

ecomaine
Memorandum

DATE: February 8, 2024
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Agenda – Full Board of Directors Meeting

There is an **ecomaine** Full Board of Directors Meeting **scheduled for February 15, 2024 @ 4pm**. The meeting will be held at **ecomaine – 64 Blueberry Road, Portland Maine**.

The agenda for this meeting is as follows:

1. Approval of the Minutes (*Attachment A*)
2. **Presentation:** Master Plan – Portland Water District (PWD Biosolids) – Seth Garrison, General Manager & Scott Firmin, Director, Wastewater Services
3. Board Membership, Officers & Committee Assignment (*Attachment B*)
4. **Presentation: Environmental Report** – Anne Hewes, Ph.D., Environmental Manager
5. Outreach & Recycling Committee Report – Caleb Hemphill, Chair
6. Finance & Audit Committee Report – Anne Bilodeau, Chair
7. Ecomaine membership opportunities for York County Municipalities (*Attachment C*)
8. Manager’s Report:
 - Update – Recycling Market (*Provided under separate cover*)
 - Financial Statements **FY 24 (Year-to Date)** (*Provided under separate cover*)
 - Financial Summary
 - Tonnage Summary
 - Statistical Data
 - Statement of Revenue & Expenses
 - Statement of Cash Balances
 - Summary Analysis of All Tons
 - Electrical Generation

9. Other:

Future Committee Meetings:

Full Board of Directors	03-21-2024 @ 4pm	Finance & Audit Committee	05-16-2024 @ 3pm
Finance & Audit Budget Review	03-28-2024 @ 4pm	Executive Committee	05-16-2024 @ 4pm
Outreach & Recycling Committee	04-11-2024 @ 4pm	Outreach & Recycling Committee	05-23-2024 @ 4pm
Full Board of Directors	04-18-2024 @ 4pm	Annual Board of Directors Meeting	06-20-2024 @ 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).) 2/9/2024



Memorandum

CORRECTED MINUTES

DATE: January 24, 2024
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 **January 18, 2024**. The meeting was called to order by Chairman Bill Shane.

Item 1: **Approval of the Minutes**

Terry Deering motioned to approve the minutes from the December 14, 2023. The motion was second by Tony Ward. All in favor.

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

Caleb Hemphill reported that the committee last met on November 9, 2023, and reported out to the Full Board at the November 16, 2023, meeting.

ecomaine has recruited Jamie Garvin as the new Director of Communication & Public Relations. He will start on January 29, 2024.

Through FY 24, staff has reached 11,385 people through in-person outreach.

ecomaine staff is collaborating with schools on obtaining progress reports for the school waste diversion grant program.

Tagging Education Program planning has begun, staff plan to implement the program in the spring with a start date of April 8th, 2024.

In final, we received eight **eco-Excellence** nominations, the deadline for submissions was January 17th, 2024. The committee will review the nominations, at the February 8, 2024, meeting.

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

Anne Bilodeau reported that the committee met prior to today’s meeting of the board and provided a recap of the significant items:

Anne reported that the committee had an opportunity to gather information on the potential purchase of the parcel of property abutting our landfill.

There was also an opportunity for the committee to ask additional questions on the bonding resolution and Greg L’Heureux (staff) provided an in-depth overview of year-to-date financials.

The next Finance & Audit committee meeting will be held on March 28, 2024 on the FY 25 Budget all are welcome and encouraged to attend.

Item 4: Bonding Resolution

Kevin began discussions with the facility assessment that was completed last year that provided guidance on what the next 20 years would look like for the **ecomaine** facilities. He discussed the review of the 5-year plan with the board reflecting on the Turbine Outage and the long-term lease of the Blueberry Road property in September 2023. He outlined the necessary facility updates and reviewed projects that will be included in the bonding resolution.

Terry Deering motioned to approve the Bonding Resolution as presented. Tony Ward seconded the motion.

Roll Call: Dennis Abbott, Anne Bilodeau, Linda Boudreacu, Bob Burns, Carrye Castleman-Ross, Linda Cohen, Patrick Christian, Donald Cushing, Terry Derring, Dave Durrell, Matthew Frank, Jim Gailey, Jeremy Gabrielson, Caleb Hemphill, Doug Howard, Steve Kelly, Mike Murray, Cass Newell, Rod Regier, Bill Shane, Erik Street, Amber Swett, Tony Ward & Rob Wood. Vote – 94.83% – Approved.

Westbrook Property

Anne Bilodeau motioned to approve the Resolution on the Sale of the Westbrook Property as presented with an amendment reflecting Jim Gailey’s action for staff to reflect that the terms and condition of the sale of the parcel has a clear title. Tony Ward seconded motion. All in favor.

Item 5:

Presentation: Dustin Ward, President & Founder “It is Time” Diversity Equity & Inclusion

Dustin Ward provided a recap on the session from December 15, 2024. He talked about creating culture shifts for DEI, and what the board can do to enhance DEI. Use of vocabulary and its impacts. There was an exercise for the board and a discussion. that followed. He shared his work with Brunswick School Systems in creating a DEI statement, and in final what DEI will look like for ecomaine in the next few years. There was a brief discussion

Item 6 **Managers Report**

Financial Report – Kevin Roche (Staff) provided and abbreviated review of the summary of finances.

Adjourn: Linda Cohen motioned to adjourn. The motion was second by Caleb Hemphill. All in favor.

Present:

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Bob Burns, Carrie Castleman-Ross, Patrick Christian, Linda Cohen, Donald Cushing Jr., Terry Deering, Dave Durrell, Matthew Frank, Jim Gailey, Jeremy Gabelson, Caleb Hemphill, Doug Howard, Steve Kelley, Mike Murray, Cass Newell, Rod Regier, Bill Shane, Erik Street, Amber Swett, Tony Ward & Rob Wood

Guest:

Dustin Ward

Staff:

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

DRAFT

Attachment B

2/9/2024 10:40 ecomaine - Board of Directors - Fiscal Year 24 - (Legend * Review at end of calendar year)						
TOWN	Population <small>(2010 Census)</small>	BOARD MEMBERS	Term Expires	MANAGER'S NAME	Board Alternate	Term Expires
Bridgton	5,210	Carrye Castleman-Ross	06/27/2026	Robert Peabody Jr. (Town Manager)	Maureen McDevitt	06/27/2026
Cape Elizabeth	9,015	Jeremy Gabrielson	12/12/2024	Matthew Sturgis (Town Manager)	Matthew Sturgis	12/12/2024
Casco	3,742	Tony Ward	09/14/2024	Tony Ward (Town Manager)	none	
Cumberland	7,211	William Shane	06/28/2024	William Shane (Town Manager)	Chris Bolduc	06/28/2024
Falmouth	11,185	Caleb Hemphill	06/21/2026	Nathan Poore (Town Manager)	Nathan Poore	06/21/2026
Freeport	7,879	Rodney Regier	03/31/2024	Sophia Wilson, Town Manager	Jessica Maloy	03/31/2024
Gorham	16,381	Ephrem Paraschak	11/15/2025	Ephrem Paraschak (Town Manager)	none	
		Terry Deering	11/15/2025			
Gray	7,761	Vacant		Josh Tiffany (Interim Town Manager)	none	
Harrison	2,730	Matthew Frank	04/13/2026	Cass Newell (Town Manager)	Cass Newell	10/16/2026
Hollis	4,281	Dave Durrell	06/21/2026	Bennet Flinner (AA Selectboard)	none	
Limington	3,713	Steve Kelley	03/31/2024	Patricia Ramsdell (Clerk)	none	
Lyman	4,344	Amber Swett	11/21/2025	Lindsay Gagne, Town Manager	none	
North Yarmouth	3,565	Rob Wood	06/30/2024	Diane Barnes (Town Manager)	Diane Barnes	06/30/2024
Portland	66,194	Anne Bilodeau*	01/01/2027	Danielle P. West , City Manager	none	
		Mike Murray*	01/01/2027		none	
		Troy Moon*	01/01/2027		none	
		Vacant			none	
Pownal	1,474	Heidi Richards	06/30/2024	Becky Taylor-Chase (Administrator/Clerk)	Patrick Christian	06/30/2024
Scarborough	18,919	Doug Howard	12/06/2025	Thomas Hall (Town Manager)	Don Hamil	12/11/2026
		Donald Cushing Jr.	12/11/2026			
South Portland	25,002	Linda Cohen *	01/04/2027	Scott Morelli (City Manager)	Vacant	
		Linda Boudreau *	01/04/2027			
		Jim Gailey *	01/04/2027			
Waterboro	7,693	Dennis Abbott	06/30/2024	Matthew Bors (Town Administrator)	Joshua Andrews	06/30/2025
Windham	17,001	Bob Burns	06/16/2025	Barry Tibbetts (Town Manager)	Jarrold Maxfield	06/16/2025
Yarmouth	8,349	Erik Street	06/15/2026	Nathaniel Tupper (Town Manager)	none	
ASSOCIATE MEMBER CONTRACT COMMUNITIES						
Baldwin	1,561			Deborah Wakefield, Town Clerk		
Hiram	1,608			Mary Lou Stacey, Town Clerk		
Naples	3,980			Jason Rogers, Town Manager		
Parsonsfield	1,956			Danielle Taylor, Town Clerk		
Porter	1,498			Janice Miller, Town Clerk		
Saco	18,950			John Bohenko, City Administrator		
Standish	10,104			Tashia Pinkham, Town Manager		
CONTRACT MEMBER COMMUNITIES						
Alfred	1106			Sarah Hewitt, Town Clerk		
Appleton	1345			Anita Wellman, Town Clerk		
Augusta	18641			Susan Robertson, City Manager		
Blue Hill	901			Julie Atwell, Town Administrator		
Brooklin	812			Heather Candage, Town Clerk		
Brooksville	918			Amber Bakeman, Town Clerk		
Brownfield	1597			Michelle Day, Town Clerk		
Brunswick	20329			John Eldridge, Town Manager		
Chebeague Island	348			George Sutherland, Town Administrator		
Chelsea	2,677			Christine Landes, Town Manager		
Cornish	1,428			Monique Guptill, Town Clerk		
Denmark	1,160			Bety LeGoff, Town Manager		
Eliot	6,315			Michael Sullivan, Town Manager		
Fayette	1,124			Mark Robinson - Town Manager		
Fryeburg	3,410			Katie Haley, Town Manager		
Frye Island	6			Wayne Fournier, Town Manager		
Greenland, N.H.	3,549			Paul Sanderson, Town Administrator		
Kennebunkport	3,408			Laurie A. Smith, Town Manager		
Kittery	9,446			Kendra Amaral, Town Manager		
Lamoine	1,643			Jennifer Kovacs, Town Clerk		
Liberty	924			Nicole Gates, Town Administrator		
Limerick	2,996			Deedee Tibbetts, Town Clerk		
Livermore Falls	3,162			Carrie Castonguay, Town Manager		
Monmouth	4,067			Justin Poirier, Town Manager		
Mt. Vernon	1,645			Heather Wheeler, Town Clerk		
Newington, N.H.	787			Doreen Caradonna, Town Clerk		
North Haven	363			Rick Lattimer, Town Administrator		
Old Orchard Beach	8,697			Diana Asanza, Town Manager		
Otisfield	1,764			Julie Ward, Admin Assistant		
Owls Head	1,543			Susan Wilson, Town Clerk		
Readfield	2,595			Eric Dyer, Town Manager		
Rockland	7,283			Tom Luttrell, Town Manager		
Sanford	21,206			Steven Buck, City Manager		
Shapleigh	2,700			Michelle Rumney, Town Administrator		
Somerville	558			Alissa Yoder, Town Clerk		
South Thomaston	1,569			Terri-Lynn Baines, Town Administrator		
Surry	1,498			Angela Smith, Town Clerk		
Swanville	1,357			Helen Christensen, Town Clerk		
Thomaston	2783			Kara George, Town Manager		
Union	2248			Jay Feyler, Town Manager		
Vinalhaven	1140			Andrew J. Dorr, Town Manager		
Washington	1523			Mary Anderson, Town Clerk		
Waterville	15,722			Bryan Kaenrath, City Manager		
Wayne	1,189			Aaron Chrostowsky, Town Manager		
Westbrook	18,208			Jerre Bryant, City Administrator		
Woolwich	3,072			Kim Dalton, Town Administrator		
Total Pop. Served	460,962					

FY 24 ecomaine Officers & Committees

Officers & Executive Committee Members

2/7/2024

Chair	Bill Shane
Vice Chair	Erik Street
Treasurer	Anne Bilodeau
Secretary	Caleb Hemphill
Past Chair	Matthew Frank

Continued Executive Committee Members

<i>District</i>	<i>Municipalities</i>	<i>Term Expires</i>	<i>Representative</i>	<i>Alternates</i>
1	Bridgton, Casco, Gray, Harrison	06/30/2024	Matthew Frank	
2	Hollis, Limington, Lyman, Waterboro	06/30/2024	Dennis Abbott	Dave Durrell
3	Gorham, Windham	06/30/2024	Bob Burns	Jarrold Maxfield
4	Cumberland, Freeport, North Yarmouth, Pownal, Yarmouth	06/30/2024	Rod Regier	
*5	Falmouth & Cape Elizabeth	06/30/2024	Jeremy Gabrielson	Matthew Sturgis
Portland	Portland	12/31/2027	Troy Moon	
Portland	Portland	12/31/2027	Mike Murray	
Scarborough	Scarborough	06/30/2027	Doug Howard	
South Portland	South Portland	02/01/2027	Linda Boudreau	

Finance & Audit Committee	Members
Anne Bilodeau (Chair)	Dennis Abbott
	Linda Boudreau
	Dave Durrell
	Matthew Frank
	Jim Gailey
	Troy Moon
	Mike Murray
	Rod Regier
	Bill Shane
	Tony Ward

Outreach & Recycling Committee	Members
Caleb Hemphill (Chair)	Linda Boudreau
	Linda Cohen
	Dave Durrell
	Doug Howard
	Troy Moon
	Erik Street
	Amber Swett
	Rob Wood

Tonnage MSW & Recycling/Population

	MSW	Recycling	
	<u>2022</u>	<u>2022</u>	Population
Acton	993	93	2,647
Buxton	2,626	182	8,551
Cornish	1,146	54	2,885
Dayton	707	-	2,131
Kennebunk	2,268	1,293	11,108
Kennebunkport	2,387	375	3,460
North Berwick	652	227	4,883
Old Orchard Beach	2,260	657	8,957
Sanford	3,734	1,324	21,382
Shapleigh	1,279	121	2,883
South Berwick	763	345	7,849
Wells	1,504	739	10,415
Total	20,319	5,410	87,151

*Already under contract for Recycling