



Memorandum

DATE: January 9, 2020
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: **Agenda for the Board of Directors Meeting**

There is an **ecomaine** Board of Directors Meeting scheduled for **Thursday, January 16, 2020 @ 4PM**. The meeting will be held in the 1st Floor Conference Room. The agenda for this meeting is as follows:

1. Approval of the Minutes (*Attachment A*)
2. Finance & Audit Committee Report – Erik Street, Chair
 - Recommendation and Approval of Auditor Selection for FY 20
3. Outreach & Recycling Committee Report – Caleb Hemphill, Chair
4. Power Purchase Agreement – (*Handout*)
5. Manager’s Report
 - **Presentation – Environmental Report** – Anne Hewes, Environmental Manager
 - Update – Electric Truck
 - Update – Solar at Landfill
 - Update – Recycling Markets
 - Update – Non-Ferrous Recovery

Finance Report – FY 20 (Year to Date) (Provided under separate cover)

- Financial Summary
 - Tonnage Summary
 - Statistical Data
 - Statement of Revenue & Expenses
 - Statement of Cash Balances
 - Summary Analysis of All Tons
 - Electrical Generation
6. Other Business:

Future Committee Meetings:

Outreach & Recycling Comm.	01-23-2020 @ 4pm
Outreach & Recycling Comm.	02-13-2020 @ 3pm
Executive Committee	02-13-2020 @ 4pm
Outreach & Recycling Comm.	03-19-2020 @ 3pm
Full Board of Directors	03-19-2020 @ 4pm
Joint Finance & Full Bd. Budget Review	03-26-2020 @4pm
Executive Committee	04-09-2020 @ 4pm
Finance & Audit Committee	05-21-2020 @ 3pm
Full Board of Directors	05-21-2020 @ 4pm
Outreach & Recycling Comm.	05-28-2020 @ 4pm
Annual Board of Directors Meeting	06-20-2020 @ 11:30am

The Board of Directors 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).)



Memorandum

DATE: October 30, 2019
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Full Board of Directors Meeting Minutes – October 17, 2019

There was a Full Board of Directors Meeting held on the date noted above. Chairman Matthew Frank called the meeting to order and welcomed new board members from the Town of Hollis, Dave Durrell and from the Town of Pownal, Heidi Richards.

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

Troy Moon motioned to approve the minutes from the Annual Board of Directors Meeting held on June 18, 2019. Anne Bilodeau second the motion. All in Favor.

Item: # 2: **Finance & Audit Committee Report – Erik Street, Chair**

Due to inclement weather both the Chair and the Vice Chair were not present, the report was provided by Kevin Roche, CEO/General Manager. The following recap was provided:

Audit FY 190:

RKO completed the FY 19 Audit. Amy Chasse provided an overview of the findings. The committee reviewed and approved the Audit Report for FY 19.

Cash Reserve & Investment Policy:

The committee reviewed the Cash Reserve and Investment Policy and is recommending an amendment to the policy as reflected in Attachment (B1).

Rod Regier motioned to approve the amendments to the Cash Reserve and Investment Policy as recommended by both the Finance Committee and the Executive Committee. The motion was second by Linda Boudreau. All in Favor.

HM Payson Services:

Kevin Roche briefed the board on the Executive Committee recommendation to continue Investment services with HM Payson.

Linda Boudreau motioned to extend the Investment Services of HM Payson. Troy Moon second the motion. Brief Discussion. The motion was approved. All in Favor.

5 Year Plan:

Kevin Roche shared that the committees (Executive & Finance) reviewed the 5 Year Plan in detail. He reviewed the notable points. He advised that the committee (Executive) requested that staff prepare a letter to owner communities (Attachment B) summarizing the main points of the 5-year plan, specifically the rate increases. There was a lengthy discussion on cash vs. borrowing for capital improvements.

The Board recommended that staff continue to monitor and that the board revisit the discussion each year.

Matthew Frank briefed the Board on the Executive Committee recommendation to increase the rate adjustment from \$2.00 per ton to \$2.50 per ton (or \$75.50).

Mike Shaw motioned that effective July 1, 2020 a rate increase to owner communities of \$2.50 per ton and further move that single sort recycling remain at the current rate of \$35.00 per ton plus contamination. Motion was second by Greg L'Heureux. All in favor.

After a lengthy discussion on the market, Mike Shaw moved to authorize the General Manager to set commercial rates (as well as the spot market rate) as the market dictates with the caveat that the rate is not less than owner community tipping fees. The motion was second by Rod Regier. All in Favor.

The General Manager will notify the full board in the event the market changes.

Item #3:

Outreach & Recycling Committee Report – Caleb Hemphill, Chair

Caleb reported that the committee last met on September 12, 2019 and provided the following highlights:

- Open House attracted approximately 1500 Visitors this year. The event collected 22 pallets of computers, printers and other mixed waste.
- Recycling Grants are due by October 25, 2019. We encourage broad participation; information is available on our website or you can contact the communication staff.
- Education Outreach continues to climb in FY 20, to include followers in Twitter, Instagram and the use of Recyclopedia.

The next meeting of the Outreach & Recycling Committee is November 7, 2019 @ 4pm.

Item #4:

Presentation of Annual Report – Kevin Roche

Matt Grondin provided a presentation and recap of the Annual Recycling Open House.

Kevin Roche presented the Annual Report. There was a brief discussion.

Item #5:

Managers Report:

Kevin Roche reported out on the status of the Electric Trucks and a new vendor of interest (Lion). Staff will look more closely at what Lion Trucks has to offer. He also reported out on the Solar Landfill project and their procurement of consulting services, Recycling Markets, Building Improvements and the Year-to-Date Financials.

Dave Durrell motioned to adjourn. The motion was second by Troy Moon. All in favor.

Present:

Maxine Beecher, Anne Bilodeau, Linda Boudreau, Christopher Branch, Deb Cabana, Dave Durrell, Matthew Frank, Jamie Garvin, Don Hamill, Caleb Hemphill, Greg L'Heureux, Maureen Mc Devitt, Troy Moon, Rod Regier, Heidi Richards, Bill Shane, Paul Smith, Mike Shaw, Matthew Sturgis & Rob Wood

Guest:

Kathryn Oak

Staff:

Matt Baum, Matt Grondin, Don Hebert, Denise Mungen & Kevin Roche

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