



FISHERS ISLAND  
**Waste Management**  
DISTRICT

**APPROVED MEETING MINUTES**

**September 25, 2024**

**1:00 PM – 3:00 PM**

**Community Center & Zoom**

**Commissioners Present:**

D. Burnham, *Chair*

G. Murphy, *Treasurer*

S. Malinowski, *Secretary*

K. Stevens, *Employee Liaison*

**Commissioners On Zoom:**

M. Doyen, *Community Liaison*

**Staff Present:**

J. Theodore, *Operations Supervisor*

B. Stern, *Business & Administration Manager*

The meeting began at 1:07

**1. Additions to Agenda**

New Hire

Risk Management

Resolution to put Josh on Bank Accounts

**2. Public Comment**

Email from Bob Evans sent via website requesting a copy of the draft budget and date of Public Budget Hearing.

**3. Minutes Adoption:**

**A motion by S. Malinowski to adopt the 08.01.24, 09.05.24, 09.10.24, and 09.12.24 meeting minutes, 2024 meeting minutes was duly seconded by G.Murphy. On a vote of 5-0, the motion carried.** Four Commissioners were present for this vote, and one was remote.

**4. Financials**

Request from Gordon for Beth to make specific changes in financial documents.

**G. Murphy moved to approve the finances and transfer \$155,000 from the investment fund, which was duly seconded by S. Malinowski. On a vote of 5-0, the motion carried unanimously.** Four Commissioners were present for this vote, and one was remote.

**G. Murphy moved to add FIWMD Manager J. Theodore to both the Citi and Investment Accounts, which was duly seconded by K. Stevens. On a vote of 5-0, the motion carried unanimously.** Four Commissioners were present for this vote, and one was remote.

**5. Manager's Report (Attached)**

Site work was discussed re: trees, windrows, and berms.

**6. Other Reports**

**Summary**

The meeting covered various topics, including risk management, financial reporting, and operational improvements. The team discussed budgeting transparency, community engagement, and potential changes to waste management processes. They also addressed staffing needs, upcoming events, and plans for projects and equipment purchases.

### **Improving Processes + Risk Management**

The meeting focused on improving risk management and bank account resolution processes. FIWMD discussed handling public comments and minutes and proposed a new approach for organizing meeting minutes, suggesting that resolutions be placed at the bottom of the document for easier reference. They discussed upcoming meetings, the possibility of holding subcommittee meetings, and the use of their website for legal notices. Additionally, they discussed the need for better reporting and communication about due dates and other important information. They also discussed the need for a secure mechanism to store URLs and accounts and possibly include a backup function in the Workspace account.

### **Regulatory Issues**

The DEC registration process still needs to be completed. They agreed to revisit/finalize PW Grosser's proposal for 2024 landfill testing. They also discussed the decision to conduct the local solid waste management plan in-house, a productive informational meeting with the DEC about completing the LSWMP, and the request for a one-month extension to submit. Lastly, they decided to issue RPFs for the hauling contract ASAP, with bids to be opened on November 21st.

### **Financial Matters and Project Focus Discussion**

The team discussed financial matters, focusing on payroll and profit and loss statements. The high cost of salaries and wages was highlighted. The team discussed the potential benefits of streamlining financial reporting. The need to explore competitive pricing with vendors was also discussed. FIWMD mentioned that they have over 5 months' worth of cash in reserve.

### **Upcoming Events and Community Outreach Discussion**

The team discussed upcoming events on the island. They considered the potential benefits of tabling at these events to educate the community about composting, the organic program, and related topics. They also discussed the idea of surveys to assess alternate schedules.

### **Running Brook Farms Stump Removal and Site Work**

FIWMD discussed the need to break down stumps and large wood sections before being processed by Running Brook Farms. The horizontal grinder is still out for repair, raising concerns about ongoing outsourcing costs and a potential insurance payout if the machine is deemed totaled. The team discussed hiring different grinding firms to ensure the best value for the District. The team also discussed some rot-in-place strategies and repurposing the leftover brush pile material as a border berm instead of mulching it.

### **Food Scraps Collection and Business Fluctuations Discussion**

FIWMD discussed the decline in food scrap collection in August, attributing it to possible changes in disposal habits and the potential issues with the new, supposedly robust, commercial biodegradable bags. They noted fluctuations in their food scrap collection numbers over the past year, with June being up, July about even, and August significantly down compared to the previous year. It was suggested to reach out more frequently to the food service providers regularly to understand their needs better and to offer assistance. There was also a discussion of the increase in MSW, reinforcing the data that fewer food scraps are being diverted than last year. The idea of creating a food scrap drop-off at the Transfer Station was revisited.

### **Addressing Departure of Minute Taker/Meeting Coordinator/Communications Expert**

The team discussed the impact of the consultant's departure on their communication and meeting coordination, acknowledging the need to fill the gap. They agreed to repost the job description and consider whether an existing employee could take on the responsibilities.

### **Budget Refinement**

A glitch in the September 12 public budget hearing posting led to the decision to hold another public hearing on October 17. The team discussed the request to post past budgets online and agreed to investigate this further. The importance of transparency in budgeting was emphasized, suggesting that past budgets could help understand trends and context.

### **Next steps**

Josh to confirm PW Grosser's proposal for landfill testing.

Josh and Beth to compile a list of URLs, accounts, and login information for district purposes and develop a secure storage mechanism.

Gordon to obtain a quote for cloud backup service for district computers.

Kate to post the public notice for the Public Budget hearing on October 17th at 2 pm.

Kate to follow up with food service providers regarding the food scrap collection program.

Beth to draft the resolution for overriding the tax cap.

Beth to complete the DEC registration process.

Beth to share the a link to the DEC reports already filed.

Beth to issue the RFP for hauling contract ASAP with bids to be opened November 21.

B. Stern left at 2:40 pm

### **7. Executive Session (if time)**

#### **a. HR**

**A motion by S. Malinowski to enter Executive Session to discuss HR matters was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. On a vote of 5-0, the motion carried unanimously.** Four Commissioners were present for this vote, and one was remote. J. Theodore was present.

The Executive Session began at 2:45 pm

M. Doyen left the meeting at 2:50 pm

**A motion by S. Malinowski to exit Executive Session to discuss HR matters was duly seconded by G. Murphy. On a vote of 4–0, the motion carried unanimously. On a vote of 4-0, the motion carried unanimously.** Four Commissioners were present for this vote. The Executive Session ended at 3:05 pm.

### **8. Adjourn**

**A motion by G.Murphy to adjourn the meeting was duly seconded by K.Stevens. On a vote of 4–0, the motion carried unanimously.** Four Commissioners were present for this vote.

The meeting adjourned at 3:07 pm.

Respectfully submitted by,

Kate Stevens (edited AI)

October 1, 2024

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