



## Memorandum

**DATE:** April 28, 2020  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Full Board of Directors Meeting Minutes – April 9, 2020

There was a Full Board of Directors Meeting held on the date noted above. The meeting was held via Zoom Video Conferencing. The meeting was called to order by Vice Chairman Mike Shaw.

### Roll Call of Members

**Present:** Dennis Abbott, Anne Bilodeau, Linda Boudreau, Christopher Branch, Heather Brown, Kate Bruzgo, Dave Durrell, Matthew Frank, Jamie Garvin, James Hager, Caleb Hemphill, Greg L'Heureux, Troy Moon, Rod Regier, Heidi Richards, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood

Vice Chairman Shaw requested a change in the order of the agenda, seeing no objections the meeting began with a review from Kevin Roche on the Solar Project.

### Item: # 2: Landfill Solar Project:

Kevin Roche reviewed the summary provided by CES on the Landfill Solar Project. The review consisted of the assessment performed by CES on the site evaluation at **ecomaine** Landfill properties. The review included a recommendation for possible site development of the project. There was a lengthy discussion.

There was a question & answer period with information provided by Charles Agnew, Director of Energy Services at CES. Areas of discussion included the following:

- Scope of the Project.
- Assessment of properties and value to the project.
- Prospective Developer – EDF Renewables.
- Renewable Credits, Legislation & Net Savings.
- Lease agreements, maintenance & long-term maintenance responsibility.
- Contractual language.

This information was also provided in a summary to the Full Board.

After and lengthy discussion, Matthew Frank motioned to direct staff to move forward with negotiations with the condition that **ecomaine** will not be negatively impacted by the agreement. The motion was second by Mike Shaw. All in favor.

**Item # 3: Update on COVID 19 as it relates to ecomaine**

Kevin Roche briefed the board on the actions taken to date in managing the COVID 19 pandemic at **ecomaine**.

**Item #4: Outreach & Recycling Committee Report – Caleb Hemphill, Chair**

Caleb reported that the committee last met on February 13, 2020 and provided the following highlights:

**Recycling & Outreach Highlights:**

- eco-Excellence – 19 Awards were presented at the March 10, 2020 Ceremony.
- Students, teachers, and other outstanding individuals were awarded. Approximately 65 attendees at the event.
- Upcycle2020 & Recycling is a Work of Art Contest are postponed until later this month.
- Educational Outreach reached 50,065 people through March of 2020.

Although **ecomaine** has suspended in person education, we continue to provide remote educational opportunities for all ages at home.

Next meeting for the Outreach & Recycling Committee is scheduled for May 28, 2020 @ 4pm. All are invited.

**Item #5: Finance & Audit Committee Report – Erik Street, Chair**

The Finance & Audit Committee last met on November 21, 2019 and reported out to the Full Board on that date. The committee also provided a recap on February 13<sup>th</sup>, 2020 to the Executive Committee.

As reported in February, the Auditor Selection Sub-Committee met with representatives from three CPA firms to evaluate and select an auditor for the FY 20 audit. After meeting with the firms, the Sub-Committee selected Runyon, Kernsteen & Ouellette for FY 20 audit.

**Cash Disbursements**

In preparation for this meeting I reviewed the cash disbursements with staff on April 8, 2020 and found no issues or concerns to report.

Next Meeting – May 21, 2020. The agenda will include the following:

- Presentation from RKO for the FY 20 audit
- FY 20 Year to Date Financials

All are encouraged to attend.

**Item #6:      Presentation & Review: Proposed Budget FY 21**

Kevin Roche presented the proposed budget for FY 21. There was a discussion on the budget. KR encouraged board members to reach out if they had questions or concerns. The Budget vote is expected to be on the May 21<sup>st</sup> Full Board of Directors Meeting agenda.

**Item#7:      Manager's Report**

Kevin Roche provided a brief update on the recycling market. He also provided an update on the support of legislators on LD 988. This summer the legislators may have a special session to include LD 988 getting back on the table.

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

Matthew Frank motioned to approve the minutes from the Board of Directors Meeting held on October 17, 2019. Linda Boudreau second the motion.

**Roll Call:**      All in Favor.

Dave Durrell motioned to adjourn. The motion was second by Troy Moon. All in favor.

**Guest:**

Charles Agnew

**Staff:**

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