



**ADOPTED MEETING MINUTES**

**June 20, 2024**

**10:00 AM–12:00 PM**

**Community Center & Zoom**

**Commissioners Present:**

D. Burnham, *Chair* (arrived at 10:15 AM)  
G. Murphy, *Treasurer* (Zoom; left at 11:00 AM)  
S. Malinowski, *Secretary* (Zoom)  
K. Stevens, *Employee Liaison*  
M. Doyen, *Community Liaison*

**Staff Present:**

J. Theodore, *Operations Supervisor*  
B. Stern, *Business & Administration Manager* (left at approx. 11:40 AM)  
E. Maggs, *Assistant Manager* (left at approx. 11:40 AM)

The meeting began at 10:02 AM. No votes occurred before 10:15 AM, when a quorum was established. The Commission welcomed the FIWMD's new Operations Supervisor, J. Theodore.

**1. Additions to Agenda**

None.

**2. Public Comment**

No members of the public were present.

**3. Minutes Adoption: June 6, 2024**

**A motion by K. Stevens to adopt the June 6, 2024 meeting minutes was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously.** All Commissioners were present for this vote.

**4. Financials:**

**a. Bank Reconciliations**

No comments.

**b. Payables**

There were several reimbursements for B. Stern from when the FIWMD credit card was expired and she used her personal card; she was not allowed to pay Amazon with a FIWMD check. Now, she has received the new FIWMD credit card. She asked if payment to M. Finnegan was for the solar field research. K. Stevens said no, it was a mix of work, and she would review the invoices with B. Stern to separate the work for the various projects. Legal notices for the hazardous waste RFP were also included. B. Stern would also add an item for Don Murray.

**A motion by M. Doyen to pay the payables was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously.** All Commissioners were present for this vote.

The Commission agreed that it is beneficial to review payables at both the monthly workshop and monthly meeting.

**c. Transactions of the Month**

No comments.

**d. Payroll Report**

No comments.

**e. P/L Reports**

No comments.

**f. Transfer Funds**

**A motion by K. Stevens to transfer \$30,000 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. Open Hazardous Waste Collection RFP**

At 11:05 AM, the Commission opened the Hazardous Waste Collection Request for Proposals (RFP), reviewed the details of the 1 bid received, and discussed how prices had changed since the last event in 2022, including transportation fees. B. Stern would work with the bidder on a flyer to advertise the event. In the past, the school was allowed to bring their laboratory materials and the Commission agreed that was still acceptable.

**A motion by M. Doyen to accept the Hazardous Waste RFP bid from MXI Environmental Services LLC was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously.** All Commissioners were present for this vote.

**6. Meeting Times**

Discussion ensued about the possibility to change one of the monthly meetings to the afternoon/early evening (4:00 PM–6:00 PM). Due to many reasons to keep the meetings in the morning (e.g., staff can be present), the Commission agreed to maintain their regular meeting time of 10:00 AM–12:00 PM through July, and to ask D. Burnham to access the meetings by Zoom if he cannot be in person at this time (he would likely be a little late each time).

**7. Reports:**

**a. Task List from Previous Meeting (06/06/24)**

The Commission reviewed the tasks they agreed to at the June 6 workshop and removed items that were accomplished or deferred to a later date. M. Doyen will collaborate with Tryn Collins on the native plant buffer. J. Theodore and E. Maggs found and marked the 4th wellhead at the landfill, and they discovered a 5th well. J. Theodore would speak with the DEC to determine the actual number, as one report listed 7 wells. E. Maggs reported that Running Brook Farms could not process wood on site until August, after which they would not be available again until January. B. Stern noted that the IT supplies were supposed to be delivered on June 21.

**b. Station Report**

E. Maggs had nothing to report other than working with J. Theodore on the well heads and other projects, like cleaning and organizing the freon storage area.

**c. Hazardous Waste Day & Shredding Event**

Discussion ensued (here and under “New Business” below) about whether there would be enough staffing for the shredding event. In the past, the Transfer Station was closed, but there was a question of whether it needs to be closed for a small shredding drop-off. There could be too much traffic on a Monday. There was a suggestion to have drop-off to the side and not actually in the Transfer Station. G. Murphy would inquire about the truck size and space required. Due to space limitations at the Transfer Station, the Commission agreed to have the shredding event in the movie theater parking lot; M. Doyen would arrange this. Discussion also ensued about advertising the shredding event, including calling businesses and contractors, and posting on FishersIsland.net. The event will be free to the public but the FIWMD’s cost is \$2,500 and contractors would be charged, as was done in prior years.

Discussion turned (here and under “New Business” below) to the hazardous waste event and the fees that should be charged, including a suggestion to charge a day rate vs. by weight. The Commission agreed that the FIWMD should not profit from the event, though it could revisit the possibility in a few years. Importantly, these events will divert materials off the Island. Discussion ensued briefly about residential vs. commercial costs, and the need for more data.

**d. Office/Shop RFP**

K. Stevens reported that S. Fitzgerald had initiated the Certificate of Occupancy (CO) process (a building inspector would help with the CO). They discussed the possibility of S. Fitzgerald providing estimates for the rest of the work—weatherproofing the building envelope—so the FIWMD could better consider its budget. However, because of how high costs were at this time, S. Fitzgerald indicated that he could not estimate. More investigation is needed on aspects of the building to help determine the actual scope of work which will affect costs. S. Fitzgerald can also help draft the specifications for our RFPs when the time comes to seek bids.

**e. Solar Field**

K. Stevens reported that she had reached back out to Heather Lanza (Southold town planner) to find out if an RFP is required for the solar field and what other processes FIWMD needs to follow as a tax district. Since Southold has gone through its own solar field development process at the Cotchogue Landfill, the hope is that it will be in a good position to advise FIWMD of the steps required. H. Lanza proposed a joint call with the town officials and FIWMD, which she would try to schedule for the upcoming weeks

**f. Native Plant Buffer**

Discussed briefly under agenda item 7.a.

**g. Wilderness Road Rec Path Road Painting**

K. Stevens raised the question of whether FIWMD could pay for the road painting portion of the work on Wilderness Road. The painting contractor provided an estimate of \$1,600 for the work. She reported that J. McGillian felt that since the Rec Path Committee had already spent \$60,000, the FIWMD's contribution would be appreciated. K. Stevens and S. Malinowski felt that it would be a goodwill gesture, but G. Murphy disliked that this was being requested after the work occurred and not in advance, and noted that it would impact the FIWMD's budget. K. Stevens said a scope of work can change during a project. If agreed to, it was suggested that a Commissioner should oversee the work, including the ability to veto painting choices. K. Stevens explained that this all began because she and S. Malinowski recommended the painting, like sharrows, not J. McGillian, and he agreed. The Rec Path Committee is very no frills, and would be doing the bare minimum painting needed, like the sharrows discussed at the June 6 meeting. While the Commission appreciated G. Murphy's points, they agreed that the ultimate goal is a good one and to move forward supporting the painting.

**A motion by M. Doyen to pay \$1,600 to the Rec Path Committee for Wilderness Road painting was duly seconded by K. Stevens. On a vote of 5-0, the motion carried unanimously.** All Commissioners were present for this vote.

**h. Signage**

No comments.

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

No comments.

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

Research is ongoing.

**k. Wood Processing Policy/Timber Price Sheet**

There was nothing new to report.

**l. Discounted Services Proposal (Gordon)**

G. Murphy reported on his proposal that was in the Google Drive. He still had some questions (listed in the Google Doc), for which he was seeking answers. J. Theodore asked for more background on how this list developed over time. The Commission agreed on the need to distinguish between non-profits like churches vs. contractors, the latter of whom G. Murphy suggested immediately removing from the list and others agreed. Discussion ensued and the Commission agreed that it would be better to have 1 amnesty day quarterly (for now) for nonprofits (library, non-profits, churches, doctor's office, etc.) and other tax districts; the Commission should develop this official amnesty list. There was also agreement that public education is needed so people stop leaving their electronics for churches to deal with, including an article on FishersIsland.net. S. Malinowski would work on this public education document and try to attend an ICB meeting to discuss it as well. There was also mention of contractors using company trucks to bring personal/residential waste to amnesty days, and the Commission agreed that any drop off from a commercial truck would be charged.

**m. Horizontal Grinder**

E. Maggs reported that Running Brook Farms ordered the made-to-order harness for the FIWMD's horizontal grinder, which would take 5 weeks to arrive. G. Murphy asked about the status of containers at the Transfer Station, and E. Maggs said they would be delivered on Monday, June 24; E. Maggs would not be present but J. Theodore would be there to oversee.

**8. New Business:**

**a. Health (United Health) renewal August 1 (copied in Drive)**

B. Stern reported on the 4.5% rate increase. The renewal is due August 1 and G. Murphy will review all of the documents.

**b. Shredding Event on Monday Morning, July 15 at Transfer Station – Operational Hours**

**c. Hazardous Waste Collection on Saturday Morning, July 13 at the Transfer Station**

Staff will arrange the logistics outside of this meeting. Discussion ensued about how to incentivize one or two staff members coming to the Island for this event, perhaps by offering time and a half, as well as exploring covering their transportation that day.

On another topic, S. Malinowski mentioned the opportunity for team building on June 30 at the co-sponsored HLFM talk on The Deep Impacts of Composting. J. Theodore was also considering an option to cover transportation costs on that day, and there was also a mention of suggesting/arranging carpooling. B. Stern would inquire about potential costs for the Popeye. The goal is for all staff to be included at no cost. J. Theodore will inquire about whether staff members want to participate to ensure the FIWMD does not incur transportation expenses if no staff want to come.

**d. Possible July 4th ½-Day Transfer Station Opening**

Discussion ensued about the value of having the Transfer Station open for a half day on July 4 as it had been in past years; it was already listed as closed on this year's promotional materials. It was noted that some staff were seeking overtime and might welcome this adjustment; it would be best to first offer the opportunity to 1 staff member that would already be scheduled that day.

G. Murphy departed.

**e. Proposal from Race Rock (copied in Drive)**

No comments.

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

**10. Executive Session**

**A motion by M. Doyen to enter Executive Session to discuss HR was duly seconded by K. Stevens. On a vote of 4–0, the motion carried unanimously.** G. Murphy was not present for this vote. E. Maggs and B. Stern departed at approximately 11:40 AM. The Executive Session began at 11:23 AM.

**A motion by M. Doyen to exit Executive Session was duly seconded by K. Stevens. On a vote of 4–0, the motion carried unanimously.** G. Murphy was not present for this vote. The Executive Session ended at 12:00 PM.

**11. Adjourn**

**A motion by M. Doyen to adjourn the meeting was duly seconded by K. Stevens. On a vote of 4–0, the motion carried unanimously.** G. Murphy was not present for this vote.

The meeting adjourned at 12:30 PM.

Respectfully submitted by,  
Katie Kibler, Minute Taker  
June 26, 2024

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

Respectfully revised by K. Kibler on July 2, 2024