

Minutes of the Meeting of the Board of Commissioners  
Fishers Island Ferry District  
November 27, 2017

Commissioner Ahrens at the Fishers Island Community Center called to order a meeting of the Board of Commissioners of the Fishers Island Ferry District (“the Ferry District”) on November 27, 2017 at 4:30 PM.

Commissioners William Bloethe, Heather Burnham, Peter Rugg and Dianna Shillo were present. Also in attendance were Geb Cook, Gordon Murphy, Diane Hansen and Deanna Ross.

Commissioner Ahrens established that a quorum was present. Everyone in attendance pledged allegiance to the flag.

**Correspondence/Public Comment** – Mr. Murphy reported that several items of correspondence were received. An email from Louisa Evans was received questioning why she needs to pay a non-residential rate when traveling to the Town of Southold for work purposes. Discussion ensued and the BOC agreed that a residential rate would not apply if a commercial account was being used. Mr. Murphy has agreed to clarify the language in the current policy and respond to Mrs. Evans. A letter was received from Wesleyan University expressing their gratitude to the FIFD and crew members for use of the ferry for a senior filming project. A letter was received from Laura Kucsera requesting the BOC for fare abatement for medical travel. The BOC has agreed to allow 100% fare abatement for the passenger, car and reservation. Mr. Murphy will respond to Ms. Kucsera with the BOC decision.

**Minutes**

RESOLUTION 2017 - 217

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the minutes of the November 1, 2017 meeting.

Moved by: Commissioner P. Rugg

Seconded by: Commissioner W. Bloethe

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

**Warrant**

RESOLUTION 2017 - 218

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated November 27, 2017 in the amount of \$26,215.22.

Moved by: Commissioner D. Shillo

Seconded by: Commissioner W. Bloethe

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

**Budget Modification**

RESOLUTION 2017 -219

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby rescinds resolution 2017 -214.

Moved by: Commissioner W. Bloethe

Seconded by: Commissioner A. Ahrens

Ayes: A. Ahrens, W. Bloethe, H. Burnham and D. Shillo

Nays: P. Rugg

*RESOLUTION 2017-214*

*RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby amends the 2017 Fishers Island Ferry District budget as follows:*

Decrease Appropriations

SM1950.4.000.000	Property Tax New London	\$334
	Total	\$334

Increase Appropriations

SM5710.4.000.400	Printed Material	\$334
	Total	\$334

Moved by: Commissioner D. Shillo

Seconded by: Commissioner A. Ahrens

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

RESOLUTION 2017 -220

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby amends the 2017 Fishers Island Ferry District budget as follows:

Decrease Appropriations

SM1950.4.000.000	Property Tax New London	\$333.70
	Total	\$333.70

Increase Appropriations

SM5710.4.000.400	Printed Material	\$333.70
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Total

\$333.70

Moved by: Commissioner D. Shillo  
Seconded by: Commissioner H. Burnham  
Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

RESOLUTION 2017 - 221

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby amends the 2017 Fishers Island Ferry District budget as follows:

Increase Revenue

SM2770.20	Other Unclassified Revenue	\$300,000
	(H7.5710.00 Southold - Serial Bond Proceeds)	

Increase Appropriations

SM5710.2.000.100	Munnatawket	\$300,000
	(H7.5989.2.400.300 Southold - Munnatawket Engine Replacement)	

Moved by: Commissioner W. Bloethe  
Seconded by: Commissioner D. Shillo  
Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

**Finance Report** - The current year by month finance report from January through October 2017 was reviewed. Mr. Murphy presented the 2017 Audit Letter of Engagement. Discussion ensued. The BOC has agreed to accept the proposal of O'Connor Davies LP and has directed management to look into alternative auditing firms for future services.

**Legal – ODLP**

RESOLUTION 2017 – 222

RESOLVED, that the Board of Commissioners of the FIFD hereby accepts the proposal of O'Connor Davies LP to conduct the required audit of the District's financial statements for 2017 at a cost of \$18,000 and authorizes and directs Assistant Manager, Gordon Murphy to execute the Audit Engagement Letter dated November 17, 2017 for said services, subject to the review of the Finance Committee and approval of FIFD counsel.

Moved by: Commissioner H. Burnham

Seconded by: Commissioner P. Rugg  
Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

### **Management Reports**

**Munnatawket Update** - Mr. Cook updated the BOC. MV Munnatawket is in the shipyard and progress is being made. Mr. Burns will be meeting with the USCG and naval architects at Fairhaven Shipyard November 12<sup>th</sup> regarding the final specs for the engine installation. No completion date has been set at this time.

**Race Point Update**- Mr. Cook updated the BOC. MV Race Point is running well. Several delays during the week were a result of charter runs for the Fishers Island Club, as well as high wind conditions.

**Airport Hangar Update** - All BOC members received a revised lease from Mr. Brad Burnham's representative, Mr. Bern Weintraub that addresses Mr. Finnegan's concerns. Discussion ensued regarding prevailing wages and real estate taxes. The BOC has directed management to seek further legal counsel regarding the revised lease.

**Airport ACIP Project Review** - Mr. Murphy briefly reviewed the FAA's Annual Capital Improvement Plan (ACIP) project review for Elizabeth field with the BOC to be voted on during a December meeting. Currently the Environmental Analysis is close to completion and awaiting final approval by the FAA. The pavement study is underway. Lighting, electrical and pavement upgrades remain of utmost importance for the Fishers Island Airport.

### **Airport – Federal Financial Report**

RESOLUTION 2017 - 223

Whereas C&S Companies ("C&S") has prepared the Annual Form 425 - Federal Financial Report for FY 2017 (10/1/16 through 9/30/17) that is due to the FAA by 12/30/2017 for all of the Town of Southhold's open grants on Elizabeth Field Airport; and

Whereas the Ferry District as Airport Manager has reviewed the material with C&S and recommends that the Town of Southhold, as the airport's owner, execute the report and cover letter and return them to C&S for filing;

Therefore it is resolved that the Board of Commissioners of the Fishers Island Ferry District recommends that the Town of Southhold execute the Annual Form 425 - Federal Financial Report for FY 2017 (10/1/16 through 9/30/17) and cover letter and return them to C&S in advance of the 12/30/2017 due date.

Moved by: Commissioner W. Bloethe  
Seconded by: Commissioner A. Ahrens  
Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

### **Other**

**2018 Board Calendar** – The BOC tabled the motion until the next meeting. Mr. Murphy agreed to circulate to the BOC a revised 2018 calendar.

**Draft Accounting Manual** - Mr. Murphy circulated via email the draft accounting manual for BOC review and action to take place at the December 11, 2017 BOC meeting. The Finance Committee will review the document prior to December 11, 2017.

**Harassment Training** - D. Hansen reported that Harassment Training has been scheduled for FIFD employees on December 12, 2017 and a second session will be held in January 2018 for those employees unable to attend the December session. In addition, the employee assistance program is offering a violence prevention and de-escalation training which will be scheduled at a future date.

**Old Ticket Books** - Mr. Cook informed the BOC that all old ticket books being stored at the Fishers Island terminal have been destroyed.

**Walsh Park** - Chairman Ahrens informed the BOC and management that he had a discussion with Mr. Mark Gaumond and that Walsh Park is moving forward with the feasibility study regarding constructing housing above the freight shed and that structural engineers will be on site on November 30 to assess.

#### **Executive Session**

At 18:04, the following resolution was proposed: RESOLVED, that the Commission move into Executive Session for the purpose of discussing personnel and collective bargaining matters.

Moved by: Commissioner P. Rugg  
Seconded by: Commissioner W. Bloethe  
Ayes: W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

At 18:42, the following resolution was proposed:

RESOLVED, that the Commission exit from Executive Session and resume Public Session.

Moved by: Commissioner W. Bloethe  
Seconded by: Commissioner H. Burnham  
Ayes: W. Bloethe, H. Burnham, P. Rugg and D. Shillo  
Nays: None

Next Scheduled Meeting – **Monday, December 11, 2017 at 4:30pm** at the Island Community Center.

#### **Adjournment**

There being no further business to discuss, and on motion made by Commissioner W. Bloethe, seconded by Commissioner D. Shillo, the meeting was adjourned at 6:45 pm.