



Memorandum

DATE: March 22, 2021

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Full Board of Directors Meeting Minutes – March 18, 2021

There was a Full Board of Directors Meeting held via the Zoom Platform on the date noted above. The meeting was called to order by Mike Shaw, Chairman.

Item #1: Approval of the Minutes

Troy Moon motioned to approve the minutes as written. The motion was second by Dave Durrell. All in favor.

Roll Call: Dennis Abbott, John Cloutier, Dave Durrell, Matthew Frank, Jim Hager, Caleb Hemphill, Greg L'Heureux, Troy Moon, Rod Regier, Mike Shaw, Erik Street & Matthew Sturgis – Approved.

Abstained: Bob Burns & Bear Zaidman

Item # 2: Finance & Audit Committee Report – Bill Shane, Chair

Bill Shane reported that the Finance & Audit Committee last met on November 19, 2021 and the following are the items of discussion:

- Cash disbursements were reviewed with staff and no issues were found.
- The committee reviewed and discussed the lease purchasing and recommended unanimously by the committee to the Full Board for approval.

The Finance & Audit Committee Budget Review Meeting for FY 22 is scheduled for next week (March 25, 2021) and we are hoping for participation from all members of the board.

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

Caleb Hemphill reported out that the Outreach & Recycling Committee last met on February 11, 2021 and provided the following highlights:

- eco-Excellence Awards for 2021 judging is complete and we have 9 winners. Awardees will be recognized via video through Zoom at the April 15th board meeting. Staff is currently working with a videographer. We are tentatively planning for in-person recognition at the Annual Meeting on June 17th.
- Upcycle Challenge 2021 is open to schools and we are accepting applications. Deadline is March 19th. Finalist will be voted on via social media and

announced on Earth Day 2021.

- Year to date, Education & Outreach have reached 18,483 people. These numbers are down due to the pandemic.
- Staff has hired 2 interns for the tagging & outreach program, which will begin this spring.
- Staff continues to work virtually on outreach through the challenges of the pandemic. Virtual tours & presentations continues through the school system as well as tabling education. We encourage all board members to reach out to the communications team to schedule outreach in your communities.
- Online Media & Recyclopedia continue to make gains for FY 21. The website
- The new redesign of the website has resulted in an increase of use. Recyclopedia use has also increased, it has reached 25,000 materials searches.

The next meeting of the Outreach & Recycling Committee is April 8th, 2021. All are welcome to attend.

Item # 5: FY 22 Budget Presentation – Kevin Roche

Kevin Roche began the presentation with an overview of the Current Year (FY 21) Budget to Forecast and the (FY 22) Proposed Budget. The budget presentation included a review of historical trends; goals for FY 22 such as continuing to keep recycling cost neutralized, prospecting new long term member communities, evaluating underperforming contracts and continuing our mission statement.

Manager's Report

Kevin Roche provided an update of the following areas:

- The power purchase agreement has been executed and will go into effect 03/01/2021. Constellation was selected for a 2-year contract.
- Spring Outage is scheduled for March 29th. A summary of the areas of focus during the planned Spring Outage was presented.
- The Solar Landfill Project is proceeding as planned. The next steps will be obtaining DEP Approval which is in process at this time.

Other areas of update included a brief on the current recycling markets and legislative update on LD 57.

Item # 6: Other Business

Kevin Roche provided an educational session to new board members and a recap of the process of board & committee appointments.

Matthew Frank motioned to adjourn. The motion was second by Linda Boudreau. All in favor.

Zoom Attended:

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Bob Burns, John Cloutier, Dave Durrell, Matthew Frank, Jim Hager, Caleb Hemphill, Greg L'Heureux, Troy Moon, Rod Regier, Heidi Richards, Bill Shane, Mike Shaw, Erik Street, Rob Wood & Bear Zaidman

Staff:

Matthew Grondin, Don Hebert, Wei Huang, Denise Mungen, Kevin Roche Jenna Sweeney & Kevin Trytek