



WORKING SESSION MINUTES ADOPTED

June 24, 2026

Community Center & Zoom

Commissioners Present: K. Stevens, *Chair*; S. Malinowski, *Secretary*; M. Doyen *Vice-Chair + Treasurer*;

Staff Present: C. Panza, *Business Office Administrator*

The meeting began at 12:40.

1. **Additions to the Agenda:** Solar Field Update; Insurance Renewal; Berm & Invasive Species
2. **Public Comment:** G. Murphy asked for our 2024 Audit Completion date.
3. **Minutes**
4. **Business Office Administrator's Report**

Audit. Board pushed to lock a firm handover date. Goal is to close 2024 cleanly and get ahead of 2025.

Warrant & Payroll.

A motion by M. Doyen to approve the payables of \$81,000 and to transfer \$81,000 from the investment to the operating account was duly seconded by S. Malinowski. On a vote of 3-0, the motion carried.

QuickBooks Migration Cleanup Ongoing, the Board recommended keeping main categories stable, treating subcategory refinements as a lower-priority parallel exercise.

Budget vs. Actuals & Treasurer Onboarding. The first budget meeting is set for July 22.

Insurance Renewal. Renewal documents are being collected for Board review.

5. Reports

Solar Field. Moving forward with change of zone requests, test pits, off-taker agreement discussions, and grid planning.

IT, Cameras & Computers. Close to wrapping up the upgrades.

Hazardous Waste Day. Paperwork was submitted. Event runs 8 AM–12 PM at the Transfer Station, which will be closed to regular drop-offs that day. J. Theodore is coordinating with MXI to confirm logistics.

Berm & Invasive Species. Former Commissioner, Tryn Collins offered to provide a proposal for 3–5 year phased vegetation-management plan covering existing trees, removal priorities, and year-by-year steps. The need for a review of knotweed processing was raised.

Bottled Water Initiative. Staff and two commissioners toured the water company facilities, recognized need to promote the facts about water quality on island in order to dispel dependence on bottled water.

6. Executive Session

A motion by S. Malinowski to adjourn to executive session at 1:53 pm to discuss human resources (HR) was duly seconded by M. Doyen. On a vote of 3-0, the motion carried.

A motion by S. Malinowski to adjourn from executive session and return to public session was duly seconded by M. Doyen. On a vote of 3–0, the motion carried.

The meeting adjourned at 2:35

Respectfully Submitted by,
Kate Stevens
July 6, 2026

These minutes were generated using AI and then edited. All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.

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