



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 the market dictates with the caveat that the rate is not less than owner community tipping fees. However, SPOT market rates would continue to be set by the General Manager as they have in the past. 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 Recyclopeda.

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