

**ecomaine**  
Memorandum

**DATE:** February 2, 2023  
**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 February 9, 2023 @ 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. **Presentation** – Stack Test & CEMS Results – Dr. Anne Hewes, Environmental Manager
5. Update – SWIFT Infrastructure Grant & Recycling Grant
6. **Executive Session: Discussion or consideration of Real Property** (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 Status.
7. Manager’s Report:
  - Legislative Update
    - REC’s – Repeal Sunset Clause
    - Waste Hierarchy Bill
    - Annual Solid Waste Reporting
  - 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: - Check dates before sending:**

Full Board of Directors	03-16-2023 @ 4pm
Finance & Audit Budget Review	03-23-2023 @ 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).)

**DATE:** January 12, 2023  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Executive Committee Meeting Minutes – December 15, 2022

There was an **Executive Committee Meeting** held at **ecomaine** on the date noted above. The meeting was called to order by Erik Street, Vice Chairman.

**Item 1 – Approval of the Minutes:**

Troy Moon motioned to approve the minutes from May 19, 2022. The motion was second by Caleb Hemphill. All in favor.

Abstained: Amber Swett

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

Caleb Hemphill reported that the committee just met on November 8, 2022, and he provided the following highlights:

- **P.R. & Education and Outreach** - Through November 2022, staff has reached out to 26,866 people through educational outreach.
- **Eco-Excellence Awards** – The call for nominations launched in November and nominations will be accepted through January 31, 2023. We plan on having the awards ceremony here at **ecomaine** in March 2023.
- **EPA Recycling Education & Outreach Grant** – Staff are preparing an application to the EPA for its new Education & Outreach grant program under the Infrastructure Act. The focus will be to increase recycling at multi-family units in **ecomaine** in member communities.
- **Stakeholder Engagement** – Staff are working on two new outreach efforts, one for local and state policymakers and an “ecofest”. The event is planned to take the place of the annual Open House event.

This concludes the Outreach & Recycling Committee Report. The next meeting of the Outreach & Recycling Committee is scheduled for February 8, 2023. All are welcome.

**Item 3 – Finance & Audit Committee Report – Greg L’Heureux (Staff) for Anne Bilodeau, Chair:**

Greg L’Heureux reported on behalf of the Chair Anne Bilodeau. He reported that the committee last met on November 17, 2022, and reported out the following:

- Anne reviewed Cash Disbursements with no issues or concerns to report.
- HM Payson provided an overview of the reserve portfolio which saw an improvement in performance for the month of October.
- Greg L’Heureux (Staff) reviewed his memo on cash flows because of the impact from the turbine project.
- Greg L’Heureux (Staff) also provided an overview of the October YTD FY 23 Finances.

The next meeting of the Finance & Audit Committee will be January 19, 2023.

**Item 4 – EPA Grant Opportunities**

- Greg L’Heureux (Staff) provided an overall summary of the grant opportunities through the EPA on Recycling Infrastructure and Education (Solid Waste Infrastructure Grants).
- Matt Grondin (Staff) provided the committee with templates of proposed support for both grant programs. There was a brief discussion and based on the information provided by staff the Executive Committee had no objections to staff applying with the expectation that if approved that the board would accept.

**Item 5 – Landfill Expansion Presentation – Jason Kenney, Landfill Manager**

- Kevin Roche (Staff) provided a brief history of the landfill.
- Jason Kenney (Staff) provided an overview of the current capacities at the landfill and expansion opportunities to include future needs. There was a brief Q & A.

**Item 6 – Facility Tours – Presentation – MRF & Organics Recovery**

- Kevin Roche (Staff) provided a presentation to the Executive Committee on recent tours to facilities in California on Recycling, Food Waste and Biosolids. He noted that he has been exploring opportunities with Portland Water District as well as consultants on Food Waste & Biosolids. There was a brief discussion.

**Item 7 – Managers Report**

- Kevin Roche reported on repealing the Sunset Clause (3x multiplier) and continued efforts to increase revenue on landfill fees.

**Adjourn:** Troy Moon motioned to adjourn. The motion was second by Caleb Hemphill. All in favor.

**Present:** Dennis Abbott, Matthew Frank, Tom Hall, Caleb Hemphill, Mike Murray, Troy Moon, Erik Street & Amber Swett

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

DRAFT