

# ecomaine

Memorandum

**DATE:** June 14, 2019

**TO:** Chairman and Members of the Board

**FROM:** Kevin H. Roche, CEO/General Manager

**SUBJECT:** **Agenda for the Board of Directors Meeting**

There is an **ecomaine** Board of Directors Meeting scheduled for **Thursday, June 20, 2019 @ 11:30AM**. The meeting will be held at Brick South @ Thompson Point, Portland ME 04102. The agenda for this meeting is as follows:

1. Welcome & Opening Remarks: Kevin Roche, CEO/General Manager
2. Scholarship Presentation – Kevin Roche – SWANA Northern New England Chapter
  - Kyaira Grondin of Yarmouth
3. Annual Business Meeting – Matthew Frank, Chairman **ecomaine** Board of Directors
  - Approval of the Minutes (*Attachment A*)
4. **In Memory of Len Van Gaasbeek** – Linda Boudreau, Board of Directors
5. Committee Reports:
  - Nominating Committee Report – Linda Boudreau, Chair
  - Approval of Officers and Committee Appointments (*Attachment B*)
  - Finance & Audit Committee Report – Erik Street, Chair
  - Outreach & Recycling Committee Report – Caleb Hemphill, Chair
6. **Recognition of 2019 eco-Excellence Award Winners** – Caleb Hemphill, Chair Outreach & Recycling Committee, Board of Directors
7. Keynote Introduction – Mike Shaw, Vice-Chair, Board of Directors
  - **Guest Speaker: Robin Wiener, President Institute for Scrap Recycling Industries**
8. Annual Meeting Close, Matthew Frank, Chairman, Board of Directors

The Board of Directors 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)).



Memorandum

Attachment A

**DATE:** June 14, 2019  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** **Board of Directors Meeting Minutes – April 18, 2019**

There was an **ecomaine** Board of Directors Meeting held on the date noted above. The meeting was called to order by Matthew Frank, Chairman.

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

Bill Shane motioned to accept the minutes as written. The motion was second by Dave Morton. All in favor.

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

The committee last met on March 7, 2019 and reported out to the Full Board on March 21, 2019. The following were the highlights:

- Staff provided an update on Metrics for FY 19. Media mentions continue to increase and are double from FY18.
- Social Media engagement continues to be strong on Facebook, Twitter, and Instagram. Recyclopedia usage also continues its growth.
- eco-Excellence luncheon took place on March 26<sup>th</sup>, 2019 and this year we had 16 award winners.
- Staff continues to increase our Educational Outreach goals. We have reached 27,519 for FY 19.

Staff is working on adjusting tours during the 6 months of building improvements. Staff has updated the virtual tour videos and will be using this tool in visits to school and community groups.

**Upcoming Events:**

June 20, 2019 – Annual Meeting, our guest speaker is Robin Wiener, President of the Institute for Scrap Recycling Industries.

The next meeting of the Outreach & Recycling Committee will be May 23, 2019. All are welcome and encouraged to attend.

**Item #3: Finance & Audit Committee Report – Erik Street, Chair**

Kevin Roche reported out for Erik Street on the following:

The Finance & Audit Committee last met on April 4, 2019.

Erik Street reviewed with Staff a variety of cash disbursements and found no issues or concerns to report.

The committee reviewed with staff the FY 20 Budget. The three areas of major discussion were as follows:

- Data associated with the additional four full time positions.
- The reasoning for the \$250,000 contingency line in the budget.
- The \$35 per ton charge to owner communities to cover handling costs on recyclable materials effective July, 2019.

There was a lengthy discussion on all issues. The finance committee voted to make no changes to the current budget and recommends approval of the budget for FY 20 to the Full Board.

The next meeting of the committee is scheduled for May 16, 2019 at which time the committee will be meeting with representatives from RKO to discuss this year's Audit (FY 19).

All are encouraged to attend.

**Item #4: Presentation of Investments – HM Payson – Molly Reinfried**

Molly Reinfried reviewed our Portfolio Summary of Investments. There was a question & answer period that followed.

Kevin Roche reviewed with the board the current investment policy language related to the solicitation of advisors through the RFP process every five years.

After a lengthy discussion the board requested the following:

- Staff will review the policy with the Finance Committee at the May 16, 2019 meeting.
- Staff will contact HM Payson for a proposal for continued services.
- Staff will prepare an evaluation of services, assessment of the relationship and recommendation for continued services.

**Item #6: Discussion on contaminated loads of recycling material**

Chairman Frank requested the agenda be taken out of order to discuss contaminated loads of recyclables materials.

Kevin Roche began discussions regarding concerns in contamination fees. He briefed the board on the discussion and decisions on fees from the October 2018 board meeting. There was a lengthy discussion on these contamination fees. Board

members felt that the 26% contamination level was reasonable, and fees should be charged when contamination reaches the levels.

Bill Shane motioned to leave the current contamination practice in place on loads over 26% contamination. The motion was second by Dave Morton. All in favor.

In conjunction with the discussion on contamination, there was a brief discussion on initiatives with several towns to utilize interns to assist in efforts to reduce contamination. Kevin Roche told the board that it is important that the interns that the towns are using be utilized for outreach not enforcement. **ecomaine** Staff will assist with educational materials.

**Item #5:**      **FY 20 Budget Approval**

There was a brief discussion regarding the FY 20 Budget. Christopher Branch shared concerns regarding the number of new positions. Discussions continued.

Dave Morton motioned to approve the FY 20 Budget as proposed. The motion was second by Dennis Abbott. Motion passed with one opposed (Christopher Branch, Portland). The proposed budget was approved.

Bill Shane requested staff to monitor recycling markets for possible rebates to communities in FY 20.

**Item #7:**

Kevin Roche provided an update on the current legislation (LD 1494, LD 334 & LD 988) and staff involvement with weekly stakeholder workgroup meetings. He also provided an update on the building construction as well a review of the YTD financials.

Matt Sturgis motioned to adjourn. The motion was second by Dave Morton. All in favor.

**Present:**

Dennis Abbott, Maxine Beecher, Anne Bilodeau, Alan Bradstreet, Christopher Branch, Matthew Frank, Caleb Hemphill, Greg L'Heureux, Jessica Maloy, Maureen McDevitt, Dave Morton, Bill Shane, Mike Shaw, Matthew Sturgis & Roy Wood

**Guests:**

Molly Reinfried

**Staff:**

Don Hebert, Denise Mungen, Kevin Roche & Kevin Trytek

**Members of the Executive Committee**  
**Slate of Officers for FY 20**

**Officers of ecomaine:**

<b>Matthew Frank</b>	Chairman	06/30/2020
<b>Mike Shaw</b>	Vice Chairman	06/30/2020
<b>Erik Street</b>	Treasurer	06/30/2020
<b>Caleb Hemphill</b>	Secretary	06/30/2020
<b>Troy Moon</b>	Past President	06/30/2020

**District Members of the Executive Committee:**

<b>Dave Morton</b>	District 1 – Bridgton, Casco, Gray & Harrison (Deborah Cabana – Alternate)	06/30/2021
<b>Jeff Amatrudo</b>	District 2 – Hollis, Limington, Lyman, Waterboro	06/30/2021
<b>Vacant</b>	District 3 – Gorham & Windham	06/30/2021
<b>Bill Shane</b>	District 4 – Cumberland, Freeport, North Yarmouth, Pownal & Yarmouth (Alternate – Rod Regier)	06/30/2021
<b>Jamie Garvin</b>	District 5 – Falmouth & Cape Elizabeth (Alternate – Matthew Sturgis)	06/30/2020
<b>Christopher Branch</b>	Portland	06/30/2021
<b>Anne Bilodeau</b>	Portland	06/30/2021
<b>Don Hamill</b>	Scarborough	06/30/2020
<b>Linda Boudreau</b>	South Portland	06/30/2021

<b>Finance &amp; Audit Committee</b>		<b>Outreach &amp; Recycling Committee</b>	
<b>Erik Street, Chair</b>	Troy Moon	<b>Caleb Hemphill, Chair</b>	Maureen McDevitt
<b>Bill Shane, Vice Chair</b>	Dave Morton	Jeff Amatrudo	Kathryn Oak
Dennis Abbott	Rodney Regier	Maxine Beecher	Rita Perron
Anne Bilodeau	Mike Shaw	Linda Boudreau	Wood Rob
Linda Boudreau		Alan Bradstreet	
Christopher Branch		Kimberly Darling	
Matthew Frank		Jami Fitch	
Greg L'Heureux		Jamie Garvin	