

ecomaine

Memorandum

DATE: June 15, 2017

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: **Agenda for the Board of Directors Meeting**

The Annual Meeting is scheduled for **June 15, 2017 @ 11:30am located at Brick South @ Thompson Point**. The agenda for this meeting is as follows:

1. Welcome: Troy Moon, Chairman of the Board
2. **Recognition of Service:**

Shawn Babine	Town of Scarborough
David Cole	Town of Gorham
Suzanne Knight	City of Portland
Michael McGovern	Town of Cape Elizabeth
Ed Suslovic	City of Portland
Travis Wagner	University of South Maine
3. Approval of the Minutes (*Attachment A*)
4. Audit Committee Report – Erik Street, Chair
5. Finance Committee Report – Mike Shaw, Chair
6. Outreach & Recycling Committee Report – Caleb Hemphill, Chair
7. Nominating Committee Report – Dave Morton, Chair
8. Vote on Officer and Committee Appointments (*Attachment B*)
9. Remarks from Kevin Roche, CEO
10. **Guest Speaker:** **Ted Siegler, Resource Economist,
DSM Environmental Services Inc.**
11. Closing Remarks

DATE: May 26, 2017
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Minutes Board of Directors Meeting – April 27, 2017

There was a Board of Directors Meeting held on the date noted above. The meeting was called to order by Troy Moon, Chairman.

Item #1: Minutes

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

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

The Outreach & Recycling Committee last met on March 6, 2017.

Caleb reported out the following highlights:

- All winners of the eco-Excellence Awards who were unable to attend the ceremony have been recognized with the exception of Chebeague Island which will be presented this summer.
- A press conference was held on April 20 to officially unveil the pilots in South Portland and Scarborough. The event drew media coverage from WMTW the Portland Press Herald and other local media.
- Both pilots will have information booths at Scarborough and Mill Creek Hannaford locations in conjunction with Earth Day.
- Outreach for March and April were strong months with a goal of reaching 10,000 people (in person) in outreach by June YTD.

The next Outreach & Recycling Committee meeting .will is May 25, 2017.

Item 3: Audit Committee Report

The Audit Committee met prior to the Full Board Meeting today. The committee discussed the following:

- RKO reviewed the roles and responsibilities of the Auditor (RKO), Management and the Audit Committee.
- The committee discussed RKO's recommendations from FY 15 Management letter on purchasing.
- The committee reviewed RKO's engagement letter and was signed by the Chair.

The committee will next meet in September (date of be determined) to review the draft of the FY 17 Audit. All are welcome and encouraged to attend.

Item # 4: - Finance Committee Report

Kevin Roche briefed the board on the changes to the proposed budget. The corrections noted in his letter to the board did not impact the operating revenues, operating costs or total cash on hand at year end FY 18. The changes simply were corrections.

Len Van Gaasbeek motioned to approve the budget as discussed. The motion was second by Tony Plante. All in favor and unanimously approved.

Item # 5: - Update & Presentation on improvements for collection & processing

Troy Moon opened discussions on the trip to Norway/Sweden. Kevin Roche's presented a power point presentation on several multi bin technologies currently in operation in Norway/Sweden. After the presentation, there was a lengthy discussion on the different methods. Kevin briefly discussed the feasibility study that is underway and the status of our waste stream & food waste recovery efforts to date.

Kevin also discussed the consulting service underway with Stu Axelrod on the cost benefit analysis and will keep the board informed as staff looks at options and alternatives.

Item # 6 Change to ecomaine retirement provider

Kevin Roche provided an overview of the current retirement provider and the reduction of advisement capabilities and services available by Met life (current provider).Staff has begun investigating alternatives and will report back to board on their findings.

Bill Shane motioned that the board allow staff to consider changing providers to the retirement plan. The motion was second by Tony Plante. All in Favor.

Item # 7 – Legislative Update

Kevin Roche provided an update on the following legislation:

- LD 1524 - Act to address hunger, support Maine Farms and Reduce Waste.
- LD 1147 - An Act to Modernize the Renewable Portfolio Standard
- LD 1185 - An Act Regarding Renewable Portfolio Standards

Len Van Gaasbeek motioned to adjourn. The motion was second by Troy Moon. All in favor.

Present:

Sherrie Benner, Anne Bilodeau, Linda Boudreau Alan Bradstreet, Christopher Branch, Deborah Cabana, Bill Donovan, Maureen McDevitt, Matthew Frank, Jamie Garvin, Caleb Hemphill, Roger Hicks, Gary Lamb, Jessica Maloy, Troy Moon, David Morton, Tony Plante, Rob, Randall, Bill Shane, Erik Street, Len Van Gaasbeek & Rob Wood

Staff:

Arthur Birt, Denise Mungen & Kevin Roche



PROPOSED COMMITTEES FY2018

Officers & Members of the Executive Committee

- Troy Moon, Chairman 06/30/2018
- Matthew Frank, Vice Chairman 06/30/2018
- Mike Shaw, Treasurer 06/30/2018
- Erik Street, Secretary 06/30/2018

- Dave Morton District 1 – Bridgton, Casco, Gray & Harrison 06/30/2018

- Dennis Abbott District 2 – Hollis, Limington, Lyman, Waterboro (Dennis Doughty, Alternate) 06/30/2018

- Anthony Plante District 3 – Gorham & Windham 06/30/2018

- William Shane District 4 – Cumberland, Freeport, North Yarmouth, Pownal & Yarmouth 06/30/2018

- Caleb Hemphill District 5 – Falmouth & Cape Elizabeth 06/30/2020

- Christopher Branch Portland 06/30/2020

- Anne Bilodeau Portland 06/30/2020

- Bill Donovan Scarborough 06/30/2018

- Linda Boudreau South Portland 06/30/2018

AUDIT COMMITTEE	FINANCE COMMITTEE	OUTREACH & RECYCLING
Chair – Erik Street	Chair – Mike Shaw	Chair – Caleb Hemphill
Linda Boudreau	Dennis Abbott	Maxine Beecher
Christopher Branch	Anne Bilodeau	Sarah Bernier
David Morton	Linda Boudreau	Alan Bradstreet
Mike Shaw	Matthew Frank	Bill Donovan
Len Van Gaasbeek	Len Van Gaasbeek	Dennis Doughty
	Troy Moon	Jamie Garvin
	Anthony Plante	Maureen McDevitt
	Rod Regier	Bob Randall
	William Shane	John Tibbetts
		Rob Wood