



**Memorandum**

**DATE:** April 16, 2021  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Full Board of Directors Meeting Minutes – April 15, 2021

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

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

Bill Shane motioned to approve the minutes as written. The motion was second by Caleb Hemphill. All in favor.

**Item # 2:** Presentation HM Payson

Dan Lay presented the Quarterly Investment Portfolio. There was a lengthy discussion followed with a Q & A period.

Bill Shane requested staff work with HM Payson to develop a presentation on our investments. The presentation should reflect where we started with investments and where we are at presently. The portfolio summary presented today or a similar version showing the steps taken in obtaining responsible financial growth. Board members can use this to educate Select Boards, Town Managers and Town Councils.

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

Bill Shane reported that the Finance & Audit Committee last met on March 25, 2021 and the following items were reviewed and discussed:

- Cash disbursements were reviewed with staff and no issues were found.
- The committee reviewed and discussed the lease purchasing and FY 22 Budget and is recommending it to the Full Board for approval.

The Finance & Audit Committee meeting is scheduled for May 20, 2021. All are welcome to attend.

**Item # 4: Approval of FY 22 Budget & Lease Financing Proposals**

- **Approval of a \$500,000 increase to the previously approved lease financing (from \$2 million to \$2.5 million) as reflected in the attached Resolution C1.**

Bill Shane made a motion to approve the \$500,000 increase. The motion was second by Troy Moon.

**Roll Call:** Dennis Abbott, Jeff Amatrudo, Anne Bilodeau, Linda Boudreau, Christopher Branch, Bob Burns, Dave Durrell, Matthew Frank, Jamie Garvin, Jim Hager, Caleb Hemphill, Troy Moon, Rod Regier, Bill Shane, Mike Shaw, Erik Street, Rob Wood & Bear Zaidman

Motion passed.

- **Approval of the FY 22 Budget**

Bill Shane made a motion to approve the budget as presented. The motion was second by Matthew Frank.

**Roll Call:** Dennis Abbott, Jeff Amatrudo, Anne Bilodeau, Linda Boudreau, Christopher Branch, Bob Burns, Dave Durrell, Matthew Frank, Jamie Garvin, Jim Hager, Caleb Hemphill, Troy Moon, Rod Regier, Bill Shane, Mike Shaw, Erik Street, Rob Wood & Bear Zaidman

Motion passed.

- **Approval of \$2.5 million in lease financing (FY 22) as reflected in attached Resolution C2.**

Troy Moon made a motion to approve the 2.5 million in leasing for FY 22 as presented. The motion was second by Bill Shane.

**Discussion:** Bill Shane requested Kevin Roche describe why we are doing this a second year. Kevin Roche provided the board with an update on the lease financing for FY 21 projects still pending and projects approved for FY 22.

Rod Regier briefed the board on why he opposes another \$2.5 million of lease financing for FY 22.

**Roll Call:** Dennis Abbott, Jeff Amatrudo, Anne Bilodeau, Linda Boudreau, Christopher Branch, Bob Burns, Dave Durrell, Matthew Frank, Jamie Garvin, Jim Hager, Caleb Hemphill, Troy Moon, Bill Shane, Mike Shaw, Erik Street, Rob Wood & Bear Zaidman.

Rod Regier – Opposed.

17 Approved, 1 Opposed – Motion passed.

**Item #5: Outreach & Recycling Committee Report – Caleb Hemphill, Chair**

Caleb Hemphill reported out that the Outreach & Recycling Committee last met on April 8, 2021 and provided the following highlights:

- Caleb presented the list of winners of the 2021 eco-Excellence Awards. Staff is working with winners to produce a video that will be showcased at the Annual Meeting on June 17<sup>th</sup>.
- Caleb briefed the board on the results of the Upcycle Challenge 2021. Finalist will be voted on via social media and announced on Earth Day 2021. A News Center clip was viewed by the board.
- Master Recyclers program is up and running. Staff is preparing to launch the May 2021 group in a few weeks. Currently 80 participants signed up for the 6-month program.
- Year to date, Education & Outreach have reached 20,000 people. These numbers are down due to the pandemic. Staff continues to conduct outreach with virtual tours, virtual presentations and tabling.
- Tagging Education Program is underway, and we have earned several media articles and reports. A News Center video was shared with the board.

The next meeting of the Outreach & Recycling Committee is May 27, 2021. All are welcome to attend.

**Item # 6: Manager’s Report**

Kevin Roche provided an update of the Recycling Market, YTD Financial Summary and information on LD 57. He also briefed the board on the additional MSW bypass due to outage, labor shortages and increases in tonnage.

**Item # 7: Other Business**

Mike Shaw reported that we have mailed each board member an evaluation form for the General Manager review and that he formed a Sub-Committee to review and make recommendations to the Executive Committee on the Annual Review of the General Manager.

Kevin Roche also reported out on the attack on our exchange server and that we have hired a Forensic Computer Analyst firm and the steps being taken to mitigate the impact.

Mike Shaw discussed the need for staff to investigate Cyber Insurance.

Linda Boudreau motioned to adjourn. The motion was second by Anne Bilodeau. All in favor.

**Present:**

Dennis Abbott, Jeff Amatrudo, Anne Bilodeau, Linda Boudreau, Bob Burns, Dave Durrell,

Matthew Frank, Jim Hager, Caleb Hemphill, Greg L'Heureux, Dena Libner, Troy Moon, Rod Regier, Heidi Richards, Bill Shane, Mike Shaw, Erik Street, Rob Wood & Bear Zaidman

Guest:

Daniel Lay, Noah Petrucci (HM Payson), Nate Rudy (Town Manager Gray) & Greg L'Heureux

Staff:

Matthew Grondin, Don Hebert, Wei Huang, Denise Mungen, Kevin Roche, Jenna Sweeney & Kevin Trytek