

**ecomaine**  
Memorandum

**DATE:** December 9, 2022  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Agenda – Executive Committee Meeting

There is an **ecomaine** Executive Committee Meeting **scheduled for December 15, 2022 @ 4pm**. The meeting will be held here at **ecomaine – 64 Blueberry Road, Portland Maine**.

The agenda for this meeting is as follows:

1. Approval of the Minutes (*Attachment A*)
2. Outreach & Recycling Committee Report – Caleb Hemphill, Chair
3. Finance & Audit Committee Report – Anne Bilodeau, Chair
4. EPA Grant Opportunities
  - SWIFT Infrastructure Grant & Recycling Grant
5. Landfill Expansion Presentation – Jason Kenney
6. Facility Tours – MRF Automation & Organics Recovery
7. Manager’s Report:
  - Financial Statements **FY 23 (Year to Date)** (*Provided under separate cover*)
    - Financial Summary
    - Tonnage
    - Statement of Revenue & Expenses
    - Statistical Data
    - Summary Analysis of All Tons by Community
    - Electrical Generations Summary
8. Other:

**Future Committee Meetings:**

Finance & Audit Committee	01-19-2023 @ 3pm
Full Board of Directors	01-19-2023 @ 4pm
Outreach & Recycling Committee	02-09-2023 @ 3pm
Executive Committee	02-09-2023 @ 4pm
Full Board of Directors	03-16-2023 @ 4pm
Finance & Audit Budget Review	03-24-2023 @ 4pm
Outreach & Recycling Committee	04-13-2023 @ 4pm
Full Board of Directors	04-20-2023 @ 4pm
Finance & Audit Committee	05-18-2023 @ 3pm
Executive Committee	05-18-2023 @ 4pm
Outreach & Recycling Committee	05-25-2023 @ 4pm
Annual Board of Directors Meeting	06-15-2023 @ 11:30am

The Full Board or the Executive Committee 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).)

12/9/2022



## Memorandum

**DATE:** May 19, 2022

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

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

**SUBJECT:** Executive Committee Meeting Minutes – May 19, 2022

There was an **Executive Committee Meeting** held on the date noted above via the Zoom Platform in accordance with the **ecomaine** Remote & Hybrid Meeting Policy. The meeting was called to order by Erik Street, Vice Chairman.

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

Bill Shane motioned to approve the minutes from February 10, 2022. The motion was second by Caleb Hemphill. All in favor.

### **Item 2 – Finance & Audit Committee Report – Bill Shane, Chair:**

Bill Shane reported that the Finance & Audit Committee met earlier today and provided the following recap:

- Cash Disbursements were reviewed and found consistent with the ecomaine Procurement Policy.
- Engagement Letter has been signed and Jennifer Conners from RKO provided a brief on the plans for the FY 22 Audit.
- Staff reported out on the Cyber Insurance and internal controls being placed in motion.

The next meeting of the Finance & Audit Committee will be September 2022.

### **Item 3 – Outreach & Recycling Committee Report – Caleb Hemphill, Chair:**

Caleb Hemphill reported that the committee just met, and he provided the following highlights:

- **P.R. & Education and Outreach** - Through April 2022, staff has reached out to 69,080 people through education outreach.
- **ecomaine's Upcycle Challenge** is complete and the grand prize of \$500 was awarded to Cape Elizabeth High School. Student Aurora Milton designed pants from old curtains and leftover fabric from the Town Swap Shop.
- **ecomaine** Waste Diversion grants program closed on May 16<sup>th</sup>. The committee will review these applications at the May 26, 2022, meeting.
- **ecomaine's** Annual Board Meeting is scheduled for June 16, 2022, at Thompson's Point (Brick South), Dr. Marco Castaldi is our guest speaker. He is an expert on waste-to-

energy.

The next meeting of the Outreach & Recycling Committee is scheduled for May 26, 2022. All are welcome.

#### **Item 4 – Discussion of the Remote Hybrid Meeting Policy going**

There was a brief discussion on the Remote/Hybrid Policy, no action currently.

#### **Item 5 - Update – Regionalization of Solid Waste Services**

Kevin Roche (Staff) provided an update on the Regional Waste Collection efforts to date and presented a Non-binding MOU agreement for review and approval of the committee to authorize staff to sign off on the MOU.

Troy Moon motioned to authorize the CEO/General Manager to sign the Regional Collection Service MOU. The motion was second by Bill Shane. All in favor.

#### **Item 6 – Managers Report**

- **Update – Outage** – Turbine is still under repair. He noted that ecomaine is processing trash but not producing electricity and reviewed the budget for the Turbine repairs and provided a timeline for being offline.
  - **Update – LD 259** – Landfill Fee passed the Senate will go into effect.
  - **Update – Facilities Assessment** – Staff will be meeting with Assessors this summer early fall to review the facilities assessments and review with the Full Board this fall.
  - **Update – Recycling Markets** – Staff reviewed Recycling Market. Staff noted that they are working on extending the post burn metals contract.
  - **Financial Summary (Year-to-Date)** - Staff reviewed the Financial Summary.
7. **Executive Session: Proposal for Land Lease** (The Executive Committee may wish to go into Executive Session for the above item under Section 405(6)(C) of Title 1 of the Maine Revised Statutes.)

Bill Shane motion to enter Executive Session. Motion second by Matthew Frank. Unanimous.

Bill Shane moved to recommend to the Full Board a land Lease with Auburn Concrete as presented to the Executive Committee. He further moved that all costs associated with such lease be borne by Auburn concrete and that a certificate of insurance be required that shall name ecomaine as additionally insured. Second by Troy Mon – Unanimous.

#### **8. Executive Session: Report from the Review Committee on the GM Evaluation.**

(The Executive Committee may wish to go into Executive Session for any of the above items under Section 405(6)(A) of Title 1 of the Maine Revised Statutes.)

Bill Shane moved to authorize the Board Chairman to offer the salary and compensation adjustments as discussed by the Executive Committee. Second by Matthew Frank – Unanimous

Bill Shane motion to exit Executive Session at 5:35PM. Motion second by Troy Moon. Unanimous.

**Present:** Dennis Abbott, Anne Bilodeau, Linda Boudreau, Matthew Frank, Tom Hall, Caleb Hemphill, Jessica Malloy, Jarrod Maxfield, Mike Murray, Troy Moon, Rod Regier, Bill Shane, Erik Street & Tony Ward

**Staff Present:** Wei Huang, Greg L'Heureux, Denise Mungen, Kevin Roche & Kevin Trytek