



Memorandum

DATE: April 1, 2010

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, General Manager

SUBJECT: **Agenda for the Budget Workshop and Finance Committee Meeting**

There is a **Budget Workshop** and Finance Committee Meeting scheduled for **Thursday, April 8, 2010 at 3:00 p.m.** at ecomaine's Waste-to-Energy facility. The agenda for this meeting is as follows:

1. Approval of the January 14, 2010 Finance Committee Meeting Minutes (*Attachment A*)
2. Budget Workshop: Review of FY '11 Budget Proposal & 5-Year Financial Plan (*if you require a copy of the Budget Proposal, please contact Lynne Trufant at 773-1738*)
3. Other Items
4. Future Meetings:
 - Audit Committee Meeting: Thursday, April 15th @ 3:00PM.
(*immediately preceding Board Mtg.*)
 - Full Board Meeting: Thursday, April 15th @ 4:00PM.
 - Recycling Committee Meeting: Wednesday, May 5th @ 4:00PM.
 - Executive Committee Meeting: Thursday, May 20th @ 4:00PM.
 - Recycling Committee Meeting: Wednesday, June 2nd @ 4:00PM.
 - Annual Meeting: Thursday, June 17th @ 11:30AM.

The Finance Committee may wish to go into Executive Session for any of the above items under Section 405 of Title 1 of the Maine Revised Statutes ([per the following legislative website: http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html](http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html)).

Owner Communities

Bridgton
Cape Elizabeth
Casco
Cumberland
Falmouth
Freeport
Gorham
Gray
Harrison
Hollis
Limington
Lyman
North Yarmouth
Ogunquit
Portland
Pownal
Scarborough
South Portland
Waterboro
Windham
Yarmouth

Associate Members

Baldwin
Hiram
Naples
Parsonsfield
Porter
Saco
Standish

Recycling Members

Andover
Cornish
Monmouth
Poland
Sanford

DATE: January 15, 2010
TO: Chair and Members of the Finance Committee
FROM: Kevin H. Roche, General Manager
SUBJECT: Minutes of January 14, 2010 **ecomaine** Finance Committee Meeting

The Finance Committee of **ecomaine** met on Thursday, January 14, 2010, at the Waste-to-Energy facility. The meeting was called to order at 4:00PM.

There were nine items on the Agenda:

1. Approval of 11/02/09 Finance Committee Meeting minutes
2. Review of December Financial Statements
3. Review of Capital Expenditures
4. Proposal for Term Loan and Line of Credit
5. 2011 Budget Schedule
6. Status of Bonds
7. Status of Accounts Receivable
8. Other Items – **ecomaine** outlook and perspectives from Board Members
9. Future Meetings

Item #1 – Approval of the 11/02/09 Finance Committee Meeting Minutes

Mr. Miller moved that **the Finance Committee hereby approve the minutes of the November 2, 2009 Finance Committee meeting as presented.** The motion was seconded by Mr. Van Gaasbeek and passed with a unanimous vote of the Committee.

Item #2 – Review of December Financial Statements

The first handout – *ecomaine Statement of Revenue and Expenses for the month ended December 31, 2009 and ecomaine Statement of Revenue and Expenses for the six months ending December 31, 2009* – was reviewed. It was noted that Total Revenue less Expenses is overall positive, versus the budget, by \$3 million dollars.

Mr. Roche stated that **ecomaine** has returned to paying for recyclables.

The second handout of the evening was the *ecomaine Statement of Revenue and Expenses, December 31, 2008 and 2009*. Mr. Doane explained that the 2008 figures were converted into accrual form and then compared to 2009. The largest change in Total Operating Expenses was Waste-to-Energy. Net Operating Income is a positive variance to the prior year.

The third handout was the detailed Balance Sheet *for the six months ending December 31, 2009*.

Mr. McGovern, Finance Committee Chair, requested that the committee should review the “designated reserve balances” later this year to determine if any should be eliminated and funds transferred into an undesignated category.

Item #3 – Review of Capital Expenditures

Mr. Roche went over the fourth handout, *FY’ 2010 Capital Projects Budget*, in detail.

Item #4 – Proposal for Term Loan and Line of Credit

Mr. Roche noted that it is his understanding that all but one **ecomaine** Board Member will be in attendance at the January 21, 2010 **ecomaine** Board Meeting. At this meeting, the Board will vote on whether or not to authorize **ecomaine** to enter into a \$1 million Term Loan and a \$3 million Revolving Line of Credit.

Mr. Cole made a motion that the Finance Committee recommends to the Board the adoption of the “resolution authorizing ecomaine to enter into a term loan and a revolving line of credit”. Mr. Van Gaasbeek seconded the motion.

Mr. Cole also requested that the sunset of term loans become a Finance Committee Agenda item for review approximately every six months.

It was noted that the Revolving Line of Credit would need approval from the Executive Committee.

A vote was then taken and the motion passed with a unanimous vote of the Committee.

Item #5 – 2011 Budget Schedule

Mr. Cole requested that the Finance Budget Workshop on April 8th be moved from 4:00PM to 3:00PM to avoid a scheduling conflict. All Committee members were in agreement.

Item #6 – Status of Bonds

The Committee reviewed the outstanding debt and repayment schedule.

Item #7 – Status of Accounts Receivable

Per the fifth handout, *ecomaine Accounts Receivable as of December 31, 2009*, Mr. Doane noted that Diane Doane is doing a good job of collecting receivables and balances have been reduced.

Item # 8 – Other Items – ecomaine outlook and perspectives from Board Members

Mr. Auden passed around the sixth and last handout of the meeting; a graph titled “*Debt in the United States, 2000-2009 (Cumulative)*” and gave a brief presentation of what this data represents.

Mr. McGovern then thanked Mr. Auden for his presentation and asked those assembled for any other thoughts.

There was a brief discussion of the effects a new solid waste plant might have on **ecomaine** if built nearby.

Item #9 – Future Meetings

- Recycling Committee: *Wednesday*, February 3rd @ 4:00PM.
- Full Board Meeting: Thursday, January 21st @ 4:00PM.
- Audit Committee: Thursday, February 18th @ 3:00PM.
- Executive Committee: Thursday, February 18th @ 4:00PM.
- Recycling Committee: *for March, tba.*
- Finance Committee: Thursday, March 4th @ 4:00PM.
- Full Board Meeting: Thursday, March 18th @ 4:00PM.
- Budget Workshop: Thursday, April 8th @ 3:00PM.
- Full Board Meeting: Thursday, April 15th @ 4:00PM.

Mr. Miller then made a motion to adjourn the meeting. The motion was seconded by Mr. Van Gaasbeek and all were in favor. The meeting adjourned at 5:30PM.

PRESENT:

E. Auden
D. Cole
M. McGovern
J. Miller
R. Regier
M. St. Clair
L. Van Gaasbeek

ABSENT:

S. McGinty

Staff: E. Doane, S. Dunn, K. Roche, Kevin Trytek and L. Trufant.