



Memorandum

DATE: May 19, 2022

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Executive Committee Meeting Minutes – May 19, 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 Erik Street, Vice Chairman.

Item 1 – Approval of the Minutes:

Bill Shane motioned to approve the minutes from February 10, 2022. The motion was second by Caleb Hemphill. All in favor.

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

Bill Shane reported that the Finance & Audit Committee met earlier today and provided the following recap:

- Cash Disbursements were reviewed and found consistent with the ecomaine Procurement Policy.
- Engagement Letter has been signed and Jennifer Connors from RKO provided a brief on the plans for the FY 22 Audit.
- Staff reported out on the Cyber Insurance and internal controls being placed in motion.

The next meeting of the Finance & Audit Committee will be September 2022.

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 April 2022, staff has reached out to 69,080 people through education outreach.
- **ecomaine's Upcycle Challenge** is complete and the grand prize of \$500 was awarded to Cape Elizabeth High School. Student Aurora Milton designed pants from old curtains and leftover fabric from the Town Swap Shop.
- **ecomaine** Waste Diversion grants program closed on May 16th. The committee will review these applications at the May 26, 2022, meeting.
- **ecomaine's** Annual Board Meeting is scheduled for June 16, 2022, at Thompson's Point (Brick South), Dr. Marco Castaldi is our guest speaker. He is an expert on waste-to-energy.

The next meeting of the Outreach & Recycling Committee is scheduled for May 26, 2022. All are welcome.

Item 4 – Discussion of the Remote Hybrid Meeting Policy going

There was a brief discussion on the Remote/Hybrid Policy, no action currently.

Item 5 - Update – Regionalization of Solid Waste Services

Kevin Roche (Staff) provided an update on the Regional Waste Collection efforts to date and presented a Non-binding MOU agreement for review and approval of the committee to authorize staff to sign off on the MOU.

Troy Moon motioned to authorize the CEO/General Manager to sign the Regional Collection Service MOU. The motion was second by Bill Shane. All in favor.

Item 6 – Managers Report

- **Update – Outage** – Turbine is still under repair. He noted that ecomaine is processing trash but not producing electricity and reviewed the budget for the Turbine repairs and provided a timeline for being offline.
 - **Update – LD 259** – Landfill Fee passed the Senate will go into effect.
 - **Update – Facilities Assessment** – Staff will be meeting with Assessors this summer early fall to review the facilities assessments and review with the Full Board this fall.
 - **Update – Recycling Markets** – Staff reviewed Recycling Market. Staff noted that they are working on extending the post burn metals contract.
 - **Financial Summary (Year-to-Date)** - Staff reviewed the Financial Summary.
7. **Executive Session: Proposal for Land Lease** (The Executive Committee may wish to go into Executive Session for the above item under Section 405(6)(C) of Title 1 of the Maine Revised Statutes.)

Bill Shane motion to enter Executive Session. Motion second by Matthew Frank. Unanimous.

Bill Shane moved to recommend to the Full Board a land Lease with Auburn Concrete as presented to the Executive Committee. He further moved that all costs associated with such lease be borne by Auburn concrete and that a certificate of insurance be required that shall name ecomaine as additionally insured. Second by Troy Mon – Unanimous.

8. Executive Session: Report from the Review Committee on the GM Evaluation.

(The Executive Committee may wish to go into Executive Session for any of the above items under Section 405(6)(A) of Title 1 of the Maine Revised Statutes.)

Bill Shane moved to authorize the Board Chairman to offer the salary and compensation adjustments as discussed by the Executive Committee. Second by Matthew Frank – Unanimous

Bill Shane motion to exit Executive Session at 5:35PM. Motion second by Troy Moon. Unanimous.

Present: Dennis Abbott, Anne Bilodeau, Linda Boudreau, Matthew Frank, Tom Hall, Caleb Hemphill, Jessica Malloy, Jarrod Maxfield, Mike Murray, Troy Moon, Rod Regier, Bill Shane, Erik Street & Tony Ward

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