

**ecomaine**  
Memorandum

**DATE:** March 7, 2019  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Executive Committee Meeting Minutes – February 14, 2019

There was an Executive Committee Meeting held on the date noted above. The meeting was called to order by Matthew Frank, Chairmen.

**Item #1:** Approval of the Minutes

Dave Morton motioned to accept the minutes as written. The motion was seconded by Linda Boudreau. All in favor.

**Item #2:** Outreach & Recycling Committee – Caleb Hemphill, Chair

Kevin Roche reported out for Caleb Hemphill, Chair that the Outreach & Recycling Committee last met on January 24, 2019 and provided the following recap:

- The committee reviewed updated metrics and social media engagement.
- Staff received 19 nominations for eco-Excellence the committee will review the nominations at our next meeting.
- **ecomaine** held 2 education sessions the 1<sup>st</sup> session was held on January 29 and the 2<sup>nd</sup> session was on February 7, 2019.
- **ecomaine** hosted a Legislative Breakfast on January 25, 2019.
- Staff attended the introductory sessions for the Environment & Natural Resource Committee and the Energy, Utilities and Technology Committee on January 23<sup>rd</sup> & January 29<sup>th</sup> at the State Capital in Augusta.

**Upcoming:**

- Recycling is a Work of Art contest will continue accepting submissions thru February 27, 2019
- eco-Excellence Awards Ceremony – March 26, 2019.
- Earth Day – April 22<sup>nd</sup>, 2019 – please let staff know if you'd like them to present in your community.

The next meeting of the Outreach & Recycling Committee is March 7<sup>th</sup>, 2019 at 4pm.

All are welcome to attend.

**Item # 3:** Finance & Audit Committee– Bill Shane, Vice Chair

Bill reported that the Finance & Audit Committee last met on January 17<sup>th</sup>, 2019

and reported out to the Full Board on that same day. The committee reviewed and discussed the following items:

- Bill reviewed Cash Disbursements with staff and found no issues.
- The committee reviewed the report from the Auditors and found that management completed the month end closing, reconciliation of aged accounts and the reconciliation of the landfill liability account.
- The committee reviewed with staff year to date financial statements.
- The committee reviewed the current Investment Portfolio along with the policy, goals, cash balances and allocation for each account.

The next meeting of the Finance & Audit Committee is scheduled for April 4, 2019. The Agenda will include the FY 20 Budget. All are welcome and encouraged to attend.

**Item# 4: Managers Report**

Kevin Roche reported out to the Executive Committee on the following:

- Reviewed and discussed the year to date Financial Statements for FY 19.
- Briefed the committee on contamination & recycling markets.
- Provided an update on current bills LD 334 & LD 988.
- Kevin provided an update on staff efforts in securing a Fire Detection & Prevention System. Staff has a completed proposal from Johnson's Control on the cost of the project for FY 20. Staff has identified capital projects for FY 19 that will not be executed totaling \$450,000. Staff is requesting latitude to expend funding on capital projects from FY 19 for the Fire Detection and Prevention System in FY 19 and move capital projects identified for FY 19 to FY 20.
- There was a question & answer period.

David Morton motioned to authorize staff to proceed with the Fire Detection and Prevention project in FY 19 and to move capital improvement projects identified for FY 19 to FY 20 (Recycling & WTE Capital Projects). The motion was second by Linda Boudreau. All in favor.

David Morton motioned to adjourn. The motion was seconded by Caleb Hemphill. All in favor.

**Present:**

Linda Boudreau, Anne Bilodeau, Matthew Frank, Jamie Garvin, Caleb Hemphill, Troy Moon, Dave Morton, Bill Shane & Mike Shaw

**Staff:**

Matt Baum, Matt Grondin Don Hebert, Denise Mungen, Kevin Roche & Kevin Trytek