burnham's experience with one costing \$700 to tub grind) and a specific policy is needed, which D. Burnham, E. Maggs, and J. Theodore would work on. There was a suggestion to paint concentric circles on the ground to approximately measure stumps. D. Burnham also suggested bringing the tub grinder to site more than once every three years and outsourcing a cord wood processor to come annually, and to reserve the FIWMD's grinder for processing brush. The Commission agreed to have Running Brook Farms split wood onsite in August in a pit (which will lessen the noise) and then to outsource it.

#### **k. Discounted Services**

A lengthy discussion ensued about a list of entities on the Island who had been receiving discounted services. The Commission supported an alternative to have one amnesty day per year (except for hazardous materials). Discussion ensued about how some individuals take advantage of this scenario, leaving electronics (that contain toxic metals), for example, on the front steps of the church, which must then dispose of them (no charge). The FIWMD is charged for anything that leaves the Compost Station, but over time, the District had asked other entities to pick-up Fishers Island's electronics for recycling (like the arrangement for textiles), which could alleviate the charge to customers in the future. The Commission suggested contacting Casella, and agreed that the Operations Supervisor could work on developing a policy.

The Commission agreed that as a public body, discounting services for these entities—particularly private individuals—is not appropriate. Like other organizations (e.g., Race Rock Garden Company), the FIWMD could offer community (e.g., for non-profits) or employee discounts. There was a question of whether the FIWMD can offer discounts to the churches, for example, due to separation of church and state; despite the unfair burden of people leaving electronics with the churches.

G. Murphy agreed to prepare a proposal for dealing with these discounted services for the June 20 meeting.

**I. Horizontal Grinder**

E. Maggs reported that the cable was being installed and he was awaiting an update from Scott/Running Brook Farms within the week after this meeting.

**m. Task List from Previous Meeting (05/16/2024)**

The Commission reviewed items remaining from the May 16 task list. G. Murphy mentioned ongoing work with the accounting consultant that was approved by the FIWMD in a motion on January 11, 2024. He was working with the consultant to collect the necessary data.

E. Maggs mentioned the recycled waste oil furnace and asked whether it would be used next year. He thought it would be important to notify customers that waste oil (approximately a few gallons are dropped off weekly) would only be accepted on hazardous waste collection days. Discussion ensued about the shop/office work needed, including a filter for particulates, and whether the FIWMD could store waste oil until hazardous waste day (the District would have to pay for it). In the interim, E. Maggs was instructed to tell people who bring waste oil to wait until hazardous waste day; those who bring oil to hazardous waste day will be charged.

M. Doyen arrived.

**n. Station Report**

E. Maggs reported that 1,800 lbs of food scraps were collected in May, bringing the year-to-date total to 4,328 lbs. The two compost covers were received: one on the ready compost pile and one on the compost pile that was currently being made.

**o. Review Trial Station Hours After October 1**

The Commission agreed to wait to review this with the new Operations Supervisor in the coming months.

Discussion diverted briefly to an incident of a customer accidentally temporarily locked in at the Transfer Station. The Commission was duly following-up with an incident report and new procedures.

**6. Financials:**

**a. Payables**

The Commission reviewed financials. There was an addition regarding June coverage for dental insurance.

**A motion by G. Murphy to approve the payment of checks totaling \$28,431.58 was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously.** All Commissioners were present for this vote.

June 6, 2024

**7. Edit Next Meeting Agenda (if time)**

There were no additions at this time.

**8. Executive Session (non-public)**

**A motion by G. Murphy to enter Executive Session to discuss HR matters 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 5:34 PM.

**9. Adjourn**

The meeting adjourned at approximately 12:00 PM.

Respectfully submitted by,  
Katryna Kibler, Minute Taker  
June 12, 2024

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

Respectfully revised by Katryna Kibler on June 18, 2024