

Minutes

FISHERS ISLAND FERRY DISTRICT

FISHERS ISLAND, NEW YORK

4:45 March 19, 2012

1. Acting Chairman, Chris Edwards called the meeting to order at 4:50, and declared the presence of a quorum. Present at the meeting were Commissioners Burnham, Edwards, Herrick and Rafferty. Attending by telephone was Commissioner Brooks. Also present at the meeting was Director Craig Gilbert and Assistant Manager, Gordon Murphy. No members of the public were in attendance. Commissioner Edwards agreed to serve as Chairman of the meeting in the absence of Commissioner Brooks.
2. Review minutes from the Meetings of February 7, 2012 and February 20, 2012 - Chairman Edwards asked that minutes of these meetings be reviewed at the next ensuing meeting of the commission.
3. Warrants – The Commission reviewed warrants dated March 12 and March 19 in the aggregate amount of \$59,278.70. Commissioner Edwards asked to have the minutes reflect the screen door invoice Commissioner Edwards relates to an item that was deferred from 2010 and that it was in excess of the procurement policy. A brief discussion around the Advantech contract, general IT and insurance matters ensued. A motion to approve the warrant report was made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and the motion was approved by the vote of the commissioners present.
4. Correspondence – FI School dance – June 9. The date with the school was agreed; however the rates could not be released pending approval of the new charter rates. Commissioner Edwards asked Management to relate this decision to Mr. Lusker.
5. Old Business
 - a. Polly Ford. Amendment to the original resolution to hire Polly Ford as a Clerk with effect Feb 27, 2012. A motion to amend Ms. Ford's hiring classification to clerk was made by COMMISSIONER HERRICK, seconded by COMMISSIONER BURNHAM, COMMISSIONER RAFFERTY abstained (due to not previously voting on the matter) and the motion was approved.
 - b. Finance Update. The financial statement with budget amounts was circulated. Mr. Wyrofsky gave a brief overview of the January and February financials. Focus was made on how the budget items were developed. Mr. Wyrofsky and Commissioner Rafferty discussed the budgeting process due to seasonality and certain line items including payroll, social security, credit card fees and fuel oil. Overall the revenues are ahead against budget. It was also noted that the audit would start in early April.

- c. Peak Schedule. Mr. Gilbert circulated the draft peak schedule. A discussion ensued. Special mention was made of the 4th of July special schedule; it last occurred on a Wednesday back in 2007. Peak rates change on the 16th of May and schedule changes June 16th. After deliberation, and on motion made, seconded and approved by the unanimous vote of the Commissioners present, the new peak schedule was approved for publication. Thereupon, the Commissioners changed the discussion to focus on policies for holding scheduled departures. Mr. Gilbert noted that the gates normally close two minutes before sailing. Train passengers should be encouraged to purchase commuter books. It was agreed that the boat would only wait for trains in the station. The last boat would wait for reasonable late trains and for autos reasonably delayed due to traffic accidents on the highways. COMMISSIONER RAFFERTY asked Management to review policy on the website and bring forth a written policy for review. A motion was made by COMMISSIONER HERRICK, seconded by COMMISSIONER BURNHAM and the motion was approved by unanimous vote of the Commissioners present. It was noted that sailing would be suspended during the New London fireworks.
- d. Ramp Update. Mr. Gilbert provided an overview of the damages to and repairs needed to south ramp; noting that it was hypothesized this was due to charter boat activity. Engineers had reviewed the ramp. Mr. Gilbert felt that this should be done immediately and it would fall under emergency funding. Mr. Gilbert noted that he expected the cost to be near \$50,000. Mr. Murphy was asked to look into the procedures for emergency funding. A motion to go ahead with emergency repairs was made by COMMISSIONER EDWARDS, seconded by COMMISSIONER HERRICK and the motion was approved by unanimous vote of the commissioners present.
- e. Theater Repairs; Form of RFP. The Commissioners next turned their attention to the proposed repairs to the theater windows, wall and ceiling and in particular the RFP prepared by Mr. Murphy to solicit bids. Mr. Murphy noted that this was a template for a RFP's for work under \$10,000. The rationale was that island contractors may not bother with a robust RFP process. The District would follow a rigid and robust policy for RFP's greater than \$10,000 and those with complex technical requirements.
- f. Reservations at White Building. Mr. Murphy discussed that the entire FI facility should be reviewed, but in the short term his recommendation was to use the white building for reservations year around, instead of moving the reservation office to the Annex Building for peak season, as had been the case in past years. Reasons cited by Mr. Murphy included better personnel utilization, reduced costs and creation of additional tenant space in the Annex. COMMISSIONER HERRICK provided a brief overview of the waiting room and suggested that certain improvements be made to the facility and the décor to make it more attractive to patrons. A general discussion ensued over traffic, staging, etc. COMMISSIONER EDWARDS requested that a further analysis be made on the traffic flows. Mr. Burnham also recommended that we consider relocating the ramp which would free up space.
- g. BoFA – VISA letter – Ratification. COMMISSIONER RAFFERTY gave an overview of the BoA requirement to change named credit cards. A motion to go ratify the letter to the Bank of America signed by

Commissioners Rafferty and Edwards to request that the VISA cards be reissued to Messrs. Murphy and Gilbert under the current terms were made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and the motion was approved by the unanimous vote of commissioners present.

- h. Property Management Updates. Mr. Murphy gave a brief overview noting that two tenants were proving problematic. After a brief discussion it was determined that Messrs. Gilbert and Murphy would make one last appeal to each and that a meeting should be arranged with one of them.
- i. Website Update. Mr. Murphy noted COMMISSIONER HERRICK's work to review and organize the website. Most changes are textual; however a focus will be to make it self-catering to allow the District to make item changes. The home page will be basically set for reservations and high level news. COMMISSIONER HERRICK wanted to issue a newsletter to notify the community of our many changes including scheduling, rates, etc. and offered to prepare the newsletter. COMMISSIONER HERRICK also asked if we could revise the handicap policy and offered to rewrite
- j. Fuel Oil Purchasing. COMMISSIONER HERRICK asked about the status of the fuel oil bidding process. A long discussion occurred. COMMISSIONER RAFFERTY asked why purchasing was still spot and not an annual supply contract. Mr. Wryofsky replied that fuel oil purchases were still being made through Dime Oil under the one year supply agreement that commenced in January 2011, which had been extended on a month to month basis. It was agreed management would look into an annual supply contract. COMMISSIONER RAFFERTY also asked if an analysis could be done to check spot rate to purchase price. Management was also asked to confirm whether the supplier was living up to the contract terms. It was also noted that a tightly formed bid and specs sheet be developed and Mr. Gilbert would be in charge of this task.

6. New Business.

- a. Friday and Sunday Peak Schedule Changes. It was noted that the Sunday 1345/1500 and Friday 0440/0540 ferry schedule changes – additions of sailings to schedule with effect April 1. No action was required.
- b. FI Churches Golf Tournament. – Tournament sponsors asked the District to reschedule the May 20th departure from 1915 to 1945. A motion was made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and the motion was approved by unanimous vote of the commissioners present. Management was asked to notify the tournament sponsors of this decision.
- c. Budget Reclassification for Calendar/Fiscal 2011. Mr. Wryofsky provided a brief summary, concluding that the overall budget for FYE December 31, 2011 did not exceed planned expenditures in the aggregate, but certain line items need to be readjusted. Mr. Wryofsky recommended that we monitor the line items and be more proactive in 2012. After discussion and on motion made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and approved by the unanimous vote of the commissioners present, the following resolution was adopted:

RESOLVED, that the line item modifications to the 2011 budget, as described and set forth in the column marked, "Budget Reclasses" on

attached Exhibit A, be and are hereby approved in all respects, effective as of December 31, 2011.

- d. Human Resource Matters. It was noted that there was some house cleaning with regard to employees that were no longer affiliated for various reason with the District. The following resignations were brought forth to clean up the books and files within the District and the town.
 1. Resignation of Deb Silva with effect Feb 29, 2012. A motion was made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and the motion was approved by the unanimous vote of commissioners present.
 2. Resignations - Ryan Donahue & Joel Riley. Management agreed that they are no longer on the call out list. A motion was made by COMMISSIONER RAFFERTY, seconded by COMMISSIONER HERRICK and the motion was approved by unanimous vote of commissioners present.
 3. Hiring update – Procedures w/ KardasLarsen. Management summarized that the old KL contract would be redesigned to codify the process for new hires.
 4. A discussion on Civil Service job positions specifically the four Clerk types. A discussion on D Doucette’s status and clerical positions which led a broadened discussion on Civil Service positions noting that specifically that there are four unique Clerk types within the District. It was then asked that executive session be opened.
 5. Newsletter was not discussed.
7. Executive Session. Commissioner Rafferty made a motion to go to executive session for the purpose of discussing personnel. The motion was seconded COMMISSIONER HERRICK by and approved by the unanimous vote of the commissioners present. The commission entered Executive Session at 6:50 PM and exited at 7:05.
8. Public Comment Session – no comments were made.
9. Next meeting - April 3rd, 2012
10. Adjournment – 7:10 PM.

Respectfully Submitted

Gordon Murphy, Secretary of the Meeting