



Adopted MEETING MINUTES

January 21, 2026

12:30 PM – 2:30 PM

Community Center & Zoom Commissioners Present: K. Stevens, Chair; G. Murphy, *Treasurer*; S. Malinowski, *Secretary*; M. Doyen; I. Lockey

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

Member of the Public: B. Evans

The meeting began at 12:31

Additions to Agenda:

Facilities Committee; Reduce Plastic Waste Committee

Public Comment:

B. Evans asked that the Budget be shared on the website and suggested ways the District could improve its Budget process, and thought our maintenance numbers were high. K. Stevens explained that the budget had increased because of the need to address a backlog of deferred maintenance on equipment and facilities, rising costs generally, including healthcare, and the end of the practice, used for several years, of keeping budget increases low by drawing down the fund. B. Evans asked about the timeline of the cardboard compactor install. It was explained that it was ordered last winter with a spring install date, but was not able to be installed until the fall due to vendor delays.

B. Evans suggested several ways the District could improve its firewood-for-warmth program, including ways we could increase our supply, season the wood, and locate what's available in a more convenient place. K. Stevens shared a related conversation with a community member who liked that they get a return for their tax dollars through the free Compost, Firewood, and Mulch Program. They had suggested offering a certain amount for free and after that charging. How to ensure firewood is available for both year-round and seasonal use was discussed. It was generally agreed that the District wants to provide firewood to both year-round and seasonal residents, and will process the wood it receives but not actively encourage more wood being brought to the station for cost and environmental reasons. A community member called to request an annual shredding event and was told we are only able to fill up 1/2 the truck when it comes every other year. The next shredding event will be in the summer of 2027.

Minutes Adoption:

A motion by G. Murphy to adopt the 01.07.2025 meeting minutes as amended was duly seconded by M. Doyen. On a vote of 5-0, the motion carried. Five commissioners were present for this vote.

Financials:

A motion by G. Murphy to approve the payables of \$65,037.43 including two weekly payrolls and to transfer of \$65,000 from the investment account to the operating account was duly seconded by M. Doyen. On a vote of 5-0, the motion carried unanimously. Five commissioners were present for this vote. C. Panza shared a balance Sheet as of Dec. 31, 2025. And the 2025 Budget v Actual 2025 P&L and the 2024 & 2025 P&L comparison reports.

Feral Cat Situation. M. Doyen summarized a lengthy conversation with T. Sargent of the Conservancy. A funded position of Feral Cat Coordinator, who will capture and organize the neutering of all feral cats was discussed. M. Doyen will work with K.Peterson to determine who will organize, who will help, what are the responsibilities of community members and Waste Management. The feral cat problem is island-wide. M. Doyen will look for a feral cat specialist to speak at an ICB meeting.

SCRRRA: J. Theodore to reach out to SCRRRA leadership about attending the monthly SCRRRA meeting. Find out how we can participate in spite of being from NY.

Dynamic Alliance/Google works and IT upgrades: J. Theodore gave a progress report on work with Dynamic Alliance. Reviewed number of accounts for employees/commissioners/general email account. J. Cochran plans to make a site visit to finalize, fiber optic routing, and IT security and performance upgrades, including scouting camera placement.

Audit: Auditors C. Reino and J. Seminario of Cullen & Danowski, LLP reviewed their process with the commissioners. The 2023 audit is complete with no material weaknesses identified. Goal to complete 2024 audit quickly and proceed immediately to 2025. Capital assets need reconciliation with town records.

Collecting boat shrink wrap: Noted current practice of putting shrink wrap in bulky waste is not ideal. Identified three main sources of shrink wrap on the island: Pirate's Cove, Hay Harbor, and Yacht Club Discussed need to develop proper disposal policy with Casella.

Committees: S.Malinowski suggested activating three committees: Facilities Committee, Reduce Plastic Water Bottle Waste Committee, and Native Buffer Committee to broaden participation.

Building Improvement Updates: Still working on getting proposals for the roof and hvac upgrades which is difficult due to bandwidth of local contractors and the prevailing wage requirement. Meanwhile J. Theodore reported that the existing oil-fired furnace has stopped working. Discussion about doing a strategic repair of the existing system, if possible, but if necessary to proceed with having the new system installed asap.

Resolution: A motion by M. Doyen to solve our lack of heat emergency as soon as possible was duly seconded by G. Murphy. On a vote of 5–0, the motion carried unanimously. Five commissioners were present for this vote. **J. Theodore is to secure a contractor to install a mini split system ASAP.** M. Doyen and G. Murphy will drop off electric radiators now.

A motion by M. Doyen to enter the Executive Session at 2:38 pm to discuss HR matters was duly seconded by G Murphy. On a vote of 5–0, the motion carried unanimously. Five commissioners were present for this vote. J. Theodore and C. Panza were present.

A motion by G. Murphy to exit the Executive Session at 3:17 was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. Five Commissioners were present for this vote.

A motion by I. Lockey to adjourn the meeting was duly seconded by M. Doyen. On a vote of 5–0, the motion carried unanimously. Five Commissioners were present for this vote. The meeting adjourned at 3:20 pm.

Respectfully submitted by,
Sarah Malinowski
January 29, 2025

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