



## Memorandum

**DATE:** April 3, 2018  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Board of Directors Minutes – March 15, 2018

There was a **Full Board of Directors Meeting** held on the date noted above. The meeting was called to order by Troy Moon, Chairman.

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

Maxine Beecher motioned to accept the minutes as written. The motion was seconded by Mike Shaw. All in favor.

**Item #2:** Outreach & Recycling Committee Report – Troy Moon for Caleb Hemphill

The eco-Excellence Award Ceremony was held on March 6, 2018. The committee awarded 18 winners and the event was well attended.

Advertising efforts are underway with WPXT.

Recruitment efforts are ongoing for the Communication Manager; interviews are scheduled for late March.

**Item # 3:** Finance Committee Report, Mike Shaw, Chair

Finance Committee last met in a joint session with the Audit Committee on January 18, 2018.

The committee was briefed by staff and reviewed documents from our Auditors (RKO) and our Attorney's from Jensen Baird Gardner & Henry on the merging of the Finance & Audit committees. It is the recommendation of the committees that they be merged into one committee.

**Amendment 2<sup>nd</sup> Reading of the Cash Reserve & Investment Policy**

The Chairman asked if there were any comments or concerns and with none, he requested a motion to amend the policy.

Mike Shaw motioned to amend the Cash Reserve and Investment Policy to remove investment limitation of equities (1/3 of total investments) from the policy.

Bill Shane asked Matthew Frank Vice Chairmen to provide the board with an overview of the recommended changes to the investment policy. Upon completion of the overview, the motion was seconded by Bill Shane. The motion was unanimously approved.

**Item # 4:      **Presentation of the Budget FY 19****

Kevin Roche provided a presentation of the FY 18 & the Proposed FY 19 Budget

- Reflection of FY 18 Budget
- Proposed Budget for FY 19
- Trends in Industry
- Detail on Reconciliation
- Detail on Proposed Budget
- Capital Expenditure Overview

There was a discussion on short term and long term capital reserves and a review of capital investments. Additional discussion included 5 year plan, liquidating reserves, cash vs. bonds and future needs.

**Item #5:      **Managers' Report:****

**Building Improvement Project**

- Staff reported that Jewett Construction was selected as the Construction Manager. They were interviewed by a team consisting of Staff and the Designer.
- Staff is currently working on pricing and schedule.

**Regionalization**

- There was a brief discussion on the Regionalization project. It was the consensus of the board that staff meet with several of the towns to provide the board with the towns feedback.
- Staff will report back to board shortly and provide feedback on the results of the meetings.

Kevin Roche provided a brief update on the Juniper Ridge Landfill and the pending action from DEP.

Dennis Abbott motioned to adjourn. The motion was seconded by Mike Shaw. All in favor.

**Present:**

Dennis Abbott, Jeff Amatrudo, Maxine Beecher, Sherrie Benner, Anne Bilodeau, Christopher Branch, Deborah Cabana, Matthew Frank, Greg L'Heureux, Troy Moon, Tony Plante, Bob Randall, Rod Regier, Bill Shane, Mike Shaw & Erik Street

**Staff:**

Arthur Birt, Denise Mungen, Kevin Roche & Kevin Trytek