



Memorandum

DATE: July 11, 2019
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Executive Committee Minutes – May 16, 2019

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

Item #1: Approval of the Minutes

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

Item #2: **Executive Session:**

The Executive Committee went into Executive Session, pursuant to 1 M.R.S. § 405(6)(E) to consult with the corporation’s attorney concerning the legal rights and duties of the corporation and pending or contemplated litigation.

Linda Boudreau motioned to enter Executive Session to consult with the corporate attorney concerning the legal rights and duties of the corporation and or contemplated litigation. The motion was second by Bill Shane. All in favor.

Bill Shane motioned to end the Executive Session. The motion was second by Dave Morton. All in favor.

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

Caleb reported that the committee last met on March 7th and provided the following highlights:

- The committee reviewed earned media mentions and it’s continued growth in FY 19, the review included increased social media engagement (Recyclopeda, Facebook, Twitter and Instagram) followers.
- 6 “Recycling is a Work of Art” containers have been placed and should be put into circulation on or around June 2019.
- Education & Outreach stands at 30,875 reached for FY 19.
- Staff has put together new virtual tour videos that will be used in schools and Community groups.

Upcoming Events:

City of Rockland’s single sort program kick-off on June 8th.
ecomaine Annual Board of Directors Meeting, June 20th @ 11:30am.

The next meeting of the Outreach & Recycling Committee is May 23, 2019 @ 4pm.

Item #4: Finance & Audit Committee Report – Erik Street, Chair

Erik reported the Finance & Audit Committee met prior to the Executive Committee Meeting and the following items were discussed:

- Cash Disbursement were reviewed with no issues.
- Roger Lebreux, RKO briefed the committee on the FY 19 Audit. Roger discussed roles and responsibilities of staff, the committee and the Auditors. He also provided plans on review of specific areas of focus for this year's Audit.
- The committee reviewed the timeline for solicitation and selection of Auditors for FY 20.
- The committee discussed future bonding and requested staff review yearly with 5-year plan.
- The committee reviewed the proposal from HM Payson for continued investment service and discussed the current language of Cash Reserve & Investment Policy.

The committee is recommending to the Executive Committee the following language amendment in the Cash Reserve and Investment Policy. "The Board, or designated committee at least every five years, will consider an RFP seeking Investment Services pursuant to 30-A M.R.S.A. § 5706 (4)". There was a brief discussion.

Linda Bourdeau motion to recommend to the Full Board the amendment in the language of the Policy as prescribed. The motion was second by Bill Shane. All in favor.

Item 5: Managers Report:

Kevin Roche provided an update on the current legislation specifically LD 1494. He commended the efforts of Representative Carson on his support of LD 988 and encouraged board members to reach out to legislative representatives in support of the bill.

Item # 6: Executive Session: CEO Evaluation Review

The Board went into Executive Session for discussion or consideration of evaluation and compensation of the CEO, under section 405, of the Title 1 of the Maine Revised Statutes.

Dave Morton made the motion to go into Executive Session for the purpose of conducting the GM/CEO's performance review. The motion was seconded by Caleb Hemphill. All in favor.

Staff was dismissed during Executive Session and was unable to capture the motion to end the Executive Session or adjournment.

Present:

Jeff Amatrudo, Maxine Beecher, Anne Bilodeau, Linda Boudreau, Christopher Branch, Matthew Frank, Jamie Garvin, Don Hamill, Caleb Hemphill, Greg L'Heureux, Dave Morton, Rod Regier, Bill Shane, Mike Shaw & Erik Street

Guest:

Mark Bower, Jensen Baird Gardner & Henry

Staff:

Don Hebert, Denise Mungen, Kevin Roche & Kevin Trytek