



Adopted MEETING MINUTES

February 4, 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*

The meeting began at 12:36

Additions to Agenda: None

Public Comment: None

Minutes Adoption:

A motion by M. Doyen to adopt the Oct. 1, 2025, October 22, 2025, and the January 21, 2026 meeting minutes as amended was duly seconded by G. Murphy. 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 \$18,777.12, including two weekly payrolls and a transfer of \$34,000 from the investment account to the operating account was duly seconded by I. Lockey. On a vote of 5-0 the motion carried unanimously. Five commissioners were present for this vote. 2024 Audit underway—Cullen & Danowski, LLP accessed accounts via RightWorks and work is progressing.

Insurance Consolidation: We've successfully consolidated insurance from four different brokerages into a single relationship with Brown and Brown. This consolidated approach provides one contact number and will generate a single comprehensive summary.

Operations

Commission reviewed J.Theodore's developing 2026 calendar with key deadlines and tasks. DEC and LSWMP update deadlines to be the same month - March. Landfill mowing to be added (March timing around bird nesting). Seasonal hiring schedule - Commission approved posting for summer interns—worked well last year with positive community feedback.

Fiber-optic connections throughout the stations are in the works.

Google Works/Dynamic Alliance Update: K. Stevens will contact J. Cochran.

Grinding operations postponed until the daily temperature is above 32 degrees. The daily rate is approximately \$8,000 per day, making close supervision a necessity. J. Theodore will assign a team member to monitor and help Running Brook Farm with grinding.

Committee Reports:

Boat Shrink Wrap - J. Theodore is working with D. Zimmerman, of Casella to set up a program for capturing all the shrink-wrap from boats in winter storage each spring. The program will target three major locations: Pirates Cove (number one priority), Yacht Club, and Hay Harbor. FIWMD has backup containers available if needed to start collecting immediately. Plan includes community outreach via Fishnet and summer box holder mailing. The material will likely be collected in containers and transported to Casella for recycling.

Feral Cat Program: M. Doyen suggested creating island-wide education program (similar to seagrass management). Program would focus on "keep cats inside" education plus trap-neuter-return for feral population. Some cats at district facilities are semi-domesticated and potentially adoptable—could work with New Hampshire sanctuary. This program needs conservancy leadership to move forward effectively. FIWMD wants to help and participate, but not lead this program. G. Murphy will determine if feral cats are on the Conservancy agenda for 2.7.2026 meeting. Setting a deadline for relocating the feral cat feeding station was discussed. A community member has offered to write a profile about adopting cats from the island as a positive story.

Battery drop-off program: J. Theodore will assign either E. Meggs or J. Bernier to develop and implement battery recycling program. The program will accept both alkaline household batteries and lithium batteries at both transfer station and compost facility. Lithium batteries require special handling—must be taped and packaged for shipping through recycling program. SCRRRA guidelines indicate household batteries (AA, AAA, C, D) can go in regular trash, but district wants to offer recycling options. Plan should include clear signage and collection buckets at both locations with separation for different battery types. Staff will handle sorting and periodic collection for proper disposal. Car batteries not included—currently, those can be recycled through the Mobil Station.

Interior painting is almost done. Attendant stations look fantastic. There was a discussion of following up the previous mold testing with a professional service. J. Theodore will contact L. Mwroka about which company Walsh Park is using in order to tag team with them.

HVAC proposals are being evaluated— The RFP called for retaining the waste oil not replacing with propane so we are waiting for a follow up. Commission consensus is to keep waste oil heating for shop as it uses a free fuel source. Electrical upgrades likely required regardless of system chosen. Also waiting on an additional proposal from J. liu and LaFleche.

Hazardous Waste Day: J. Theodore will arrange 2026 Hazardous Waste Day for **July 25th** (first choice because of summer season crossover) or **July 18th** (backup). Saturday timing historically works well for community participation. FIWMD pays upfront and gets reimbursed through the DEC grant program. C. Panza, FIWMD business office administrator, will ensure we are pre-registered on the grant platform.

Strategic Plan Update. The current strategic plan from 2022-2023 needs updating. Many items have been accomplished. Outstanding items include: broadening board eligibility, improving food scrap program, data

management, public outreach, social media, training access, grant pursuit, pay-per-bag system, scale, textile recycling, compost expansion, local hauler service, construction debris deconstruction, glass crusher, soft plastic collection. The updated plan will be included in this year's LSWMP. Focus on programs and education and connecting with our community. Textiles. 2/18 meeting dedicated to Strategic Plan and LSWMP update. Please review the Governing Docs, in the 2.18.26 folder and share any edits prior to 2.18 meeting. DEC annual report is due **March 1st**—J. Theodore will start working on it next week and schedule meeting with G. Murphy and K. Stevens.

Commission agreed to focus next meeting entirely on strategic planning with no other agenda items except routine finance.

A motion by G. Murphy to go into executive session at 2:20 for HR to discuss employee letters was duly seconded by I. Lockey. On a vote of 5-0, the motion carried. Five commissioners were present for this vote.

A motion by G. Murphy to leave executive session at 2:40 was duly seconded by I. Lockey. On a vote of 5-0, the motion carried. Five commissioners were present for this vote.

A motion by I. Lockey to adjourn at 2:50 was duly seconded by G. Murphy. On a vote of 5-0, the motion carried. Five commissioners were present for this vote.

Respectfully submitted by,
Sarah Malinowski
January 8, 2025

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

February 18, 2026 Meeting will be dedicated to Strategic Plan and LSWMP updates.