



## Memorandum

**DATE:** October 30, 2023  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** **Agenda – Full Board of Directors Meeting**

There was an **ecomaine** Board of Directors Meeting held on **October 19, 2023**. The meeting was called to order by Chairman Bill Shane.

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

Matthew Frank motioned to approve the minutes from the June 15, 2023, Annual Board Meeting. The motioned was second by Boudreau. All in favor.

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

Caleb Hemphill reported that the committee last met on May 25, 2023, and reported out the following:

Through September 2023, staff has reached 2,334 people through educational outreach. Digital outreach remained very strong with an impressive 18,250 views across all platforms. Recyclopedia had 4856 items searched in September.

The Recycling is a Work of Art Painting Contest is underway, we have received 5 entries to date. A press release will be issued with the winning design.

**ecomaine** awarded \$16,846.06 to nine schools to support projects that improve waste recovery programs. The first half of progress reports are due December 15, 2023, and the second half is due April 24, 2024.

Maine Celtics Partnership – The 2023 partnership with the Maine Celtics and Maine Mariners will begin in November, allowing **ecomaine** a venue to share messaging with thousands of fans.

The eco-Excellence Awards will launch in November with a deadline of January. Please think about nominations from your community.

**Item 3:** **Finance & Audit Committee Report – Anne Bilodeau, Chair**

Anne Bilodeau reported that Jennifer Connors provided a presentation of the FY 23 audit results and gave an overview of FY 23 finances. The results of the audit were unmodified (clean) opinion.

Greg L'Heureux (Staff) provided a brief overview of the FY 24 year-to-date financials. He stated that revenues are on track except for commercial and recycling sales. Expenses are good (under budget).

Greg L'Heureux (Staff) also discussed cash flow needs in detail to include overall July to September operating cash flow. Cash Flow and Five-Year Plan anticipates a draw on reserves this year of

approximately \$3 million. This will require additional shifts of funds from the Long-Term reserve to Short Term Reserves.

Anne Bilodeau noted that the board will review the 5-year plan and establish the rates for next year for MSW and Recycling. The Executive Committee reviewed the plan and supports moving forward with tipping fee increases.

The next Finance & Audit committee meeting will be held on January 18, 2024.

**Item 4:**            **Review of the Five-year Plan**

Kevin Roche (Staff) presented the five-year plan. He began discussion by describing the significant changes from last year such as the Turbine, 90 Blueberry, Recycling commodities, inflation, and capital investments. Kevin reviewed the capital investment needs and summarized the proposed rate increases for MSW & Recycling. He discussed financing for the projects as well as the proposed borrowing from Long Term Debt as well as opportunities and incentives in several areas such as Extended Producer Responsibility Program, Re-purposing the old MRF and a number of other opportunities for ecomaine. In Final he reviewed the Five-Year Projections numbers. There was a lengthy discussion and Q & A on rates adjustments and borrowing.

**Review and Approval of FY 25 Rates**

There was a review of the rates adjustments and continued discussion.

Troy Moon motioned to approve the Rate increased for FY 25 to 97.50 for MSW and \$65.00 for Recycling. The motion was second by Anne Bilodeau. Motion passed – 1 opposed.

**Item 6:**            **MRF Facility Project**

**Approval of the Resolution on the Lease Addendum**

Kevin Roche (staff) opened the discussion on the cost estimate that has been done for the Recycling Facility. He reviewed access and construction needs and the landlord desire to have an addendum to the agreement because the elevation of the tipping floor (lowering it) was not reflected in the original agreement.

Linda Boudreau motioned to approve as written (Attachment D2) (1) Resolution on Addendum to Lease Agreement. Motion was second by Tony Ward. All in favor.

**Resolution of New Materials Recovery Facility Project**

Linda Cohen motioned to approval of the Cost Estimate and Financing Arrangements on the New MRF project in the amount of \$25,200,000 as written (Attachment D1 & D3) of the agenda. Motion was seconded by Tony Ward. All in favor.

**Item 7:**            **Diversity Equity & Inclusion (DEI)**

Bill Shane, Chairman briefly discussed the upcoming DEI training scheduled for our upcoming Board of Directors meeting on November 16, 2023 @ 4pm.

**Item 8**            **Managers Report**

**Leachate Binding** – Kevin Roche (Staff) provided an update on the issue of the Leachate binding. He explained the process of the collection system under the landfill. He reviewed the landfill project location and discussed plans for remediation. The cost is not in the budget, but some could be capitalized. Currently out for BIDS for Winter or Early Spring. For Information Only.

**Outage Report** – Outage is on schedule and due for completion on October 27<sup>th</sup>. We have approximately 150 contractors working on the project.

**Recycling Market Report** – Kevin Roche (Staff) reviewed the Recycling Market Report with the board.

**Carbone Capture** – Kevin Roche (Staff) provided an update on the Carbon Capture Project. He reported that the Executive Committee had a presentation at their last meeting from Mantel. The decarbonization project reduces CO2 to possibly make us carbon neutral. Mantel applied for a grant for 8 million. He reviewed the benefits to ecomaine as it related to reduction in NOx, a possible partnership with the state. Ecomaine has no investment other than staff and office space.

Staff are requesting authorization for a letter of intent to move forward with the Carbon Capture Project.

Erik Street motioned to authorize staff to move forward with the Carbon Capture Project. The motion was seconded by Calbe Hemphill. All in favor.

**Adjourn:** Linda Boudreau motioned to adjourn. The motion was second by Dave Durrell. All in favor.

**Present:**

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Carrie Castleman-Ross, Linda Cohen, Terry Deering, Dave Durrell, Matthew Frank, Caleb Hemphill, Doug Howard, Katie Johnston, Steve Kelley, Troy Moon, Mike Murray, Cass Newell, Rod Regier, Tim Reiniger, Bill Shane, Erik Street, Amber Swett, Tony Ward & Rob Wood

**Guest:**

Justine Hutching, Gray Finance Director

**Staff:**

Wei Huang, Greg L'Heureux, Denise Mungen & Kevin Roche