FISHERS ISLAND Waste Management DISTRICT
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MEETING MINUTES ADOPTED
July 8, 2026
Community Center & Zoom

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

Staff Present: J. Theodore, *Operations Supervisor;* C. Panza, *Business Office Administrator*

The meeting began at 12:35

1. Additions to the Agenda:

2. Public Comment: None

3. Minutes: A motion to approve the amended June 3, 2026 Minutes and the June 24, 2026 Minutes was duly made by S. Malinowski and seconded by M. Doyen. On a vote of 4-0 the motion carried.

4. Business Office Report

Warrant. A motion by I. Lockey to approve the warrant in the amount of $40,573.35, with a transfer of $41,000, was duly seconded by S. Malinowski. On a vote of 4-0 the motion carried.

2024 Audit. All requested materials have been submitted. The 2025 audit contract will not be issued until the 2024 audit closes. Suggestion to start prepping for 2025 now, since the deliverables will mirror 2024.

QuickBooks Migration. Some transactions from the May migration were auto-categorized incorrectly and have been reviewed and recategorized. C. Panza and J. Theodore will tighten subcategories so future budget-to-actual comparisons are more meaningful.

Budget Planning & Reporting. The budget draft is due to the town September 15. The working budget meeting is July 22 (workshop format — warrant plus budget, no full manager's report), and the public budget meeting is tentatively August 26. C. Panza will circulate three draft report formats beforehand:

- Year-to-date budget vs. actual through June 30
- Rolling 12-month total, compared to the same prior-year period — useful for spending trends and seasonality, but not directly comparable to an annual budget since it blends two fiscal years
- 2025 budget vs. 2025 actual

Insurance Renewals. Health (UnitedHealthcare), dental (Delta), and life (Principal) all renew August 1, with roughly a 10% increase expected across the board. Brown & Brown is assembling the renewal paperwork; C. Panza will have it ready for a Board vote at the July 22 meeting.

HFM Accounting Services. The primary need is help with outstanding New York State tax credits not fully applied after last summer's work. The Board agreed to keep the relationship as-needed for now, with audit support as the main use case, and to reassess after year-end. HFM holds a QuickBooks Online license through the account and can access it directly; staff was encouraged to reach out for support with QB migration to HFM as well as use QuickBooks' help tool.

5. Manager's Report

IT Upgrade. J. Theodore will schedule a call to obtain a full accounting of work completed, cost to date, and remaining scope. Computers still need to be purchased (basic laptops run about $400).

Operations. CWPM delivered the wrong container — two loose bottles-and-cans containers instead of a compactor, both already full going into a holiday weekend. The correct compactor is scheduled to return the next day; in the interim staff are moving bottles and cans outside and bagging overflow to keep it out of MSW. The backhoe has a small hydraulic line leak, and the compost site chute rusted off and fell, breaking the last remaining fence post. The equipment tech is scheduled Monday, July 27.

Compost Program. Food scrap volume is up sharply — June ran roughly 1,650–2,000 lbs ahead of last year, and the first week of July is more than double the same period in the prior two years. Staff are pre-building nests before large drop-offs so material can be dumped directly without handling, which is working well. The gray bucket phase-out is underway: bag liners have been discontinued in favor of wood chips, with bags eliminated entirely. Additional compost rows will likely be needed next year at the current pace.

Wood & Brush Management. A potential third-party processor visited the site and will quote on firewood processing and possibly brush. Old stumps and irregular chunks that cannot go through a splitter are accumulating beyond the berm's capacity, and shipping that material off-island may be more practical than processing it here. The group suggested adding a third budget category, “ship off,” alongside grinding and firewood. The Board also raised whether large stumps brought in by residents are priced high enough to cover disposal, and whether they should be accepted at all. J. Theodore will contact C. Aiello, FI Fire Chief, to request a site visit to discuss fire preparedness protocols.

Hazardous Waste Day. Hazardous waste day is July 18, 9:00 AM–1:00 PM at the transfer station. Both the Transfer Station and Compost Site will be closed for the full day; sandwich board signs have arrived and will be used to advertise the event and the closure. All full-time staff will be on site, and J. Theodore will also assist the school with its hazmat pickup. Two of roughly six or seven commercial entities contacted have responded to the vendor registration outreach.

6. Other Reports

Knotweed & Invasives. Tyler McMahon, the lead of the Conservancy’s Fishers Island Research and Survey Team (FIRST), walked the site and will write up a removal plan; meaningful control is a roughly 2–3 year effort. He recommended relocating the current knotweed pile, which sits too close to the wilderness area, into an existing wood bunker for containment. The group is open to composting invasives on site at high temperatures rather than bagging and shipping, using the bunker as a mixing vessel. Tyler offered to help write a DEC grant application to fund an invasives program, consistent with what DEC has funded previously. Tryn Collins is developing a broader site proposal covering the berm and roadway and suggested aligning with the Conservancy's approach on knotweed removal.

Textiles Program. Several community members have pushed to revive and formalize the prior pilot program. The main gap is getting textiles off the island, so staff will look into companies that place and collect textile bins, including ferry logistics. Launching a textiles program is a commitment in the local solid waste management plan.

7. Executive Session

A motion by M. Doyen to adjourn to executive session at 2:04 pm to discuss human resources (HR) was duly seconded by I. Lockey. On a vote of 4-0, the motion carried.

A motion by I. Lockey to adjourn from executive session and return to public session was duly seconded by M. Doyen. On a vote of 4–0, the motion carried.

The meeting adjourned at 2:18.

Respectfully Submitted by,

Kate Stevens

July 22, 2026

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