



Adopted MEETING MINUTES

December 17, 2025

12:30 PM – 2:30 PM

Community Center & Zoom

Commissioners Present:

K. Stevens, *Chair*
G. Murphy, *Treasurer*
M. Doyen

Staff Present:

J. Theodore, *Operations Supervisor*
C. Panza, *Office Administrator*

S. Malinowski, Secretary was on Zoom
I. Lockey, newly elected Commissioner

The meeting began at 12:37

Congratulations and welcome to Ian Lockey who was elected (35-3) to the Commission on December 9, 2025. His term will begin January 1, 2026.

1. Additions to Agenda

Add Chipper

2. Public Comment

None.

C. Panza prepared and shared onboarding documents for the new Commissioner. I. Lockey will take the book to Town Justice, Louisa Evans and get sworn in. We addressed updates to a resolution regarding brush processing, confirming that the product size would be 3-5 inches and that machine hours would be monitored by Evergreen and 8 hours per day. The team agreed to amend the resolution to include the size range and machine hours specifications.

3. Minutes Adoption:

A motion by G. Murphy to adopt the 12.03.25, 2025 meeting minutes as amended was duly seconded by M. Doyen. On a vote of 4-0, the motion carried. Three commissioners were present for this vote. One was on Zoom.

4. Financials

There was a cyberattack on Southold Town, which delayed tax letters, but G. Murphy reported this should not affect FIWMD's tax revenues. The audit presentation has been deferred to January due to the auditors' scheduling conflict. C.Panza reported that the election workers will be paid.

A motion by G. Murphy to approve the payables of \$56,684.65 plus two weekly payrolls and the transfer of \$70,000 from the investment account to the operating account was duly seconded by M. Doyen. On a vote of 4-0, the motion carried unanimously. Three commissioners were present for this vote. One was on Zoom.

5. Station Report

November's operational report, showed a decrease in cardboard processing from four containers per month in the summer to just one in November. Training has commenced in earnest on the proper functioning of the new compactor. Household organics are up slightly from the same time last year.

The RFP for the improvements and upgrades of the office building is still open.

The ongoing RFP process is challenging. The need to separate repair work from the RFP due to overlapping issues and prevailing wage concerns was discussed. J. Theodore will encourage the two interested entities to specify their bids and potentially reissue the RFP as two separate parts. The group also explored the possibility of using a service contract for emergency repairs and discussed the process for submitting certified payrolls for public works projects. J. Theodore is getting an estimate to repair the waste oil furnace. Replacing the heating system for the rest of the office building with a heat pump system is included in the RFP. Skyline will meet with J. Theodore to re-examine all roofing issues before submitting an estimate for the work. G. Murphy will reach out to the Fishers Island Fund to inquire about a possible grant to install the energy-efficient heat pump system and consider involving an architect for a free heat loss study. The team is making progress reconciling the Town's list of the District's equipment assets. The old chipper was given to the Town under the condition that FIWMD could continue using it. The board will ask the Utility Company to install Fiber Optic at the Compost Station. Google Workspace will be adopted with a phased startup. Decision to keep Wednesday meetings for the first three months of 2024, with the first meeting scheduled for January 7th.

6. Executive Session HR

A motion by G. Murphy to enter the Executive Session to discuss HR matters was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. Four commissioners were present for this vote. The Executive Session began at 2:01. J. Theodore and C. Panza were present.

A motion by G. Murphy to exit the Executive Session was duly seconded by M. Doyen. On a vote of 3–0, the motion carried unanimously. Three out of five Commissioners were present for this vote. The Executive Session ended at 3:28 pm.

S. Malinowski exited the meeting at 2:45.

A motion by G. Murphy to approve a COLA increase of 2.8% to all employees effective January 1, 2026 was duly seconded by M. Doyen. On a vote of 3-0, the motion carried unanimously. Three out of five Commissioners were present for this vote.

A motion by G. Murphy to approve a salary increase for EE# _____ for \$3,250 effective December 21, 2025 was duly seconded by M. Doyen. On a vote of 3-0, the motion carried unanimously. Three out of five Commissioners were present for this vote.

Performance and merit bonuses and wage increases other than COLA will be determined in February 2026.

7. Adjourn

A motion by G. Murphy to adjourn the meeting was duly seconded by M. Doyen. On a vote of 3–0, the motion carried unanimously. Three Commissioners were present for this vote.

The meeting adjourned at 3:45.

Respectfully submitted by,

Sarah Malinowski

December 19, 2025

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