



FISHERS ISLAND
Waste Management
DISTRICT

WORKSHOP MINUTES

August 1, 2024

10:00 AM–12:00 PM

Community Center & Zoom

Commissioners Present:

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

Staff Present:

J. Theodore, *Operations Supervisor*
B. Stern, *Business & Administration Manager*

Commissioners Absent:

K. Stevens, *Employee Liaison*

Note: AI was used to interpret the 8.1.24 meeting recording and generate a meeting summary that Kate edited. Sarah Malinowski had prepared the original minutes, which were approved at the August 15 meeting. However, they were accidentally overwritten and needed to be recreated.

The meeting began at 10:00 AM.

1. **Additions to Agenda**
2. **Public Comment**
3. **Minutes Adoption: July 18, 2024**

G. Murphy moved to adopt the July 18, 2024 meeting minutes, which was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. Four out of five Commissioners were present for this vote.

4. **Financials**

Payables

G. Murphy moved to approve the payables, which was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. Four out of five Commissioners were present for this vote.

5. **Meeting Summary**

Transfer Station

- The cardboard compactor is still non-functional after multiple repair attempts
- The Sanitary Equipment technician believes the issue is hydraulic, not electrical
- Josh to contact CWPM for hydraulic technician assessment
- Cardboard accumulating rapidly, now requiring weekly removal instead of monthly
- Missing 40-foot roll-off container from combo side, apparently scrapped two years ago without replacement
- Two containers rusting through the bottom need replacement or repair

FIWMD Workshop Minutes

August 1, 2024

- The team discussed implementing an annual service schedule for all compactors
- New cardboard compactor needed, estimated cost \$20,000
- Three containers total need replacement: 1 missing, one compact unit, one rusting through
- Josh to obtain three quotes for a new cardboard compactor
- Team to prioritize equipment purchases: compactor, containers, service contracts
- Budget considerations for 2025 to include two roll-off containers and two service contracts (compactors and heavy equipment)

Compost Station

- Old wood processor deemed non-functional; team to explore alternatives

Staffing

- One applicant responded to the job posting but hasn't followed up
- Josh is covering gaps with existing staff for now
- Team to reassess staffing needs and job responsibilities in October

Safety improvements at the facility

- Josh suggested installing bumpers in front of disposal pits to prevent accidents
- Team discussed potential DIY solutions using 4x4 lumber
- Possibility of extending disposal area closer to vehicles to reduce fall risk

Employee insurance policy changes

- Resolution passed to renew the life insurance and accidental death policy at current rates
- Team to discuss changing the health insurance waiting period from 90 to 60 days at the next meeting
- Goal to standardize all insurance policies to a 60-day waiting period
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Meeting structure and reporting processes

- Agreed to maintain two monthly meetings: regular meeting and "workshop."
- Workshop (2nd meeting of month) to focus on detailed financial and operational data
- Josh is developing a new report format to present critical information more effectively

6. Action Items

Josh

Get a quote for adding a brush grinding service to September's upcoming wood processing visit.

Contact CWPM to send a hydraulic technician to repair the compactor.

Obtain quotes from three vendors for a new cardboard container as a backup.

Create a documented inventory of all equipment on paper.

Set up a meeting to discuss pricing strategies for wood processing.

Email Sam Fitzgerald to follow up on the building inspection for the certificate of occupancy.

Gordon

Prepare a resolution to change all insurance policies from 90-day to 60-day waiting periods for the next meeting.

Prepare a resolution to renew the life insurance and accidental death policy for the next meeting.

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

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

a. HR

A motion by S. Malinowski to enter the Executive Session to discuss HR matters was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. Four out of five Commissioners were present for this vote. The Executive Session began at 11:45 AM. J. Theodore and B. Stern were present.

A motion by G. Murphy to exit the Executive Session was duly seconded by S. Malinowski. On a vote of 4–0, the motion carried unanimously. Four out of five Commissioners were present for this vote. The Executive Session ended at noon.

9. **Adjourn**

A motion by G. Murphy to adjourn the meeting was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. 4 out of 5 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.