



**Memorandum**

**DATE:** December 1, 2020  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Executive Committee Minutes November 19, 2020

There was an Executive Committee Meeting held on the date noted above. The meeting followed a break from the Finance Committee Meeting. The meeting was called to order by Mike Shaw, Chairman.

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

Bill Shane motioned to accept the minutes as written. The motion was second by Linda Boudreau. All in favor.

**Item #2:** Presentation – HM Payson – Noah Petrucci & Daniel Lay

Noah Petrucci provided a summary on the **ecomaine** Investment Portfolio Summary.

Dan Lay provided information on investments and the stock market. He provided background on HM Payson's selection process of companies by defining the quality of companies and their ability to drive long term growth for our investments.

In summary, HM Payson looks at the best opportunities to increase exposure to emerging markets for investment growth over the next 5 years.

**Item #3:** Finance & Audit Committee Report – Bill Shane, Chair

Bill Shane reported that the committee met prior to the Executive Committee today at 3pm and discussed the following:

**Cash Disbursement:**

Cash Disbursements were reviewed with staff for the period of August 24, 2020 to October 30, 2020 and found no issues or concerns.

Don Hebert (staff) provided the committee with a presentation on Borrowing & Leasing. Staff showed the advantage of leasing over the next 2 years (FY 21 & 22) and reviewed the potential earnings to our investment account if we took advantage of the current borrowing & leasing opportunities.

Following the presentation there was an extensive discussion on the benefits of borrowing and leasing. Bill Shane solicited committee members for their input which resulted in positive support for moving forward with continued discussions at the next Executive Committee Meeting scheduled for December and recommendations to the Full Board for the January Meeting.

The next meeting of the Finance & Audit Committee is scheduled for January 21, 2021.

**Item #4:**      **Outreach & Recycling Committee – Caleb Hemphill, Chair**

Caleb Hemphill reported out that the committee last met on November 12, 2020 and provided the following highlights:

- Caleb reported out on the Outreach Education and Tagging Internship program. The program has done well, and Portland & Scarborough have joined in with Westbrook & South Portland in managing contamination.
- Matt Grondin (staff) provided a brief presentation on the education and tagging program. The brief included stats on reductions in contamination in communities.

There was a Q & A session following the presentation. Bill Shane requested that the Outreach & Recycling Committee put together a budget based on the quantitative info and put an actual dollar value and cost of labor and implementation. The budget should include what the potential savings are to communities. Caleb will work with staff and the committee to develop this budget.

- Caleb updated the committee on FY 21 School Recycling grants proposals. The committee awarded ten school projects in the amount of \$18,500.
- eco-Excellence nominations due January 31, 2021.
- Education & Outreach has shifted to virtual due to the pandemic and tours are suspended. Staff continues to provide remote educational opportunities. Tabling opportunities are available and please reach out to staff to schedule education in your community.
- Staff is currently working on a program “Certified ecomaineac” the program will certify community ambassadors in recycling education. The program is planned for unveiling in January 2021.

**Item #6:**      **Manager’s Report**

**Outage Summary**

Kevin Trytek (staff) provided a recap on the projects completed during the fall outage. He included a breakdown of the cost associated with the projects. There was a brief question & answer session.

**Financial Statement FY 21 (Year-to-date)**

Don Hebert (staff) reviewed the FY 21 Financial Statements.

**Adjourn:**

Bill Shane motioned to adjourn. Motioned second by Linda Boudreau. All in favor.

**Present via Zoom:**

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Deb Cabana, John Cloutier, Dave Durrell, Matthew Frank, Jamie Garvin, Caleb Hemphill, Greg L’Heureux, Troy Moon, Rod Regier, Bill Shane, Mike Shaw & Erik Street

**Staff:**

Matt Grondin, Don Hebert, Wei Huang, Kevin Trytek, Scott Miller & Denise Mungen