



**Memorandum**

**DATE:** October 1, 2019  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Executive Committee Minutes – September 19, 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 Caleb Hemphill. All in favor.

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

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

- Update of Metrics – FY 20 stands at 24 media mentions to date, including presentations by Kevin Roche to the Maine Town City & County Management Association in August of this year.
- Engagement in social media continues to be strong with increase followers in Facebook, Twitter and Instagram. Recyclopedia also continues in its growth of use. into circulation on or around June 2019.
- 2019 Open House is scheduled for September 28, 2019 from 8am to noon. Our six containers from “Recycling is a Work of Art Contest” will be on display.
- FY 20 Recycling Grants are now open until October 25, 2019. We encourage board participation; information is available on our website or you can contact the communication staff.
- Education Outreach also continues to climb reaching 2663 people through August in FY 20.

Staff has tentative dates for the Education Session of November 19<sup>th</sup> (Municipal Staff) & December 3<sup>rd</sup>, (Educators).

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

**Item #3:** Finance & Audit Committee Report – Erik Street, Chair

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

- Cash Disbursement were reviewed with no issues.
- RKO completed the FY 19 Audit and reviewed the draft report with the committee. Amy Chasse provided an overview of the process and found it to be a clean audit. The committee has received & approved the FY 19 Audit.

- The committee reviewed the schedule for Auditor Solicitation and Schedule for FY 20 Audit. The Bid process will begin on October 31, 2019 with interviews to begin by January 2020. There was a brief discussion on the committee involvement and staff involvement.
- Staff reviewed with the committee the year end finances.

### **Five Year Plan**

- Staff reviewed the 5-year plan and recommended a increase in tipping fees of 2.8% (\$75.50 per ton), the increase would become effective July 1, 2020. Also recycling tipping fees to owner communities will continue at \$35.00 per ton. The committee agreed and is recommending to the Executive Committee approval of the proposed rates. The committee requested that staff provide a cover letter and summary to the communities outlining these changes in rates prior to the effective date of the change.

Erik Street motioned that the Executive Committee approve the proposed rates. The motion was second by Mike Shaw. All in favor.

### **Cash Reserve & Investment Policy**

- The committee reviewed and recommends the amended changes to the Investment policy as reflected in Attachment F.

Mike Shaw motioned to accept the recommended amendments to the language of the Cash Reserve and Investment Policy. The motion second by Bill Shane. All in favor.

### **HM Payson**

- The committee is recommending we continue current investment services with HM Payson.

Mike Shaw motioned to continue investment services with HM Payson. The motion was second by Bill Shane. All in favor.

### **FY 20 Audit Solicitation**

- No further discussion.

### **Item #4: Update – Electric Truck**

Kevin Roche provided an update on the electric trucks. Staff is now looking at other vendors (BYD, Lion, etc.). Christopher Branch, Mike Shaw and Erik Street visited the BYD facility with staff and each shared their prospective. While mostly positive, Erik Street did share concerns on the unknowns, specifically climate, ash & local service.

There was a lengthy discussion.

Mike Shaw motioned to approve the down payment and purchase of the electric vehicles and for staff to enter into all necessary agreements. The motion was second by Troy Moon. Motion

passed. All in favor. The committee also requested that staff have our attorney's review the contracts between DEP & BYD (or other vendor) and staff obtain a performance bond.

**Item #5: Authorization for CEO to Solicit & Execute the Power Purchase Agreement**

Linda Boudreau motioned to authorize staff to solicit and execute a power purchase agreement for the sale of electricity. The motion was second by Troy Moon. All in favor.

**Item #6: Managers Report:**

Kevin Roche reported out the increase in interest on space at our landfill for Solar Power. There was a brief discussion.

Troy Moon authorized staff to obtain an energy consultant on solar panels on the Landfill. The motion was second by Dave Morton. All in Favor.

Kevin Roche provided an update on current legislative efforts and the status of building improvements.

Troy Moon motioned to adjourn. The motion was second by Rod Regier. All in favor.

**Present:**

Dennis Abbott, Maxine Beecher, Anne Bilodeau, Linda Boudreau, Christopher Branch, Dave Durrell, Matthew Frank, Jamie Garvin, Don Hamill, Caleb Hemphill, Greg L'Heureux, Jarrod Maxfield, Troy Moon, Dave Morton, Rod Regier, Bill Shane, Mike Shaw & Erik Street

**Staff:**

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