



Memorandum

DATE: October 21, 2021

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Full Board of Directors Meeting Minutes – October 21, 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

Troy Moon motioned to approve the minutes from June 16, 2021 – Annual Meeting as written. The motion was second by Linda Boudreau.

Roll Call: Anne Bilodeau, Linda Boudreau, Bob Burns, Dave Durrell, Matt Frank, Jim Gailey, Jamie Garvin, Jim Hager, Caleb Hemphill, Jessica Maloy, Jarrod Maxfield, Troy Moon, Mike Murray, Robert Peabody, Heidi Richards, Nate Rudy, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood – Approved.

Item # 2: Approval of the Remote Meeting Policy

Mike Shaw summarized the requirement for a Remote Meeting Policy. There was a brief discussion regarding the use of the policy and the need to use as intended in the management of remote and hybrid meetings.

Linda Boudreau motioned to approve the Remote Meeting Policy as written. The motion was second by Matthew Frank.

Roll Call: Anne Bilodeau, Linda Boudreau, Bob Burns, Dave Durrell, Matt Frank, Jim Gailey, Jamie Garvin, Jim Hager, Caleb Hemphill, Jessica Maloy, Jarrod Maxfield, Troy Moon, Mike Murray, Robert Peabody, Heidi Richards, Nate Rudy, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood – Approved.

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

The Finance & Audit Committee last met on September 16, 2021 and the following are the significant items:

- Bill Shane reported that Jennifer Connors from RKO presented the Preliminary draft of the FY 21 annual Audit of the financial statements. The committee accepted the report and management will proceed with finalizing. He noted that we had an improvement in recycling materials and good investment returns. There was an increase in tons for MSW due to our inability to bypass to our own landfill during outage. This was reported to the

board by staff.

- Cash disbursements were reviewed, and no issues were found.
- Greg L'Heureux (Staff) provided an overview of the FY 21 year-end numbers. He reviewed the current capital needed for infrastructure and future needs of **ecomaine**, specifically upgrades to the Recycling Facility & Landfill Expansion. He discussed cost associated with the infrastructure needs for both facilities and our ability to finance recycling and possible operating reserves for the landfill expansion. Cash flow is manageable over the next five years, but we will be looking at increases in rates every year.
- The 5 Year plan was reviewed by the Executive Committee. The Executive Committee made a recommendation to adjust the tipping fees for owner communities in FY 23 to \$79.50 (\$3.00) and no increase in recycling.

The next meeting of the Finance & Audit Committee is November 18th, 2021 @ 3pm. All are welcome to attend.

Approval of the Rates for FY 23

Bill Shane motioned to approve the rates for FY 23 from \$76.50 to \$79.50. The motion was second by Linda Boudreau.

Roll Call: Anne Bilodeau, Linda Boudreau, Bob Burns, Dave Durrell, Jim Gailey, Jamie Garvin, Jim Hager, Caleb Hemphill, Jessica Maloy, Jarrod Maxfield, Troy Moon, Mike Murray, Robert Peabody, Heidi Richards, Nate Rudy, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood – Approved.

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

Caleb Hemphill reported out that the Outreach & Recycling Committee last met on September 16, 2021, and provided the following highlights:

- **PR and Education & Outreach** has reached 19,000 people. Last month staff had tabling and transfer station interaction with a variety of residents from different communities.
- Recyclopedia, web and social media continue to be strong and good engagement & education.
- The “**Master Recycler program**” will graduate its first class. Graduates will receive a certificate of completion and an **ecomaine** T-shirt.

Staff is planning some slight revisions to the curriculum and will continue to offer the course in the new year.

- Winners of the “**Recycling is a Work of Art**” painting contest (Cape Elizabeth, Portland, South Portland & Yarmouth) are currently painting their containers and will be showing the completed containers soon.

- In early November, **ecomaine** staff will begin soliciting nominations for the **eco Excellence Awards**.

The next meeting of the Outreach & Recycling Committee is November 4th, 2021. All are welcome to attend.

Item # 5: Annual Report Presentation – Kevin Roche

Kevin Roche (Staff) presented the FY 21 Annual Report.

Item # 6: Landfill Solar Project – Project delayed 18 months due to CMP’s Study

Kevin Roche (Staff) updated the board on the status of the Landfill Solar Project. He explained that ISO New England and CMP to provide an interconnection transmission study prior to proceeding with many pending solar projects. The delay is expected to be 12-18 months. **ecomaine** has no financial risks.

Item # 6: Manager’s Report

- **Update Town of Brunswick** – Still under review will continue discussions.
- **Update – Electric Trucks** – Delay due to truck components, expected delivery end of year 2022.
- **Update Recycling Markets** – Continue to be positive.
- **Update Outage (October 25 – November 5) – MSW bypass**
- **Update – Financial Report FY 22 – Year to Date** - Kevin Roche (Staff) reviewed the year-to-date financial summary.

Jamie Garvin motioned to adjourn. The motion was second by Rob Wood. All in favor.

Staff:

Matthew Grondin, Wei Huang, Greg L’Heureux, Denise Mungen, Kevin Roche & Kevin Trytek