



Memorandum

DATE: September 29, 2025
TO: Chairperson and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Full Board of Directors Meeting – Minutes – September 25, 2025

Item 1: Approval of Minutes:

Linda Boudreau motioned to approve the minutes from the June 18, 2025, Annual Board Meeting. The motion was seconded by Bob Burns. All in favor.

Item 2: Finance & Audit Committee – Matthew Sturgis, Chair

Matthew Sturgis reported that the committee met today and reported the following:

- Matthew Sturgis noted that he had reviewed cash disbursements and found no issues.
- Marcus Pratt, RKO Auditor provided a presentation of the FY 25 Audit, and a summary of findings. The FY 25 Audit review resulted in an Unmodified/Clean Opinion. The Final Report of the FY 25 Audit will be provided in the next few weeks.
- The committee discussed the Investment Services provided by HM Payson and is recommending we evaluate current investment management services by HM Payson and review in one year to determine their continued service.
- Kevin Roche (Staff) provided a review of the Financials for the FY 26.

Item 3: Resolution Authorizing the Use of Reserves for Debt Service Reserve Fund

Kevin Roche (Staff) provided a summary of the proposed resolution on Authorizing the Use of Reserves for Debt Service Reserve Fund, a requirement for ecomaine to maintain 10% of the reserve for security of the debt.

Tony Ward motioned to approve the resolution on Debt Service Reserve Fund as presented by Staff. Bob Burns seconded the motion. All in favor.

Resolution Authorizing Amendment to the Cash Reserve & Investment Policy (1st Reading)

Kevin Roche (Staff) provided a summary of the proposed resolution Authorizing the Amendment to the Cash Reserve and Investment Policy. He noted that the recommendations are based on advisement by our portfolio manager, HM Payson. This will be the first reading of the Resolution based on the current policy.

Linda Bourdrea motion to approve the resolution to Amend the Cash Reserve & Investment Policy. Terry Deering seconded the motion. All in favor.

Item 4: By-Laws – Review & Approval of the Executive Committee Districts and Amendments To the By-Laws

Kevin Roche (Staff) reviewed his letter to the board on the Redistricting of Owner Communities for Executive Committee Representation and the proposed amendments to the by-laws. There was a lengthy discussion on redistricting and voting interest.

Lisa Belanger motioned to approve the recommendations on the Executive Committee Districts and the amendments to the by-laws. Troy Moon seconded the motion. All in favor.

Item 5: Ratification of Union Agreement

- Kevin Roche (Staff) reported that the Union and Staff had come to an agreement on the terms of the Collective Bargaining Agreement. He noted that the term of the agreement is effective 7/1/2025 through 06/30/2028, there will be an increase in retirement contributions and increases in wages as reflected in his letter to the board in the agenda for today's meeting (9/25/2025). There was a brief discussion.

Terry Deering motioned for Ratification of the Union Agreement dated July 1, 2025, through June 30, 2028, as provided and presented to the Full Board of Directors. Linda Cohen seconded the motion. All in favor.

Item 6: Outreach & Recycling Committee – Caleb Hemphill, Chair

Caleb Hemphill reported that the committee last met on September 11, 2025, and provided the following recap of the meeting.

- Staff reported that the School Waste Diversion Grants opened on August 15th and will run through October 15, 2025. The committee will review submissions at the next meeting scheduled for November 6, 2025.
- Staff updated the committee on Outreach efforts and provided a breakdown of outreach events. Staff also reviewed new education initiatives to increase engagement in community events and provide teachers with tool kits for education. The launch of the new website will be later this fall.
- The committee reviewed the latest reports on the Multi-Family Recycling initiatives and the team has over Six hundred units enrolled in the program. The MRFI team has developed new relationships with Sanford Housing and Portland Housing Authority.

The committee thanked Linda Cohen for her excellent support of the committee as she will be leaving the committee and the board at the end of the year.

The next meeting of the Outreach & Recycling Committee is scheduled for November 6, 2025.

Item 7: Manager's Report

Kevin Roche (Staff) reported the following update:

- Recycling Facility Update (New MRF) – Permit has been received from the City of Portland. State Permits are still pending. Equipment manufacturing has begun for the new MRF. Staff will continue to operate the current facility. The new facility is projected to open in 1 year.
- Rates were reviewed on the recycling market. Questions on shipping were addressed.
- Financials were reviewed for FY 25-year end.

Kevin Roche (Staff) noted that there was a tipping hall accident at the Waste-to Energy Facility and the claim Is being processed by the insurance carrier.

Adjourn: Troy Moon motioned to adjourn. Caleb Hemphill seconded the motion. All in favor.

Present: Lisa Belanger, Anne Bilodeau, Linda Boudreau, Steve Buck, Bob Burns, Carrye Castleman-Ross, Linda Cohen, Don Cushing, Terry Deering, Mark Dion, Dave Durrell, David Field Jr., Matthew Frank, Caleb Hemphill, Matt Hill, Melissa Hutchins, Troy Moon, Dwayne Morin, Mike Murray, Lisa Pratt, Thomas Small, Matthew Sturgis, Tony Ward & Sophia Wilson

Guest: Alyssa Tibbets, Tibbetts Law & Ben Harris, Town of Dayton

Staff: Wei Huang, Chad Jones, Denise Mungen, Kevin Roche, Lucy Sullivan & Kevin Trytek