



MEETING MINUTES

September 12, 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 (Zoom)*

Staff Present:

J. Theodore, *Operations Supervisor*

The meeting began at 10:07 AM.

1. Additions to Agenda

None

2. Public Comment

None

3. Discussion of Draft Budget

The meeting focused on the organization's financial management, including the allocation of funds and management of deficits. The team also discussed budget planning and allocation for various expenses, site and equipment maintenance, materials management, and site cleanup.

Budget Planning and Expense Allocation Discussion

The meeting focused on budget planning and allocation for various expenses. FIWMD discussed the ongoing need for landfill monitoring and the potential need for ongoing professional advice regarding a future solar field at the Pickett Landfill. It was confirmed that the handbook would be updated in Q4, so it did not need to be considered in next year's budget. The team agreed to have a dedicated session at the next board meeting to discuss recommended handbook updates. The topic of advertising and signage was also brought up. FIWMD moved some expenses out of the payroll category, including employee expenses and training. The team also discussed the station utility costs, which seemed a bit low, but there was some wiggle room in the fuel and oil expenses to help with utilities if needed.

Vendor Grinding and Maintenance Contract Discussion

FIWMD discussed the need for vendor grinding and the potential for reducing equipment maintenance expenses if a routine maintenance contract is entered into. Josh suggested budgeting for a project every quarter to catch up on maintenance. They also discussed the need for checklists for daily, monthly, and annual inspections.

Website Maintenance, Subscriptions, and professional associations (SCRRA)

FIWMD discussed Beth Jepson's website maintenance proposal. There was a discussion about subscriptions and memberships, with more research necessary. The team discussed membership with the Connecticut waste management organization, SCRRA, and the benefits it provides.

Payroll, Election Expenses, Transfer Station Maintenance

FIWMD discussed salaries, and it decided to increase them to 475,000 in 2024 (up from 464,000 in 2023). It also discussed election expenses, which had been moved to a new category in the budget. Transfer Station maintenance was discussed, focusing on the need for a new cardboard compactor.

Site Cleanup, Rubble, Drainage pad

The meeting turned to site cleanup and whether this should be done in-house or outsourced. There was a discussion of the influx of rubble and the potential to process it for reuse at the Compost Station, among other things for the proposed drainage pad for the compost windrows. FIWMD discussed the merits and logistics of an alternate source of drainage material, including transporting gravel to the island for the drainage pad and the possibility of bringing it over in the empty containers returning from hauls.

Capital Expense Worksheet

Review of 2025 – 2029 capital expense planning

Next steps

Josh will investigate options for seasonal labor hiring.

Gordon will work with Beth to review fund balances and potentially lower the budget deficit.

Josh will follow up with SCRRA regarding Fishers Island's inclusion on their list of serviced towns and explore customizing the "what to put where" tool for the island.

A motion by G. Murphy to approve the 2025 Draft Budget 2025 was duly seconded by K. Stevens. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote

1. Executive Session (non-public):

a. HR

A motion by S.Malinowski to end the Public Session and 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 10:46 AM.

A motion by K. Stevens to exit Executive Session was duly seconded by S. Malinowski. On a vote of 5–0, the motion carried unanimously. All Commissioners were present for this vote (1 by Zoom). The Executive Session ended at 12:03 PM.

2. Adjourn

A motion by S. Malinowski 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 (1 by Zoom).

The meeting adjourned at 12:15 PM.

Respectfully submitted by,

FIWMD Public Budget Meeting
September 12, 2024

Kate Stevens (edited AI)
September 18, 2024

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