



MEETING MINUTES

Adopted January 7, 2026

12:30 PM – 2:30 PM

Community Center & Zoom

Commissioners Present: K. Stevens, Chair; G. Murphy, *Treasurer*; S. Malinowski, *Secretary*; M. Doyen

Staff Present: J. Theodore, *Operations Manager*; C. Panza, *Operations Administrator*

The meeting began at 12:40

Additions to Agenda

None.

Public Comment

None.

Minutes Adoption:

A motion by G. Murphy to adopt the 12.17.2025 meeting minutes as amended was duly seconded by M. Doyen. On a vote of 4-0, the motion carried. Four commissioners were present for this vote.

Financials

A motion by G. Murphy to approve the payables of \$44,730.63 including two weekly payrolls and the transfer of \$45,000 from the investment account to the operating account was duly seconded by M. Doyen. On a vote of 4-0, the motion carried unanimously. Four commissioners were present for this vote.

Reorganizational Meeting

A motion by G. Murphy to accept the following reorganizational items was duly seconded by M. Doyen. On a vote of 4-0, the motion carried unanimously. Four commissioners were present for this vote.

A. Officer Selection

Chair - Kate Stevens

Secretary - Sarah Malinowski

Treasurer - Gordon Murphy

B. Monthly Meeting and Workshop Dates/Times

1st and 3rd Wednesdays 12:30-2:30 @CC and Zoom

C. Annual Holiday Closings (on a Monday and closed both stations unless otherwise indicated)

See handbook (Memorial Day, Labor Day CS only)

- New Year's Day - Both stations closed Thursday, 1.1.2026
- Martin Luther King Jr. Day - Both stations closed Monday, 1.19.2026
- Presidents' Day - Both stations closed Monday, 2.16.2026
- Memorial Day - Compost Station closed, Transfer Station open 7:30-12:00 Monday, 5.25.2026
- Juneteenth - Both stations closed Friday, 6.19.2026
- Independence Day - Both Stations closed Saturday, 7.4.2026
- Labor Day - Compost Station closed, Transfer Station open 7:30-12:00 Monday, 8.7.2026
- Indigenous Peoples/Columbus Day - Both Stations closed Monday, 10.12.2026
- Veteran's Day - Both Stations closed Wednesday 11.11.2026
- Thanksgiving Day - Both Stations closed Thursday 11.26.2026
- Christmas Day - Both Stations closed Friday 12.25.2026

D. Station Schedules remain the same as 2025

Transfer Station: Monday: 7:30-4pm; Tuesday: 7:30-12noon; Wednesday: 7:30-4pm; Thursday: 7:30-12noon; Friday: 7:30-4pm; Saturday: 7:30-12noon; Sunday: 7:30-12noon.

Compost Station: Monday: 7:30-4pm; Tuesday: 12:30-4pm; Wednesday: 7:30-4pm; Thursday: 12:30-4pm; Friday: 7:30-4pm; Saturday: 12:30-4pm; Sunday: Closed.

E. Legal Notices will be published:
The Day
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

G. Insurance
Liability and Property: Brown & Brown
Health Insurance: Brown & Brown
Disability + Worker's Comp: Brown & Brown
Directors & Officers

I. Accounting
Accounting Consultant: Hoyt, Fillipetti, Malaghan LLC (HFM)
Auditors: Cullen & Danowski, LLP

Forensic Accounting: Capalbo, Mather, Dougherty (CMD)

J. Consultants/Contractors

Compost: Jayne Merner as needed/hourly

IT: Dynamic Alliance

Testing Agency: PW Grosser

L. The Following Guiding Documents will be on the agenda each month until they have been reviewed and updated:

Governing Policies

Mission Statement

Guiding Principles

Strategic Plan 2026-2027

M. The Facilities Committee and Nominating Committee will be on the agenda for the foreseeable future.

N. Review of the 2027 Employee Handbook will be on the agenda each month until it is reviewed for possible updates. C. Panza will keep the Commission aware of any policy and procedure changes.

A motion by G. Murphy to enter the Executive Session at 1:59pm to discuss HR matters was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. Four commissioners were present for this vote. 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 4–0, the motion carried unanimously. Four out of five Commissioners were present for this vote.

A motion by G. Murphy to adjourn the meeting was duly seconded by M. Doyen. On a vote of 4–0, the motion carried unanimously. Four Commissioners were present for this vote.

The meeting adjourned at 3:20pm.

Respectfully submitted by,

Sarah Malinowski

January 8, 2025

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

NEXT STEPS:

1. Cathy input employee #62 in 12.17.25 minutes
2. 2 Days after each meeting, Cathy will send out a notice to commissioners telling them that the draft minutes and draft agenda are in the meeting folder.
3. By the Friday before meetings, Cathy will complete populating the meeting folder and send a reminder to the commissioners to review the folder.

4. Cathy will update the contact list with the expiration dates of commissioners.
5. All commissioners are reminded to review and comment on the Employee Handbook to be reviewed by NFC and accepted as the correct version for 2026 at the 3.18.26.
6. All commissioners review and update for acceptance at the 3.18.26 meeting the governing docs drafted by the subcommittee and NFC and strategic plan by the subcommittee.
7. Sarah to report on the facilities committee at the 1.21.26 meeting.
8. **Board to consider** including registered FI voters who are non-resident taxpayers in our pool for potential board members.
9. Josh to set up a meeting with John (and others as needed) to discuss Google Works email set up, bridge work, camera locations and fiber installation at the stations and report at 1.21.26 meeting.
10. Gordon will put Josh in touch with Carol Murphy regarding prevailing wage protocol.
11. Josh to speak with Geb and report at 1.21.26 meeting regarding prevailing wage **protocols**.
12. Josh and/or Cathy to restart the process of getting quotes from BD
13. Cathy to report at 1.21.26 on the plan for mid-year policy and procedure updates to the Handbook.
14. Gordon/Cathy to resolve issues regarding correct version of accounting/audit files and RightWorks access.
15. Gordon/Cathy to produce year-to-date P&L with both budget v actual and balance sheet for the second meeting of each month; beginning 1.21.26
16. Mere/Sarah report on nominating committee work at 1.21.26