



Memorandum

DATE: October 29, 2025
TO: Chairperson and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Full Board of Directors Meeting – Minutes – October 16, 2025

Item 1: Approval of Minutes:

Michael Foley motioned to approve the minutes of September 25, 2025, Board of Directors meeting. Matthew Frank seconded the motion. All in favor.

Item 2: Approval – Executive Committee Representatives

Kevin Roche (Staff) reviewed his letter dated October 16, 2025, on the Redistricting of Owner Communities approved by the Full Board of Directors on September 25, 2025. No further discussion.

Item 3: Outreach & Recycling Committee – Caleb Hemphill, Chair

Caleb Hemphill reported that the committee last met on September 11, 2025, and provided a recap of the meeting. The committee reviewed the submission of the School Waste Diversion Grants and selected winners. Staff provided the committee with new metrics breaking down outreach events. The committee reviewed with staff the new education initiatives and reviewed the latest report of the Multi-Family Recycling Initiatives.

In conclusion, the committee thanked Linda Cohen for her service to the committee as her time with the board will conclude at the end of the year.

The next meeting of the committee is November 6, 2025.

Item 4: Finance & Audit Committee Report – Matthew Sturgis, Chair

Matt Sturgis reported that the committee last met on September 25, 2025, and that there is no additional update at this time. The next meeting of the Finance & Audit Committee is January 15, 2026.

Item 5: Resolution – 2nd Reading – Amendment to the Cash Reserve and Investment Policy

Kevin Roche (Staff) reviewed and discussed the amendment to the Cash Reserve and Investment Policy. He provided a brief update on the Tax-Exempt financing and the use of accounts in aggregate to be consistent with the amended policy. A brief discussion followed.

Mike Foley motioned to approve the amendment to the policy and Terry Deering seconded the motion. All in favor.

Item 6: Presentation of Annual Report FY 25

Lucy Sullivan staff provided a presentation of the FY 25 Annual Report to the Board.

Items 7: 5 Year Plan

FY 25 Year End Financials & Review of 5 Year Plan

Kevin Roche (Staff) provided a brief on the FY 25 Finances and moved into discussion of the 5-year plan. He stated that the plan is a projection. The financial plan is reviewed all year long and watched closely for trends. The plan is a conservative plan based on a review of current and prior income statements and analysis. During his brief he discussed investments and other areas of financing to include the debt services fund and how that account is being used as security for bond financing.

He moved into discussion on the recommended rates for FY 27 as reflected in Attachment D2 of the agenda packet. He noted that the proposed increase in the MSW rate is 3% and that the larger increase is in the recycling rate. The proposed rates for FY 27 are MSW \$110.75 per ton and Single Sort Recycling \$110.75. There was a lengthy discussion on the rates and the Extended Producer Responsibility (EPR) Program to include hauling of recycling under EPR.

Anne Bilodeau, Chair, called for a motion to approve the owner rates as presented for FY 27.

Bob Burns motioned to table the motion and postpone voting tonight and call a special meeting of the board. There was a lengthy discussion. Motion failed.

Troy Moon motioned to approve the proposed rates for FY 27 as presented by staff. The motion seconded by Caleb Hemphill. Motion passed.

Item 8: Managers Report

Kevin Roche (Staff) provided a review of the current progress of MRF development. He noted that facility equipment installation is this winter and the facility is scheduled to open in the Fall of 2026 (October). There was a brief discussion on property taxes on the MRF Facility. In addition, Kevin Roche (Staff) updated the committee on the Recycling Markets and stated that **ecomaine** is currently stock piling mixed paper at this time. An additional discussion followed on the materials management.

Kevin Roche (Staff) provided a brief recap of the FY 26 finances.

Adjourn: Bob Burns motioned to adjourn. Troy Moon seconded the motion. All in favor.

Present: Dennis Abbott, Lisa Belanger, Anne Bilodeau, Linda Boudreau, Steve Buck, Bob Burns, Linda Cohen, Terry Deering, Dave Durrell, David Field Jr., Michael Foley, Matthew Frank, Caleb Hemphill, Matt Hill, Melissa Hutchins, Steve Kelley, Heath Knight, Jessica Malloy, Troy Moon, Dwayne Morin, Lisa Pratt, Tom Small, Matthew Sturgis, Amber Swett & Tony Ward

Staff: Wei Huang, Denise Mungen, Kevin Roche, Erik Street, Lucy Sullivan & Kevin Trytek