



FISHERS ISLAND
Waste Management
DISTRICT

WORKSHOP MINUTES

July 3, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

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

Staff Present:

J. Theodore, *Operations Supervisor*
B. Stern, *Business & Administration Manager* (Zoom;
arrived at approx. 10:15 AM)

The meeting began at 10:09 AM.

1. Additions to Agenda

Agenda item 4.k. was added to discuss the recent talk by compost consultant, J. Merner (co-sponsored by HLF Museum) and future needs for a compost consultant. The following agenda items were not discussed as the work is ongoing: station report (J. Theodore will provide one for each monthly meeting), native plant buffer, signage, diversion projects and policies, 2025 budget research, United Health renewal, and discounted services. Financials were removed from the agenda as there had not been time to review.

2. Public Comment

None.

3. Minutes Adoption: June 20, 2024

A motion by K. Stevens to adopt the June 20, 2024 meeting minutes was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.

4. Reports:

a. Task List from Previous Meeting: June 20, 2024

Discussion ensued as the Commission reviewed the tasks they agreed to at the previous meeting:

- G. Murphy discovered that there is no government pricing for Google Workspace, so he was still looking into better pricing, including a call scheduled on July 5.
- G. Murphy & J. Theodore would continue working on a policy for the discounted services list, including reviewing other tax districts' policies. S. Malinowski offered to help too. Reminders can be issued to the

public about what is accepted at the Transfer Station on the Foghorn, including policies for things like electronics and textiles.

- A recent situation revealed the need to better document employee contact information and emergency contacts, and to provide Commissioner contact information to all employees.
- J. Theodore would be working through his task list over time as he settles into his new role.

b. Shredding/Hazardous Waste Events

M. Doyen reported that she arranged to use the movie theater parking lot for the shredding event on Monday, July 15. A brief discussion ensued about how to best arrange things in the parking lot. The household hazardous waste event was scheduled for Saturday, July 13. Both events are half days, in the mornings. J. Theodore reported that he tried multiple calls and sent several emails to get further details. He was also awaiting more details (the week of July 8) on how latex paint could be handled.

Discussion ensued about whether the FIWMD should accept hazardous waste to hold (if not accepted on hazardous waste day). Residents could be frustrated if they arrive at the event with materials like latex paint and are turned away; many residents associate paint with hazardous waste day. The Commission agreed to issue an advertisement reminding the public of what would be accepted at the hazardous waste event.

c. Payment Options at Compost Station

The Commission recalled this broader discussion about not accepting cash at the Compost Station because it is not deposited as timely as possible. There was also a suggestion to consider a check depositing system. G. Murphy, J. Theodore, and B. Stern would work together to develop a strategy to present to the Commission. The FIWMD does not have a cash handling policy.

d. Office/Shop RFP

K. Stevens reported that she received an update from S. Fitzgerald, who had conducted a walk through of the building with the Southold Building Inspectors the week before this meeting. The inspection generally aligned with S. Fitzgerald's initial report, including the following needs:

1. The fire extinguisher in the garage has expired and should be replaced. The one in the office could be replaced too.
2. Install an Americans with Disabilities Act (ADA) compliant sink in the bathroom.
3. Exit signs do not fully function and are technically not needed, but if keeping them, they must function. Illumination around the exit lights does not work.

S. Fitzgerald said that the inspectors would compile their individual lists and he would send them to K. Stevens. The scope of work still needs to be verified through targeted investigations such as opening up the shop roof to see if the framing has been damaged etc. He is reaching out to his contacts to see who could do those investigations for us.

e. Solar Field

K. Stevens reported on a meeting with G. Murphy and representatives of Pickett Power. K. Stevens explained to Pickett Power that she was awaiting a call with Town officials to determine whether a request for proposals (RFP) is required and whether there are any other procedures the FIWMD must follow. Ideally, this would be resolved within a few weeks after this meeting.

On July 24, Southold Town Planners, Heather Lanza and Mark Terry, would visit the Island with Southold's zoning consultants and may be able to share ideas about change of zoning options for the landfill to allow for a solar field (currently R-400 would need to be light industrial). Also, August 7 is "Town Day," when Southold Town officials hold a town meeting once a year on Fishers. It can be an opportunity to meet with the town about different issues. In addition to the solar field, the Commission agreed that it would be useful to talk with the Town representatives about potential consolidation.

f. Wilderness Road/Rec Path Road Painting

The road painting was complete and the Commission agreed that it looked great. G. Murphy reported on meeting with the Southold Highway Department the week of this meeting, and they would likely agree to help the FIWMD with mowing the sides of Wilderness Road, which the Commission was very grateful for. It was confirmed that the Rec Path Committee does not mow from the exit of the field to the main road, only along the actual Rec Path. It would be helpful to better understand the Rec Path's boundaries, and G. Murphy would try to connect with Aaron Rice, who has the machine needed.

g. Wood Processing Policy/Timber Price Sheet

Running Brook Farms is available for wood processing the last week of August and first two weeks of September, after which they would not be available again until January.

S. Malinowski motioned to hire Running Brook Farms for wood processing (\$19,600) for five days of work in September 2024. M. Doyen seconded the motion.

Discussion ensued on the budget availability for this work, particularly under budgeted capital expenses. G. Murphy stated that the budget process must adapt so expenses like these are accounted for and funds are available.

S. Malinowski rescinded the motion.

The Commission asked J. Theodore to contact Running Brook Farms to tentatively schedule wood processing for five days during the first week of September. The FIWMD would verify allowances in the budget and plan to sign a contract with Running Brook Farms by the end of July. K. Stevens reminded the Commission that it budgeted \$36,500 for capital expenses in 2024. Further discussion ensued on aspects of the budget.

h. Horizontal Grinder

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The made-to-order harness for the FIWMD's horizontal grinder was on order by Running Brook Farms and would take another 5–6 weeks. K. Stevens reported that community members expressed concerns about the growing brush piles. Discussion ensued about space available at the Transfer Station. There was a question of where bulldozing occurred, which J. Theodore was still investigating; K. Stevens could show him various aspects and the existing boundaries. Defining that area's boundaries will be important (e.g., with logs that cannot be used for firewood). Discussion ensued about the boundaries and other space challenges.

i. Proposal from Race Rock

J. Theodore was trying to determine the best timing for landscaping with the skid steer. One employee is trained to operate the machine. The Department of Conservation (DEC) inspects the landfill area annually and J. Theodore was reviewing the past inspections.

j. Compost Talk Recap & Future Compost Consultant

The Commission discussed the wonderful July 30 compost talk by the FIWMD's compost consultant, Jayne Merner of Earth Care Farm, which was co-sponsored by the HLF Museum. J. Merner spoke about the positive and lasting benefits of composting, only touching on a small part of her vast expertise. The talk was inspiring and motivating. J. Theodore and four Commissioners attended. J. Merner welcomed the FIWMD employees back to Earth Care Farm any time for team building; the Commissioners are also welcome at any time.

J. Merner's consultancy for the FIWMD (\$6,000), which included three site visits, a talk (ultimately paid for by the HLF Museum), and ongoing communication with FIWMD employees has a contract end date of September 30. K. Stevens spoke with J. Merner about future compost consulting. J. Merner was open to continuing to consult with the FIWMD and J. Theodore; she invited J. Theodore for a tour of Earth Care Farm. Discussion ensued about whether ways to continue this collaboration.

5. New Business

None.

6. Edit Next Meeting Agenda (if time)

At the next meeting, the Commission will discuss the employee handbook and policies that need updating. Everything would need to be confirmed by the approved consultant. All Commissioners should review the time off section of the handbook before the next meeting.

7. Executive Session (non-public):

a. HR

A motion by S. Malinowski to enter Executive Session to discuss HR matters was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote. The Executive Session began at 11:10 AM. J. Theodore was present for the Executive Session. B. Stern departed at 11:10 AM.

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A motion by M. Doyen to exit Executive Session 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 ended at 12:15 PM.

The Commission agreed to reserve the Community Center small conference room on the second and fourth Thursday mornings of the month for two Commissioners to meet with J. Theodore and help with his onboarding.

8. Adjourn

A motion by M. Doyen to adjourn the meeting was duly seconded by G. Murphy. 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
July 10, 2024

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