



FISHERS ISLAND
Waste Management
DISTRICT

ADOPTED MEETING MINUTES

October 3, 2024

1:00 PM – 3:00 PM

Community Center & Zoom

Commissioners Present:

S. Malinowski, *Secretary*

K. Stevens, *Employee Liaison*

M. Doyen, *Community Liaison*

Staff Present:

J. Theodore, *Operations Supervisor*

B. Stern, *Business & Administration Manager*

Commissioners On Zoom:

G. Murphy, *Treasurer*

Commissioners Absent:

D. Burnham, *Chair*

The meeting began at 1:03 pm

1. Additions to Agenda

Signage, Commissioner Roles to ES

2. Public Comment

None.

3. Minutes Adoption:

A motion by M. Doyen to adopt the 9.26.2024 meeting minutes as amended was duly seconded by K.Stevens. On a vote of 4-0, the motion carried. Three Commissioners were present for this vote. One was remote.

4. Financials

A motion by M.Doyen to approve the payables was duly seconded K.Stevens subject to review by J Theodore and B Stern. On a vote of 4-0, the motion carried unanimously. Three Commissioners were present for this vote. One was remote.

5. Reports

Overview

The meeting covered various topics, including task and risk management and operational changes. Key discussions focused on improving organizational structure, addressing staffing issues, and exploring new initiatives such as solar development and food waste reduction. The meeting focused on improving task and risk management, particularly on resilience for passwords and URLs. Concerns were raised about the large number of new payables, which were clarified as new invoices from CWMP. Progress on various tasks was discussed, including completing some projects, ongoing work on firewood distribution, and repairing dumpsters.

Operating Hours Changes and Facility Updates

The meeting focused on discussing changes to the operating hours, consisting of opening at 7:30 am and closing at 4:00 pm. The team agreed to gather feedback from the public on these changes and to create new signage to reflect the changes. They also discussed updates to their website and Fishnet, including new hours and a policy flyer. The

team considered using social media to promote updates. They also discussed the need for a clear policy for the firewood.

Improving Composting Practices and Budget Reductions

Discussion of ways to reduce food waste by improving composting practices. Discussion of adding seasonal pickups for the larger professional foodservice providers (clubs etc.). The team also discussed potential budget reductions, streamlining policies, and meeting with Josh to review data and the RFP status.

Next steps

Kate to represent FIWMD at the upcoming ICB meeting and introduce Josh
Josh and Gordon to review Kate's draft of the RFP for the solar field project before October 7th

6. Solar Field RFP:

RESOLVED that the Board of Commissioners of the Fishers Island Waste Management District hereby authorizes and directs District Manager Josh Theodore to advertise for bids for the lease and development of a Solar Energy System at the Pickett Landfill property on Fishers Island.

A motion by M.Doyen to accept the wording of the RFP for Solar Power at Picket Landfill was duly seconded by S.Malinowski, the motion carried unanimously. Three Commissioners were present for this vote. One was remote.

B. Stern left the meeting at 1:35

7. Executive Session (if time)

A motion by M.Doyen to enter the Executive Session to discuss HR matters was duly seconded by S.Malinowski. On a vote of 4-0, the motion carried unanimously. Three Commissioners were present for this vote. One was remote. The Executive Session began at 1:35 pm. J. Theodore was present.

A motion by K.Stevens to exit the Executive Session 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 ended at 3:15.

8. Adjourn

A motion by K.Stevens to adjourn the meeting was duly seconded by M.Doyen. On a vote of 4-0, the motion carried unanimously. Three Commissioners were present for this vote. One Commissioners were on Zoom

The meeting adjourned at 3:15 pm.

Respectfully submitted by,
Kate Stevens (AI edited)
October 14, 2024

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



Monthly Status Meeting Summary

Transfer Station & Compost Station

10/2024

Project Background/Objectives:

Provide operations and maintenance support to Fisher’s Island Waste Management District site locations with targeted enhancements as directed.

Personnel Roster:

Name	Title/Role
Josh Theodore	Operations Manager – Project Lead
Everett Maggs	Station Operator – Facilities Supervisor
Annette Tourangeau	Station Operator – Compost Program Manager
Don Tate	Station Attendant
Vicki Rogers	Station Attendant
Christine Williamson	Station Attendant
Beth Stern	Business Administrator – Office Manager
Danielle Murray	Station Attendant – Currently on Leave

Report Overview: FIWMD Tasks and oversight.

Internal Meetings (Summarize for Frequent Communications)

Date	Topic	Attendees
10-03-2024	Agenda Meeting	Multiple
10-17-2024	Agenda Workshop	Multiple

District Highlights:

- Running Brook Farms has completed Wood Processing 9/13/2024
- Freon Removal from appliances was completed on 9/16/2024
- Schultz Construction has loaned a 30 Yard Open Dumpster for Cardboard while FIWMD Cardboard Container is not operable

Current Project Status and Progress:

Item	Activity Description	Delivery Date	Status
1.	Cardboard Compacter Not Operational	Ongoing	Incomplete
2.	Dumpster Repair – Paper and Loose B&C	9-16	Complete
3.	DEC Inspection 2024	8-06	Complete
4.	Landfill mowing and well clearing	Ongoing	Incomplete

Work Planned for Next Month:

Item	Activity	Description
1.	Firewood Distribution	Firewood access at the CS
2.	Battery Cleanup	Disposal of Appliances in Battery

Status of Milestones:

Item	Milestone	Delivery Date	Status
1.	Wood Processing - Running Brook Farms	8-30 to 9-13	Complete
2.	Freon Removal	9-16	Complete
3.	Building Inspection and CO receipt	TBD	Incomplete

Travel Planned for Next Month:

Attendees (name)	Travel Purpose	Description (include city)

Reporting:

Item	Report Description	Delivery Date	Status
1.	DEC Inspection 2024	8-06	Complete
2.			
3.			
4.			

Financial Discrepancies:

Discrepancy	Date	Status	Comments

Safety:

Description	Owner	Potential Impact	Priority (H, M, L)	Status

Incidents:

Description	Owner	Actions	Priority	Status (<i>Open, Closed</i>)