



FISHERS ISLAND  
**Waste Management**  
DISTRICT

**Monthly Workshop Minutes**

**September 5, 2024**

**1:00 PM–3:00 PM**

**Community Center + Zoom**

<https://us02web.zoom.us/j/88901356183>

**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*

The meeting began at 10:05 AM

**1. Additions to Agenda**

None

**2. Public Comment**

None

**3. Minutes Adoption: August 15, 2024**

**A motion by G. Murphy to adopt the August 15, 2024, meeting minutes as amended was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.**

**4. Financials**

- a. Payables
- b. Transfer Funds

**A motion by G. Murphy to approve the payables as presented and to transfer \$50,000 from the investment account into the payables account was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote.**

**5. Meeting Topics**

**Budget review and adjustments**

- Increased total 2025 budget to from previous year
- Boosted employee compensation budget to nearly to account for potential new part-time summer laborers
- Added funds for Compost Station site work, including debris removal and regrading
- Reduced special events budget, moving hazmat and shredding events to alternating years
- Allocated funds for website redesign and maintenance

**Capital expenses and equipment planning**

- Created 5-year capital expense plan through 2029
- Budgeted for capital expenses in 2025

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- Planned to replace one compactor per year, alternating between shredding and hazardous waste
- Pushed back hydraulic equipment purchase to 2027
- Discussed the potential for electric tool replacements as part of strategic planning

**Firewood processing and distribution**

- Running Brook Farm's team processed approximately 100 cords of firewood
- Agreed to begin public distribution after Columbus Day
- Discussed potential locations for distribution, including the parking lot or inside the Compost Station gate
- Considered implementing controlled distribution, possibly 3 buckets, 3 days per week

**Road maintenance and Ferry District communication**

- Debated whether to encourage or discourage road improvements given consolidation plans
- Discussed shared responsibility with other tenants for road maintenance costs
- Authorized letter to Ferry District committing to maintain a current location for at least 5 years
- Kate suggested emphasizing a commitment to eventual consolidation in communication
- Authorized sending a letter to the ferry district regarding road maintenance

**Facility consolidation strategy**

- Agreed consolidation unlikely within 5 years due to complexity and cost
- Discussed phased approach, including rubble removal and site cleanup in early years

**Meeting schedule changes**

- Agreed to shift regular meeting times to 1:00-3:00 PM
- New schedule to start September 19<sup>th</sup>

**Operational reporting and compliance**

- Josh tasked with compiling list of all required reports and deadlines
- Confirmed DEC tonnage reports for 2023 completed
- Identified need to complete local solid waste management plan biennial
- Discussed need to compile a comprehensive list of all reports that need to be submitted, including their due dates and frequencies.

**G. Murphy moved to request that a log be made under the control of the Manager of all FIWMD credentials—passwords, URLs, and logins for the organizations' accounts and systems—and was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously.** All Commissioners were present for this vote.

**6. Tasks**

**Josh**

- Compile a comprehensive list of all reports that need to be submitted, including their due dates and frequencies.
- Get detailed information from Running Brook Farm about the preferred length and diameter specifications for wood processing equipment.
- Create a secure log containing all passwords, URLs, and logins for the organization's accounts and systems.

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- Josh to work with Kate on LSWMP biennial update

**Gordon**

- Incorporate the changes discussed during the meeting into the budget draft, including adjustments to legal fees, training expenses, and capital expenditures.
- Clean up and finalize the letter to the ferry district regarding the road maintenance and transfer station timeline, then send it on behalf of the board.

**Kate**

- Investigate the AI transcription service for meeting minutes and potentially test it with missing minutes from previous meetings.
- Kate to help Josh with LSWMP biennial update

**7. 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 12:05 PM.

Respectfully submitted by,  
Kate Stevens (edited AI)  
September 21, 2024

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