

**Minutes of the Meeting  
of the Board of Commissioners  
of the Fishers Island Ferry District**

A meeting of the Board of Commissioners of the Fishers Island Ferry District was called to order on **Tuesday, November 15, 2011** at 3:40 pm by Commissioner Brooks at the Community Center.

Present were Commissioners: Brooks, Burnham, Edwards and Rafferty.

Absent was Commissioners: Herrick (present via conference call)

Present were Randy A. Wyrofsky, Interim CEO/Manager and Nina Schmid, Assistant Manager.

Eight members of the public were present.

Commissioner Brooks opened the meeting and declared a quorum present.

Minutes of the meeting held on October 7, 2011 were approved.

Moved by Commissioner Edwards

Seconded by Commissioners Rafferty

Ayes: all

Nays: none

Minutes of the meeting held on October 8, 2011 were approved.

Moved by Commissioner Edwards

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

Minutes from the meeting held on October 18, 2011 were reviewed and amended. There were amendments to Old Business item #d. The minutes were approved with the changes.

Moved by Commissioner Edwards

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

Minutes of the meeting held on November 1, 2011 were reviewed and approved with an amendment to Old Business item #f.

Moved by Commissioner Edwards

Seconded by Commissioner Rafferty

Ayes: all

Nays: none

A list of outstanding obligations of the District were reviewed and discussed. A resolution was made to pay the outstanding obligation of: **\$36,959.20** as represented in vouchers **#1896 through #1918** dated November 22, 2011 by:

Moved by Commissioner Rafferty

Seconded by Commissioner Burnham

Ayes: all

Nays: none

Commissioner Brooks verified the charges to Bank of America as items of office supplies for the New London terminal. Commissioner Edwards verified that twenty (20) employees had indeed been certified to use the forklift.

### **Correspondence**

- a. The Commissioners reviewed requests for year-round resident passes from Gina and Tim Myers. These requests were approved effective December 4<sup>th</sup> on a motion by Commissioner Burnham and seconded by Commissioner Rafferty.
- b. The Board reviewed an e-mail from BD Remodeling in which they question the varying freight charges. The Board agreed that this was a good question. Mark Easter verified the freight charge of \$2 per box weighing less than 50 pounds. A discussion ensued about the difference between the fees for appliances versus furniture versus freight. The Board gave Mr. Wyrofsky permission to decide about this matter as he sees appropriate.

### **Old Business**

- a. North Ramp Repairs Update – Mark Easter submitted an outline from his meeting with Neilson & Brown. Mr. Easter informed the Board that he found the plans and specs in good order. The outline included a list of small changes that Mr. Easter had suggested to Neilson & Brown which would take very little time to incorporate into the existing plans and specs. Commissioner Edwards inquired as to why it had taken so long to get the plans – Mr. Wyrofsky responded that in his opinion many of the delays were due in part to Neilson & Brown’s slow response time and inaccuracies in the plans. Mr. Easter explained that there will be two separate bids: 1 – to recondition the existing ramp by adding a beam which would enable the ramp to accommodate concrete trucks and 2 – to build a new ramp which would also be able to accommodate concrete trucks. Both cases will result in the ramp being widened by twelve (12) inches. The supplemental items will be bid separately. The Board gave approval for Docko to distribute plans and specs to prospective contractors with the understanding that his will not be of any additional cost to the Ferry District. Commissioner Brooks requested that Mr. Easter look at the specs and plans pertaining to the ramp itself and report back to the Board with his recommendations. All other aspects of the project will be left up to Mr. Wyrofsky’s review. Mr. Wyrofsky will also revamp the timeline and once bids are opened, provide a spreadsheet so that all bids may be compared. Commissioner Edwards requested that sealed bids have a date by which they must be received by the Ferry District.
- b. Rental Properties – Mr. Wyrofsky informed the Board that he had completed the first round of rental property inspections along with some of the commissioners and that round two was scheduled for later this week. He stated that he is still on schedule to have the Public Hearing on December 6<sup>th</sup>. Commissioner Brooks asked whether Tony Tremaine had vacated his rental space – he was told yes. Commissioner Brooks then asked if there was a list of prospective tenants who may be interested in the vacant space – Mr. Wyrofsky and Ms. Schmid will investigate.
- c. The Board read a letter from the Fishers Island School Board in which they requested the Ferry District to consider charging the magnet student rate of \$8.00 for athletic teams that come to Fishers Island to compete. The letter stated that many teams no longer come to the island due to the cost of the ferry ride. Commissioner Brooks stated that he supports the idea and that athletic teams who travel to Block Island for athletic competition do not pay any fee. Commissioner

Burnham explained that in the past the Board had been recommended by John Cushman not to make deals with other tax districts – hence there was never any reduced rate before. Commissioner Rafferty asked whether there is a legal roadblock in offering this sort of arrangement. The Board approved a motion to allow up to twelve (12) members per team and two (2) coaches to attend athletic competitions for the magnet student rate of \$8.00 per person. Commissioner Edwards requested that Dan Gillan make an effort to schedule an equal numbers of events for the girls’ teams as for the boys – Mr. Gillan agreed. Mr. Wyrofsky was asked to keep a record of the number of tickets sold in this manner and the policy will be reviewed in six (6) months.

- d. Permanent CEO/Manager Search Process – Commissioner Rafferty spoke in reference to a memo that he had circulated to the Board concerning an agreement allowing Robert Half to conduct the search process. Commissioner Rafferty explained that Robert Half’s fee would be 20% of the successful applicants first year’s salary plus any bonuses – however if Mr. Wyrofsky is the successful applicant, the Ferry District would only pay the search fee and forego the conversion fee. Commissioner Brooks informed those present that he had also spoken to Robert Half and that the position would be posted on-island as well as off-island. Commissioner Rafferty volunteered Commissioners Brooks and Edwards to be on a committee to conduct the search process for the Ferry District. Commissioner Herrick who was present via conference call volunteered to be on the committee also. Commissioner Edwards suggested that someone from the HR firm should be on the committee also – Commissioner Rafferty responded that he prefers to narrow down the applicants before the HR firm is involved. Commissioner Brooks expressed his interest in being the chair of the committee. Commissioner Rafferty presented three resolutions (see attached) which were approved by the Board.

Moved by Commissioner Edwards

Seconded by Commissioner Burnham

Ayes: all

Nays: none

Commissioner Rafferty requested that the committee decide who will be interviewed for the position. Commissioner Edwards asked what the projected timeline was. Commissioner Rafferty responded that Robert Half stated that he could conduct the search in 2-4 weeks but that a more realistic time frame was double Robert Half’s projected completion – hopefully by January 1, 2012.

- e. Uniforms – Mark Easter is working with two firms for pricing on uniforms – Aramark and Cintas. He stated that the prices are comparable. Full-time employees will be given a selection of uniform items to choose from – all items will come with the Ferry District logo on them and it will be the responsibility of the employee to affix their iron-on nametags. Commissioner Brooks asked if the budgeted \$5,000.00 would be sufficient – Mr. Easter replied that it would be very tight. The Ferry District will also purchase an assortment of apparel for part-time employees. Commissioner Edwards asked what would happen with the existing lot of shirts already purchased – Mr. Easter responded that they could still be used to extend the current apparel use. Commissioner Brooks informed Mr. Easter that he must adhere to the budgeted amount of \$5,000.00.
- f. Financial System Overhaul – Mr. Wyrofsky informed the Board that he had consulted Marien & Co. about the necessary financial system overhaul while stressing the importance of updating the financial system in time for 2011 revenues

and expenditures. The Board accepted to implement the timeline as proposed by Marien & Co.

Motion by Commissioner Rafferty

Seconded by Commissioner Edwards

Ayes: all

Nays: none

Commissioner Burnham inquired who would train all Ferry District employees on the new system – Mr. Wyrofsky responded that he would. Commissioner Rafferty asked Mr. Wyrofsky if he would be able to do this in addition to all of his other duties – Mr. Wyrofsky replied that he would.

- g. Security Update – Mr. Wyrofsky supplied the Board with three quotes for replacing the locks at all ferry buildings. Mr. Wyrofsky stated that he is unsure as to whether this expenditure is warranted. Ms. Schmid suggested at least placing a lock on the Waiting Room door in light of the previous incident. Commissioner Rafferty asked if there was a list of key holders – Ms. Schmid responded that there was not one in writing but that she could provide one. Commissioner Edwards suggested getting an estimate to replace only the Main Office lock and placing one on the Waiting Room. Commissioner Brooks requested that the locks in any estimate be of a commercial grade.
- h. Part-time Reservationist Update – Ms. Schmid informed the Board that she had cleared the process with Civil Service and that she had posted the notice with a closing date of November 28<sup>th</sup>. Commissioner Brooks inquired as to whether or not the position needs to be filled – the consensus was yes. Commissioner Edwards asked if there was a need to advertise in the Long Island newspaper – Ms. Schmid responded that there was not.
- i. Permanent CEO/Manager Position/Description/Search Process – tabled
- j. Coast Guard Stability Requirement Report – Mark Easter informed the Board that in December, the Ferry District must respond to the new Coast Guard vessel stability requirements in which the average weight of a passenger is raised from 160 pounds to 185 pounds. Mr. Easter explained that this will not affect the number of passengers that the ferries may carry because the ferries are never at capacity with the old weight limit. Commissioner Rafferty asked if the Ferry District had retained a Naval Engineer to do a study – Mr. Easter replied that Chris Melo had been contacted. Mr. Melo suggested that neither the passenger or freight capacities need to be changed. It would be expensive for Mr. Melo to continue the study so Mr. Easter composed a letter to Thomas Waters of the National Marine Safety Center. Mr. Waters gave approval of Mr. Easter’s letter and the amendments it contained. Mr. Easter stated that the letter of approval from Mr. Waters would be submitted to the Coast Guard by December 1<sup>st</sup>. Commissioner Brooks asked if there were 210 life preservers on the vessels – Mr. Easter replied that there are.
- k. MU Munnatawket Bid Opening – The bids were opened and given to Mr. Wyrofsky who will provide a spreadsheet so that all bids may be compared. Three bids were submitted – one by sealed bid and two by e-mail.
- l. Shutters and Sails Condition Letter – Commissioner Brooks read a letter from Laurie Finan the proprietor of Shutter and Sails. Mrs. Finan requests a reduction in her rental fee as she is only able to use the space for six (6) months out of the year due to the inadequate heating system and drafty windows. Mrs. Finan similarly states that her space was now considered “commercial office” space as opposed to “commercial work” space which had caused her rent to be increased. Commissioner Rafferty wants to ensure that all renters are treated fairly and charged

equally – he requested that Mr. Wyrofsky investigate and submit his recommendation. Commissioner Brooks stated that Mrs. Finan was aware of the condition of the building when she moved in. He requested that Mr. Wyrofsky send a letter thanking Mrs. Finan for her correspondence and informing her that the Board will investigate.

- m. CCG Rental Property Requests – Commissioner Brooks explained that this idea has been discussed in the past. Commissioner Edwards asked if Mr. Swaney is willing to pay the going rate as his proposed rate is only a fraction of what is currently being charged. Mr. Wyrofsky will send a letter to Mr. Swaney in response to his request.

### **New Business**

- a. Fishers Island Based Ferry Discussion – tabled
- b. Crack Seal/Paving – New London Terminal – Mark Easter stated that the Board had budgeted \$8,500.00 for such repairs, which he has been told may not be necessary at this time since the parking lot is only seven years old. Mr. Easter submitted three (3) bids for repainting the lines in the parking lot and repairing several cracks. Commissioner Brooks suggested that the sealing is needed every five (5) years. The bids range in price from between \$1,300.00 to \$4,500.00 – Mr. Easter suggested the \$3,000.00 bid. Commissioner Edwards suggested that the reservation lines be painted a different color to clear up some confusion. Upon Commissioner Brook's suggestion the Board approved the lowest bid which was from SuperSeal.  
Moved by Commissioner Burnham  
Seconded by Commissioner Rafferty  
Ayes: all  
Nays: none
- c. The Board approved a resolution to give Catherine Edwards a pay raise at the completion of her probationary period.  
Moved by Commissioner Edwards  
Seconded by Commissioner Rafferty  
Ayes: all  
Nays: none
- d. October 2011 Financials – Mr. Wyrofsky provided a forecast for 2011 and compared revenues and expenditures with those of 2010. Commissioner Rafferty asked if there seemed to be any revenue trends – Mr. Wyrofsky responded that while there seems to a surplus at this time, he believes that this is the result of the timing of projects that were budgeted for in 2011 that will now take place in 2012, i.e. North ramp repairs, MU Munnatawket dry dock, etc. Commissioner Brooks asked about the freight numbers – once again Mr. Wyrofsky expressed his lack of confidence in the numbers at this time but does not believe that the Ferry District will not reach the projected freight budget. Commissioner Brooks asked about the rental income – Mr. Wyrofsky informed the Board that some renters are behind in payment. Any renters who are behind in rent will not be allowed to renew their lease.
- e. Quotes for New Computers – Mr. Wyrofsky submitted quotes for new computer systems – one from Dell and the other from Gateway. Commissioner Edwards asked if this was budgeted for last year – Ms. Schmid responded that it had but the computers had yet to be purchased. The Board approved the purchase of three new computers from Dell at a cost of \$880.00 per unit.  
Moved by Commissioner Burnham

Seconded y Commissioner Edwards

Ayes: all

Nays: none

**Public Comment**

Cookie Edwards requested that the hedge in the parking lot at the New London terminal be cleaned of debris – she suggested that it could be a community service project for the school students. Mark Easter will have this done.

The next meeting is scheduled for Tuesday, December 6, 2011 at 4:30 pm at the Community Center.

The meeting adjourned at 5:17 pm.