

ecomaine
Memorandum

DATE: October 1, 2024
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Executive Committee Meeting Minutes – September 19, 2024

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

Item 1 – Approval of the Minutes:

Michael Foley motioned to approve the minutes from May 16, 2024. The motion was second by Dave Durrell. All in favor.

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

Caleb Hemphill reported that the committee last met on September 12, 2024, and had previously reported out to the Full Board at the Annual Meeting on June 20, 2024. The following is an update from the committee:

Education and community outreach is strong to start of FY25. Tours, community events, transfer station visits and social media have reached more than 14,000 people in the first two months of the fiscal year.

The committee reviewed and approved the second round of School Waste Diversion grants and awarded seven grants totaling \$10,865. These grants are in addition to the approximately \$7,000, awarded in the spring.

The Upcycle Challenge is open once again and the contest runs through October 30, 2024. Details are on the website and on our social medial channels.

The EPA Recycling Education and Outreach grant work is finally underway. We received official notice of the award in August 2024, and staff are actively interviewing candidates to fill the three positions.

Staff have two new advertising partnerships with Channel 8 – WMTW’s Weather at your School” segment and Maine Public Radio’s “News & Brews Trivia Nights”. Dates are being finalized and we will be sure to share them if you would like to attend.

Item 3– Finance & Audit Committee Report – Michael Foley, Chair:

Michael Foley reported that the committee met today, prior to the Committee Meeting and here are the significant items:

Michael reported that RKO Jennifer Connors provided a presentation on the results of the Audit for FY 24. The audit was a clean unmodified opinion. She reviewed the areas of review by the Audit team, such as test of controls and found no material weakness or significant deficiencies. She noted that **ecomaine** needs to review polices related to the upcoming federal grant, she discussed the change on balance for the new lease of 90 Blueberry, the landfill closure liability and other areas of the completed Audit.

Greg L'Heureux (Staff) provided the committee with an update on bonding and discussed the RFP on \$20 million on short term BANs with anticipated selection of bank later this month. He also briefed the committee on long-term financing of \$35.5 anticipated next April 2025.

Staff also provided the annual overview of insurance coverage.

Item 4 – 5 Year Plan

Kevin Roche (Staff) provided a presentation of the 5 Year Plan and rates for FY 26 to the committee for recommendation to the Full Board of Directors. He discussed the planning and process of the development of the plan. Staff will review year end data compared to budget and operating revenue. A review of significant changes from the previous year and proposed projects and costs in the upcoming year, areas of review, most specifically the development of rates to support capital improvement projects. There was a lengthy discussion on the Extended Producer Responsibility Program (EPR) as it relates to the proposed rate projections in the 5 Year Plan. The discussion continued with the benefits to municipalities on the EPR Program, rates, commodities and future opportunities of development.

Anne Bilodeau motioned to move forward to the Full Board of Directors with the recommendations from staff based on the 5 Year Plan projections to increase rates for MSW to \$107.95 a ton & Recycling to \$85.00 per ton. The motion was seconded by Dave Durrell. Motion passed.

Abstained: Matthew Frank, Carrye Castleman-Ross

Item 5 – Board Orientation Initiatives

Erik Street provided a brief on efforts in improving Board Orientation Initiatives.

Item 6 – Membership Discussion on New Municipalities

Kevin Roche (Staff) provided a summary on the 12 York County Towns and the possibilities of ownership options. Staff developed a proposal to consider Sanford as an owner community, contingent on the approval of the board. Kevin stated that this is an opportunity for growth. Discussion.

Troy Moon motioned to authorize staff to discuss ownership opportunities to other communities. The motion was seconded by Matthew Frank. All in favor.

Item 7 – MSW By-Pass

Kevin Roche (Staff) advised the board that during outage, **ecomaine** will be by passing MSW to the Landfill.

Item 8 – Managers Report

- Markets are good, would like more tons.
- BIDS for MRF will be coming in tomorrow.
- Westbrook Property has been purchased.
- Turbine litigations ongoing.
- Staff will be providing tours of the Landfill Expansion and WTE Outage Work on October 17, prior to the Full Board meeting.

Adjourn:

Caleb Hemphill motioned to adjourn. The motion was second by Matthew Frank. All in favor.

Present: Anne Bilodeau, Linda Boudreau, Dave Durrell, Michael Foley, Matthew Frank, Caleb Hemphill, Troy Moon, Rod Regier, Erik Street & Carrye Castleman-Ross

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