

ecomaine
Memorandum

DATE: February 11, 2022
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Executive Committee Meeting Minutes – February 10, 2022

There was an **Executive Committee Meeting** held on the date noted above via the Zoom Platform in accordance with the **ecomaine** Remote & Hybrid Meeting Policy. The meeting was called to order by Mike Shaw, Chairman.

Item 1 – Approval of the Minutes:

Bill Shane motioned to approve the minutes from December 16, 2021. The motion was second by Matthew Frank.

Roll Call: Anne Bilodeau, Linda Boudreau, Matthew Frank, Caleb Hemphill, Jarrod Maxfield, Troy Moon, Rod Regier, Bill Shane, Mike Shaw – All in favor.

Abstained: Christopher Branch, Erik Street

Present: Rob Wood

Item 2 – Finance & Audit Committee Report – Bill Shane, Chair:

Bill Shane reported that the Finance & Audit Committee last met on November 18, 2021. He reminded everyone that the MSW rates for FY 23 (\$79.50) will begin on July 1, 2022. Bill asked that board members reach out to town staff to remind them of the rate increase, so that it is included in the budget process.

The next Finance & Audit Committee meeting is scheduled for March 24, 2022. This meeting is our annual budget review of the proposed budget for FY 23. The Budget will be presented to the Full Board on March 17, 2022. We anticipate a vote of the budget on April 21, 2022. Board participation at all three meeting is important to the budget process.

The next meeting of the Finance & Audit Committee will be March 24, 2022 @ 3pm. All are welcome to attend.

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

Caleb Hemphill reported that the committee just met, and he provided the following highlights:

- **P.R. & Education and Outreach** - Through November 2021, staff has reached out to 48,129 people through education outreach.

- News stories continue to be a strong point for ecomaine, with 107 total mentions for FY 22. Recyclopedia saw more than 50,000 items searched for the month of January.
- **ecomaine's Upcycle Challenge** is underway, this contest asks student to design invention from material that would have been thrown away. This is an opportunity for a chance to win \$500 for their school. Entries Upcycle Challenge will be accepted through March 18, 2022.
- The committee evaluated sixteen nominations for the **2022 eco-Excellence Award**. An in-person gathering in March is unlikely and staff is exploring other avenues.

The next meeting of the Outreach & Recycling Committee is April 14, 2022. All are welcome.

Item 4 – Discussion – Insurance Premiums/Deductibles & Terrorism Coverage:

Greg L'Heureux (Staff) led the discussion on insurance premiums and deductibles. He provided a recap of insurance discussions over the last few months. The committee requested staff complete an analysis of the different deductibles for the property insurance.

He reported that quotes had been requested and he prepared an analysis for the property insurance deductibles in the amount of \$100 thousand- and \$200 thousand-dollar deductibles. He reviewed the summary with the committee.

The two remaining questions are the election of certified or non-certified Terrorism Insurance. In the summary staff provided detailed information on these two types of coverage.

Additionally, staff provided a status update on the application process for Cyber Security Coverage. Staff is still exploring with Systems Engineer on these options and will get back to the committee. Todd Jacobs from USI also provided some additional information on the property insurances, rate increases, and Cyber Security Insurance. There was a lengthy discussion on all insurance policies and deductibles.

There was an additional discussion on Cyber Security and IT Services in general. Several committee members asked questions and provided comments. Bill Shane requested that we continue the discussion on IT and Security at some point in the future. His town switched from Systems Engineering to Ion IT who provides for onsite support as well as remote that requires a higher level of support. Greg said we would need to do a risk/reward analysis to better understand the return as this could be expensive. Staff will provide either the Executive Committee or the Full Board with the status of the Cyber Security Policy in April. Additional discussions on the Cyber Insurance continued. Mike Shaw requested a timeline from staff in getting quotes on the Cyber Security Policy, Todd responded that once the application is in hand and finalized, we would be able to obtain a policy in 30 days. Staff plans to come back to the executive committee or board in April so that it is included in the budget, however he asked for some staff discretion if under \$10k.

Rod Regier motioned approval of staff's recommendation to not obtain the certified terrorism coverage, maintain the non-certified terrorism coverage, and continue with the current deductible at \$200 thousand. The motion was second by Bill Shane.

Roll Call: Anne Bilodeau, Linda Boudreau, Chris Branch, Matthew Frank, Caleb Hemphill, Jarrod Maxfield, Troy Moon, Rod Regier, Bill Shane, Mike Shaw & Erik Street. All in favor

Item 5 – Managers Report

- **Update – Facilities Assessment** – HDR Engineering Company has visited the WTE Facility. The project is on schedule. We are anticipating a completed report in May or June time frame. On the Recycling Facility Assessment, we have had two meetings with RRT Design & Construction, they are planning to visit the facility in the next month (March).
- **Update – Regionalization of Solid Waste Services** – There is interest from several towns on the Regionalization efforts. We are in communication with our attorney Mark Bower to develop a letter of understanding, committing their towns interest in pursuing the project. We expect the letter in a few days. The letter will be sent out to towns as an opportunity to participate in this process. Kevin has met with Casella and Troiano and they are interested in this process. He plans on meeting with Waste Management and other haulers to solicit their interest. There was a lengthy discussion that followed. Bill Shane recommended that staff begin PR efforts on the Regionalization to solicit other towns interest in this project. He also requested staff to get information out on the Regionalization efforts as soon as possible, these efforts will need to be approved by Town Governments before they can proceed.
- **Update – Update Electric Truck** – Lion has suspended their heavy-duty truck. We are investigating the use of a lighter truck based on the short distance that the truck would travel. More information to follow.
- **Update – Recycling Markets** – Staff reviewed Recycling Markets and discussed the current trends and transportation issues.
- **Financial Summary (Year-to-Date)** - Staff reviewed the Financial Summary.

6. Executive Session: Discussion of labor contracts, proposals and meetings between a public agency and its negotiators. (The Executive Committee may wish to go into Executive Session for any of the above items under 1. M.R.S 405(6)(D) of Title 1 of the Maine Revised Statutes.)

Linda Boudreau motioned to enter Executive Session at 5:20 pm. (Kevin Roche added that the purpose is for the discussion of labor contracts and proposals between ecomaine and the Operating Engineers). The motion was second by Matthew Frank. All in favor.

At 5:55 pm, Bill Shane motioned to exit Executive Session. The motion was second by Erik Street. All in favor.

Adjourn: Caleb Hemphill motioned to adjourn; motion was second by Troy Moon. All in favor.

Guest: Todd Jacobson

Staff Present: Matt Grondin, Wei Huang, Greg L'Heureux, Denise Mungen, Kevin Roche &

Kevin Trytek