

ecomaine

Memorandum

DATE: September 18, 2026

TO: Chair & Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Board of Directors Meeting – Minutes – September 17, 2026

Item 1: Approval of the Minutes

Troy Moon motioned to approve the minutes from June 18, 2026, Annual Full Board of Directors meeting. Bob Burns seconded the motion. All in favor.

Item 2: Presentation: Extended Producer Responsibility (EPR) Update – Sarah Nichols, Principal Omnium Advocacy, LLC

Sarah provided a brief on her career as a waste policy expert and her efforts in the development of an EPR program for the State of Maine. She shared her work as Director of Sustainability with the Natural Resource Council of Maine. In her role she led the campaign to pass legislation in support of improving Municipal Recycling Programs through (EPR) programs. Sarah's is currently consulting with Recycle ME assisting in running programs in the United States. She briefly discussed each State's laws and their progress.

Sarah updated the board on the progress here in the State of Maine on the Extended Producer Responsibility programs. The Maine Department of Environmental protection published an RFP for a Stewardship Organization to manage the program; however, the process closed without a designated Stewardship Organization.

In closing, Sarah recommended strongly that Municipalities reach out to their representatives as well as the Department of Environmental Protection to have their voices heard on the needs of the program. There was a lengthy discussion that followed. Board members have requested staff draft a letter to the Governor & Commissioner outlining concerns on the progress of the program and behalf of the communities served by ecomaine.

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

Caleb reported that the committee last met on September 10, 2026, and reported on the following:

- Staff presented the year-to-date outreach/education metrics. The team has set a goal for FY 2027 to reach 100% of our ecomaine communities. To date they have reached one third of communities.
- Staff updated the committee on this year's school waste diversion grants, now called eco-Impact Grants. Submissions are open and due October 20, 2026. Grants are open to schools or non-profit organizations in an ecomaine community. Submission will be reviewed by the committee in November. Post cards are available to promote and share the program.
- The committee discussed planning for an education space at the new recycling facility. Staff are researching grants and funding options for the facility.

In closing, Caleb noted that Andrew Swayze from the town of Cape Elizabeth has joined the Outreach & Recycling Committee. He also reminded the board of the planned visit to Agre-Cycle Energy, scheduled for September 24, 2026. Transportation will be provided leaving at 7:45am. Please reach out to Denise or Lucy if you would like to attend.

The next meeting of the Outreach & Recycling Committee is scheduled for November 12, 2026.

Item 4: Finance & Audit Committee Report – Bob Burns, Chair

Bob reported that the committee met prior to today's Full Board of Directors meeting and provided the following:

- Marcus Pratt, Audit Manager from Runyon, Kersteen Ouellette (RKO) provided a presentation on the results of the FY 26 Audit. The Audit was unmodified (clean) report. The Audit consisted of an observation of inventory, a review of cash disbursements, testing of internal controls, disbursements expenses, payroll, and investments. There was a lengthy discussion that followed.
- Bob stated that he had selected and reviewed a number of Cash Disbursement documents and no issues to report.
- Staff reviewed with the committee the Resolution Authorizing the Lease Financing of up to \$1,700,000 and the proposed recommendation on funding of CIP projects from reserves. The committee is recommending approval from the board on the lease financing and funding from reserves for the FY 27 Capital Projects.
- Staff provided a brief review of the Financial Statements for FY 27.

Item 6: Resolution Authorizing the Lease Financing of up to \$1,700,000

Kevin Roche (Staff) discussed the Capital Improvement Projects authorized in the FY 27 Budget of which a portion was approved for leasing. He stated that staff received bids for lease financing from several institutions and TD Bank had the lowest interest rate. Staff requested approval from the board on the lease financing of \$1,700,000 as referenced in the Resolution included in the agenda. There was a brief discussion.

Matt Sturgis motioned to Approve the Resolution and Authorize Staff to proceed with the Lease Financing. Dwayne Morin seconded the motion. The motion was unanimously approved.

Item 7: Authorization of funding sources for the FY 27 Capital (CIP) Projects

Kevin Roche (Staff) discussed the Capital Improvement Projects requiring funding. Staff is requesting authorization to transfer additional funding from the reserves in the amount of \$3,010,870 to cover the projects. Currently funding is not available in our Operating Funds to cover these projects. This authorization will allow the CEO to transfer funds as needed to pay for Capital Improvement Projects as reflected in his letter to the board included in the agenda. These finances cannot be funded by bond proceeds. Staff have obtained services from a Tax Attorney and our Local Attorney for advisement.

Troy Moon motioned to authorize staff to transfer funding as outlined in 09-10-2026 CEO's memo to the Board of Directors to support Capital Improvement Projects. Bob Burns seconded the motion. The motion was unanimously approved.

Item 8: Resolution Relating to Joinder of Participating Municipalities

Kevin Roche (Staff) advised the board that the Town of Standish would like to proceed with Ownership. Staff requested permission to proceed with agreements. The agreement will go into effect on July 1, 2027.

Terry Deering motioned to Approve the Resolution relating to Joinder of Participating Municipalities with the Town of Standish, Maine. Matt Sturgis seconded the motion. The motion was unanimously approved.

Item 8: Managers Report/Update:

Kevin Roche (Staff) reviewed the Recycling Market report which consisted of pricing on Cardboard, Mixed Paper, Metal & Plastic. In addition, he provided a brief video on the progress on the development of the new recycling facility.

Adjourn:

Caleb Hemphill made a motion to adjourn. David Field Jr. seconded the motion. All in favor.

Present:

Josh Andrews, Lisa Belanger, Anne Bilodeau, Steve Buck, Bob Burns, Mark Dion, Terry Deering, Dave Durrell, David Field Jr., Matthew Frank, Caleb Hemphill, Melissa Hutchins, Steve Kelley, Troy Moon, Dwayne Morin, Lisa Pratt, Carrye Castleman-Ross, Matthew Sturgis, Andrew Swayze & Amber Swett

Guest:

Sarah Nichols
Tashia Pinkham

Staff:

Wei Huang, Chad Jones, Denise Mungen, Kevin Roche, Erik Street & Lucy Sullivan