Memorandum

DATE: January 21, 2025

TO: Chairperson and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: **Full Board of Directors Meeting – Minutes**

There was an **ecomaine** Board of Directors Meeting held on January 16, 2025**.** The meeting was called to order by Erik Street, Chair.

Item 1: **Approval of Minutes:**

Caleb Hemphill motioned to approve the minutes from December 19, 2024, Board Meeting. The motion was seconded by Linda Cohen. All in favor.

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

Caleb Hemphill reported that the committee last met on November 7, 2024, and reported out to the Full Board on November 21, 2024. The following is an update from the committee:

- **ecomaine** has reached 56,000 people for FY 25 through outreach activities. They include school assemblies, community events facility tours and other outreach efforts.

- Recylopedia continues to grow with 4,439 items search for the month of December. Staff will be looking at ways to update and enhance the tool to improve the user experience.

- PR has had a few good, earned media pieces, a report from Channel 13 on the adoption of EPR rules and features in Bangor Daily News and Maine Public on disposal of Christmas trees and coverage on the hiring to improve recycling in multi-family dwellings.

- Staff will officially open nominations in early February for the Annual eco-Excellence Awards. Winners will be announced on Earth Day in April and recognized as part of the Annual Meeting in June. Caleb asked board members to get the word out in their communities.

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

- Michael Foley, Chair, reported that staff have started the process of developing the FY 26 Budget. Staff anticipates presenting the FY 26 Proposed Budget to the Board of Directors on March 20 and the Budget Review on March 27, and Full approval by the Full Board on April 17, 2025.

- The Chair also reported that staff had reviewed the Year-to-Date Financial Statements in detail with the Finance & Audit Committee today, prior to the Board Meeting.

Item 4: **Environmental Presentation: Anne Hewes, Environmental Manager**

- Anne Hewes (Staff) reviewed with the board; current certifications held by **ecomaine**. She reviewed controls in place to monitor pollutants and air pollution controls, methods of monitoring pollutants and reviewed the Continuous Emission Monitoring Systems and provided compliance information for the last 3 years.

- In closing Anne provided a summary of the EPA's efforts to revise emission standards and discuss actions taken by **ecomaine** with the coalition of waste to energy facilities on the proposed MACT rules.

Item 5: **New Member Communities – Draft Agreement**

- Kevin Roche (Staff) reported on communities interested in joining **ecomaine.** He discussed the value of new communities to **ecomaine** and the tonnage they will bring. He reviewed the proposed buy-in price with the board and noted that it needs to be approved by the board of directors as well as prospective communities. He discussed the buy in period over an extended time. The new communities would have a seat on the board and after 5 years we will develop the proportional share for those new communities. Prior to that we will use projections for the first year and then add actual numbers each year.

- Kevin referenced the three draft agreements that were included in the agenda packet including the Joinder, Interlocal & Waste Handling. He noted that each community has a different review and approval process. The Town of Sanford has inquired about a Non-appropriation Clause in the agreement. This is currently being reviewed by our attorney.

Michael Foley motioned to approve the 3 Draft Agreements as written with the understanding that minor changes may be needed. Terry Deering seconded the motion. All in Favor.

Item 6: **Managers Report**

- **Update – New Materials Recycling Facility –** Kevin Roche (Staff) reported out Machinex was the low bidder, and a Letter of Intent was issued for the design and equipment.

- The General Manager provided an update of the exterior tipping floor (an addition to the existing building). He noted that the property owner is demanding rent on this additional space, even though **ecomaine** is funding it. He summarized the two choices: 1) Negotiate an additional lease payment (plus taxes/triple net) for the additional space or 2) Go back to the original design that had an interior tipping floor inside the existing building footprint. A lengthy discussion on both options continued.

Steve Kelly motioned to authorize the CEO/Staff to proceed with the addition (exterior tipping floor) and negotiate a reasonable rent increase for the proposed addition to the MRF. Rod Regier seconded the motion. All in favor.

- **Update Recycling Market –** Kevin Roche (Staff) provided an update on the recycling markets. He noted that mixed paper is down due to the threat of a strike. **ecomaine** has orders but few pickups.

- **Update – Extending the Leachate Transport Agreement with Kimberly – Clark Corp –** Kevin Roche (Staff) advised the Board that staff hopes to have an extension of the Kimberly Clark agreement on management of leachate soon. Staff is requesting the Board authorize the Executive Committee to approve.

Jim Gailey motioned to have the Executive Committee approve the agreement. Tony Ward seconded the motion. All in favor.

Adjourn: Erik Street, Chair declared the meeting closed at 6pm.

Present: Dennis Abbott, Lisa Belanger, Anne Bilodeau, Linda Boudreau, Bob Burns, Carrye Castleman-Ross, Linda Cohen, Don Cushing, Terry Deering, Dave Durrell, Michael Foley, Matthew Frank, Jim Gailey, Caleb Hemphill, Steve Kelley, Rod Regier, Jay Reynolds, Erik Street, Amber Swett, & Tony Ward

Staff: Jamie Garvin, Wei Huang, Greg L'Heureux, Bea Johnson, Zoe Malia, Denise Mungen, Kevin Roche, Julian Sellers & Kevin Trytek