

# ecomaine

## Memorandum

**DATE:** November 3<sup>rd</sup>, 2015  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Agenda for the Executive Committee Meeting

There is an **ecomaine** Executive Committee Meeting scheduled for November 10<sup>th</sup>, 2015 @ 4:00 PM. The agenda for this meeting is as follows:

1. Approval of the Minutes (**Attachment A**)
2. Audit Committee Report – Mike Shaw, Chair
3. Finance Committee Report – Matthew Frank, Chair
4. Recycling Committee Report – Erik Street, Chair
5. Manager's Report
  - **Review of Financial Statements FY 16**
    - Financial Summary
    - Statement of Revenue & Expenses
    - Statistical Data
    - Tonnage Graph
    - Statement of Cash Balances
  - Legislative Update
6. Other:

### **Future Meetings:**

Executive Committee Meeting: December 17 <sup>th</sup> 2015 @ 4PM	Finance/Budget Workshop: March 24 <sup>th</sup> , 2016 @ 4PM
Finance Committee Meeting: January 12 <sup>th</sup> , 2016 @ 4PM	Audit Committee Meeting: April 21 <sup>st</sup> , 2016 @ 3PM
Full Board Meeting: January 21 <sup>st</sup> , 2016 @ 4PM	Full Board Meeting: April 21 <sup>st</sup> , 2016 @ 4PM
Recycling Committee Meeting: January 28 <sup>th</sup> , 2016 @ 4PM	Finance Committee Meeting: May 19 <sup>th</sup> , 2016 @ 3PM
Executive Committee Meeting: February 11 <sup>th</sup> , 2016 @ 4PM	Executive Committee Meeting: May 19 <sup>th</sup> , 2016 @ 4PM
Full Board Meeting: March 17 <sup>th</sup> , 2016 @ 4PM	Recycling Committee Meeting: May 26 <sup>th</sup> , 2016 4PM
Recycling Committee Meeting: March 24 <sup>th</sup> , 2016 @ 3PM	Full Board/Annual Meeting: June 16 <sup>th</sup> , 2016 @ 11:30AM

The Executive Committee may wish to go into Executive Session for any of the above items under Section 405 of Title 1 of the Maine Revised Statutes ([per the following legislative website: http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html](http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html).)

11/3/2015

**Memorandum**

**DATE:** September 21<sup>ST</sup>, 2015  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Executive Committee Minutes – September 17<sup>th</sup>, 2015

There was an **Executive Committee Meeting** held on the date noted above. The meeting was called to order by Jim Gailey, Chairman.

The Chairman expressed the condolences of the Executive Committee to the **ecomaine** staff on the loss of Carolyn Knights.

**Item #1 - Minutes of May 28<sup>th</sup> & June 18th:**

Ed Suslovic made a motion to accept the minutes as written from both Executive Committee Meetings. The motion was seconded by Linda Boudreau. All in Favor.

**Item #2 - Audit Committee Report – Mike Shaw, Chair:**

The Audit Committee met today with the following items discussed:

- Draft Audit Report for FY 15
- Selection of the Auditors for next FY
- Scheduling the Committee to meet in October 2015 to discuss Auditors for next fiscal year

The Committee recommended the Draft Audit Report be accepted for the October Full Board Meeting.

**Item # 3 - Finance Committee Report – Matthew Frank, Chair:**

The Finance Committee met on September 14<sup>th</sup> and the following items discussed:

- Cash Disbursements – No issues
- Financial Statements Year to Date
- 5 Year Financial Plan
- Assessments, Rebates & Tipping fees

The committee made the following recommendations:

1. Leave tipping fees at \$70.50 for FY 17
2. No Rebates
3. No Assessments
4. Replenish the \$.5MM cash reserve for recycling markets
5. Special Meeting in October to further discuss 5year financial plan.

There was a lengthy discussion on the reserve fund and the cash flow.

Matthew Frank noted that the committee will be meeting in October and strongly recommends full Board participation.

**Item # 4 - Recycling Committee Report – Erik Street, Chair:**

The Recycling Committee last met on May 28<sup>th</sup>, 2015 and the following items were discussed.

- Recycling Work of Art Program
- Education Grants
- Paid Media

Erik Street reminded the committee of the upcoming Recycling Open House and encouraged all to attend.

The next Recycling Committee Meeting is scheduled for September 24<sup>th</sup>, 2015

**Item # 5 - Sub-Committee on the Gorham Property – Troy Moon, Chair:**

The Sub-Committee met on July 27<sup>th</sup> & August 31<sup>st</sup>, 2015.

There was a discussion of the history of the land and the feasibility study. A lengthy discussion followed. The recommendation of the Sub-committee is to sell the Gorham property (by owner) at \$2.2 MM.

The committee recommended that the Gorham Property recommendations go to the full board for approval.

Mike McGovern motioned to recommend to the full board. The motion was seconded by Richard Brobst. AIF.

**Item # 6 - Update and Discussion the Regional Hauler Permitting & Compliance Program:**

Kevin Roche has had several discussions with haulers. Based on the meetings he had the following recommendations:

- Put the program on hold for now and work with haulers on tonnage
- If issues of diversion become problematic bring back to the board
- Work with communities on modernizing their ordinances

Mike McGovern motioned to suspend the program. The motioned was seconded by Len Van Gaasbeek. All in favor.

**Item # 7 - Managers Report:**

Kevin Roche reviewed financial statements for FY 15 & FY 16.

Richard Brobst made a motion to adjourn. The motion was seconded by David Morton. All in favor.

**Present:**

Shawn Babine, Linda Boudreau, Richard Brobst, Deborah Cabana, David Cole, Matthew Frank, Jim Gailey, Caleb Hemphill, Roger Hicks, Suzanne Knight, Mike McGovern, Troy Moon, David Morton, Anthony Plante, Rod Regier, Bill Shane, Mike Shaw, Erik Street, Ed Suslovic & Len Van Gaasbeek

**Visitor:**

Gary Foster

**Staff:**

Arthur Birt, Denise Mungen, Kevin Roche & Kevin Trytek