



## Memorandum

**DATE:** March 30, 2026  
**TO:** Chairperson and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Full Board of Directors Meeting – Minutes – March 19, 2026

### **Item 1: Approval of Minutes:**

Matthew Frank motioned to approve the minutes of January 15, 2026, Full Board of Directors meeting. Terry Deering seconded the motion. All in favor.

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

Caleb reported that the committee last met on February 12, 2026, and the following is a recap of the meeting:

- Staff reviewed year-to-date Outreach metrics and they are on track to reach their goals through direct education, outreach and programming to ecomaine communities.
- Mark McClennan & Alexandra Phillips of C + C Communications firm was selected to provide Public Relations work on the Multi-Family Recycling Initiative within the scope of the EPA Grant. They provided a presentation to the committee on their approach to the project, which consists of strategies in developing community engagement, and content development. They are currently conducting stakeholder research on the project.
- The committee reviewed the submission categories and criteria for the 2026 eco-Excellence Awards. Nominations will open on our website on February 18, 2026, and will close on March 25, 2026.

The next meeting of the Outreach & Recycling Committee is April 9, 2026, all are welcome to attend.

### **Item 3: Finance & Audit Committee Report – Bob Burns, Chair**

Bob Burns reported that the committee last met on January 15, 2026, and reported out to the Full Board of Directors on that day. No additional items to report at this time other than his Cash Disbursements review last week and no issues to report.

Staff will review with the board the proposed budget for FY 27 during this meeting.

The next meeting of the Finance & Audit Committee will be the Budget Review, scheduled for March 26, 2026 @ 4pm. All board members encouraged to attend.

### **Item 4: FY 27 Budget Presentation**

Kevin Roche (Staff) provided the board with an overview of the proposed budget for FY 27. He reviewed staff work in the development of the budget to include a review of current and future trends and projections. A review of net income, depreciation, investments, markets, and tipping fees was discussed. For those that are new to the board, he provided details on bypass to include plans for stockpiling and final disposal of MSW, to reduce the costs associated with bypass. Other areas of discussion included reviews of new owner communities and contracts as well as the possibilities of other long-term contracts. He also touched on the proposed EPR reimbursements in 2027. A lengthy discussion on areas of the budget followed.

**Item 5: Recycling Facility Improvements – Review & Approval of Resolution Authorizing the Expenditure of Long-Term Capital Reserves for the New Materials Recovery Facility**

Kevin Roche (Staff) reviewed the redline version of the resolution with the Board of Directors and discussed the details and changes associated with the New Materials Recovery Facility. Staff is requesting latitude to make transfers to accounts in accordance with the cash reserve and investment policy and as recommended by our Portfolio Manager. There was a lengthy discussion on the project including questions on construction management.

Troy Moon motioned to approve the Resolution titled “Resolution Authorizing the Expenditure of Long-Term Capital Reserves for the New Materials Recovery Facility”. The authorization includes any transfers between reserve funds of up to the same amount deemed necessary by staff and the investment portfolio manager as written and consistent with the Cash Reserve and Investment Policy. Terry Deering seconded the motion. All in favor.

**Adjourn:**

Troy Moon made a motion to adjourn. The motion was seconded by Caleb Hemphill. All in favor.

**Present:**

Dennis Abbott, Lisa Belanger, Anne Bilodeau, Steve Buck, Bob Burns, Patrick Christian, Terry Deering, Mark Dion, Dave Durrell, David Field, Matthew Frank, Caleb Hemphill, Matt Hill, Steve Kelley, Tom Kennie, Heath Knights, Dave Madsen, Troy Moon, Dwayne Morin, Lisa Pratt, Carrye Castleman-Ross, Matthew Sturgis, Andrew Swayze, Amber Swett & Jessica Walker

**Staff:**

Wei Huang, Denise Mungen, Kevin Roche, Chris St. Louis, Erik Street, Lucy Sullivan & Kevin Trytek