

## **DRAFT MEETING MINUTES**

**January 9, 2024**

**1:00 PM – 3:00 PM**

**Community Center & Zoom**

### **Commissioners Present:**

K.Stevens, *Chair*

G.Murphy, *Treasurer*

S.Malinowski, *Secretary*

M.Doyen

D.Burnham

### **Staff Present:**

J. Theodore, *Operations Supervisor*

*The meeting began at 1:09 pm*

#### **1. Additions to Agenda**

G.Murphy requested an executive session for HR.

#### **2. Public Comment**

None.

#### **3. Minutes Adoption:**

**A motion by G.Murphy to adopt the December 19, 2024 meeting minutes was duly seconded by M.Doyen. On a vote of 5-0, the motion carried unanimously.**

#### **4. Financials**

**A motion by G.Murphy to approve payables in the amount of \$21,585.24 and to move \$50,000 from investment account into our checking account, was duly seconded by D. Burnham. On a vote of 5-0, the motion carried unanimously.**

#### **5. Reports + Topics**

An updated Handbook was presented for review and edits. Discussion focused on paid and unpaid leave, holidays and benefits. The commissioners agreed to review and make edits to the Handbook in Google Drive for final approval at the January 23rd meeting. Strategies for repairing the grinder we discussed. Strategies for putting out an RFP for the precise placement of excess stumps on our border areas to decompose naturally were discussed. Kate to follow up with Jayne Merner about consulting on an hourly basis and plan a field trip to Earthcare farm for Josh and Commissioners. Because we are going to an hourly consulting rate with Jayne Merner, Josh will inform employees that he will be the point person to contact Jayne going forward.

### **Reorganizational Meeting**

A. Officer Selection for 2025

Chair - Kate Stevens

Secretary - Sarah Malinowski

Treasurer - Gordon Murphy

B. Monthly Meeting and Workshop Dates/Times

1st and 3rd Thursdays 1-3 @CC and Zoom

C. Annual Holiday Closings For the Compost Station in 2025

- New Year's Day - Wednesday, January 1
- Martin Luther King Jr. Day - Monday, January 20
- President's Day - Monday, February 17
- Memorial Day - Monday, May 26
- Juneteenth - Thursday, June 19
- Independence Day - Friday, July 4
- Labor Day - Monday, September 1
- Indigenous People's Day - Monday, October 13
- Veteran's Day - Tuesday, November 11
- Thanksgiving Day - Thursday, November 27
- Christmas Day - Thursday, December 25

Annual Holiday Closing for the Transfer Station

- New Year's Day - Wednesday, January 1
- Martin Luther King Jr. Day - Monday, January 20
- President's Day - Monday, February 17
- Juneteenth - Thursday, June 19
- Independence Day - Friday, July 4
- Indigenous People's Day - Monday, October 13
- Veteran's Day - Tuesday, November 11
- Thanksgiving Day - Thursday, November 27

- Christmas Day - Thursday, December 25

D. Periodicals for Legal Notice

The New London Day  
[FishersIsland.net/Fog](http://FishersIsland.net/Fog) Horn

E. Attorneys

Employment - Nukk-Freeman & Cerra, PC (Kerrie Heslin)  
Property - Finnegan Law, PC (Martin Finnegan)

F. Financial Institutions

Citizens  
Stone Castle - Capitol Advisors Group

H. Property and Commissioner Insurance

I. Health Insurance

J. Accounting

Payroll + Bill Pay Hoyt, Fillipetti, Malaghan LLC (HFM)  
Audits - Cullen & Danowski, LLP  
Forensic Accounting - Capalbo, Mather, Dougherty (CMD)

J. Consultants

Compost - Jayne Merner as needed/hourly  
Landfill Monitoring - PW Grosser

**On a motion by G.Murphy duly seconded by D.Burnham the officer slate and all other items in the reorganizational meeting were approved. On a vote of 5-0, the motion carried unanimously.**

**On a motion by M.Doyen duly seconded by D.Burnham the meeting entered executive session at 2:24. On a vote of 5-0, the motion carried unanimously.**

**On a motion by M.Doyen duly seconded by D.Burnham ended executive session and reopened the public meeting at 3:00. On a vote of 5-0, the motion carried unanimously.**

Respectfully Submitted by,

Sarah Malinowski

Tasks and Subjects for January 23rd Meeting.

**Handbook - All**

**Strategic Plan - All**

Josh to draft a memo explaining the new W-2 withholding changes and how employees can adjust their withholdings.

Gordon offered to write a letter to the Ferry BOC requesting permission to place stumps.

Someone to write an RFP for the careful and thoughtful placement of stumps on the border areas. The commissioners were disappointed with the quality of the work from the last winner of a log splitting and grinding RFP, so there is a need to be very specific when writing this.