

MUNICIPAL REVIEW COMMITTEE, INC.
BOARD OF DIRECTORS

A special meeting of the Board of Directors of Municipal Review Committee, Inc. was held on Wednesday, March 27, 2019 at 1:00 p.m. at Machias Savings Bank, 581 Wilson Street, Brewer, Maine. In attendance were the following:

Directors:

Sophie Wilson, Town of Orono
Catherine Conlow, City of Bangor
Chip Reeves, Town of Bar Harbor
Karen Fussell, City of Brewer
Tony Smith, Town of Mount Desert
Kevin Howell, Town of Carmel
Ralph Saucier, Town of Millinocket
Irene Belanger, Town of China
Dana Wrigley, Sr., Town of Oakland

Staff:

David Eric Johns, MRC Interim Executive Director

Consultants:

George Aronson, CRMC (by telephone)

Guests:

Craig Stuart-Paul, Fiberight
Shelby Wright, Fiberight
Jim Chandler, Hampden Town Manager
Lori Bagley, City of Bangor

Jennifer Baroletti kept the minutes of the meeting and President Reeves presided.

President Reeves convened the meeting at 1:02 p.m.

APPROVAL OF AGENDA

President Reeves noted that the sequencing in the agenda will be slightly altered to accommodate schedules and asked for a motion to accept the agenda as published with that understanding. Upon motion duly made and seconded it was unanimously:

VOTED: That the agenda is hereby accepted as published.

CONSIDERATION OF MINUTES OF FEBRUARY 27, 2019 SPECIAL MEETING OF THE MRC BOARD OF DIRECTORS

The Board considered approval of the minutes of the February 27, 2019 special meeting of the Board of Directors. There being no further changes to the draft minutes as presented, upon motion made and duly seconded, it was unanimously:

VOTED: That the minutes of the February 27, 2019 special meeting of the Board of Directors hereby are approved in the forms presented to the meeting, as corrected.

FIBERIGHT/COASTAL FACILITY CONSTRUCTION PROGRESS AND COMMISSIONING REPORT

Craig Stuart-Paul of Fiberight reported that the construction schedule is still on track. The Coastal facility received the first load of recyclables from Casella yesterday, which material is being used to commission the MRF. The MRF is fully energized, and the bailer is functional. Coastal will be able to accept single stream upon final approval of the fire detection system, which is expected to occur on April 15th. Coastal has filed the final operating plan with the Department of Environmental Protection (“DEP”), and final approval is expected after the statutory waiting period. George Aronson noted that having a functional scale house is the critical path to allow Coastal to accept MSW, and the scale is scheduled to be certified within the next few days. The odor control system should be completed within a couple of weeks. In

response to a question, Mr. Stuart-Paul reported that June 22nd is still the expected commercial operation date. George Aronson clarified that would be the date of the acceptance test, but that if the test is passed, the contract year would start on the first day of the following month, which would be July 1st.

CONSIDERATION OF BILLS PAYABLE

Sophie Wilson presented bills payable in the aggregate amount of \$28,573.50. After a brief discussion, and upon motion duly made and seconded, it was unanimously:

VOTED: That bills payable of \$28,573.50, as presented to the Board at this meeting, hereby are approved for payment.

LEGISLATIVE SESSION UPDATE

Board Member Cathy Conlow reported on the successful tour of the Coastal facility last Friday with the Environment and Natural Resources “ENR” Committee, and praised Scott Alley and Shelby Wright for their efforts in facilitating the tour. It was noted that Craig Stuart-Paul spoke about the Coastal facility at the Bangor Chamber of Commerce breakfast this morning.

COMMUNICATIONS COMMITTEE UPDATE

Karen Fussell reported that the Communications Committee has been working on ways to publicize the opening of the Coastal facility, including arranging photographs to highlight acceptance of the first load for the Bangor Daily News and other area papers. The Committee is also working with Jim Chandler, Town Manager of Hampden, to release an Op-Ed after the announcement of the first load and prior to Earth Day. Earth Day is on April 22nd, which is a good opportunity for media attention concerning the Coastal facility. Another general member communication about the schedule is forthcoming.

Ms. Fussell noted that the American Folk Festival is held annually in Bangor on the third weekend in August. Casella is unable to donate its services this year, so the Festival is exploring

other options. Ms. Fussell has been speaking with Shelby Weight about potential involvement by Coastal as a platform to educate the community about the Coastal plant. The Communications Committee and Coastal will be working with the organizers of the Festival to promote the Coastal plant and the technology in this region.

WASTE FLOW COMMITTEE UPDATE

Tony Smith reported no new business, as the Waste Flow Committee has not met since the last Board meeting. George Aronson reminded the Board that Casella's annual MSW disposal limit under the JRL permit expires on March 31, 2019, and his understanding is that Casella intends to have the annual total reach exactly 81,800 tons of MSW in their facility on that date, which may require some loads to swing between Crossroads and JRL. Mr. Aronson confirmed that it is a manageable process.

Interim Director David Eric Johns reported on the current status of Pleasant River, noting that two communities have voted to withdraw, which communities represent 40% of Pleasant River's committed waste. A general discussion ensued about Pleasant River's contractual obligations with the MRC. George Aronson reported that once he gathers additional information, he will advise as to appropriate action items for the MRC Board. Sophie Wilson noted that legal counsel should be involved in the process.

REPORT FROM INTERIM EXECUTIVE DIRECTOR

David Eric Johns reported that April 2nd is the scheduled date to vacate the Ellsworth office space, and the shredding company will be on site on Monday. Nine crates of paper have been scanned and saved to thumb drives, however Mr. Johns requested a review of those materials prior to shredding. After discussion, it was determined to store those files at Brewer City Hall until someone is able to review and pull out any originals that should be maintained. Mr. Johns reported that the filing cabinets, desk, and two newer Dell laptops will be maintained,

and recommended that the old HP laptop and old Dell desktop be wiped clean and disposed of, along with the old printers. On Friday morning, the MRC's phone will be routed to full mobile service.

Mr. Johns also reported that he has worked with Shelby Wright to finalize the MSW commissioning communications plan and recommends sending it out to member communities beginning in April. He has already be in touch with almost all towns in Tier 1 (onboarding in April) and will then start reaching out to those communities in Tier 2 (onboarding in May). After discussion, the Board agreed on the importance to maintain flexibility in scheduling. In response to a question, Mr. Johns reported he is working on a plan for cloud storage.

UPDATE ON EXECUTIVE DIRECTOR SEARCH

Cathy Conlow introduced Lori Bagley, HR officer for the City of Bangor, who, together with Bangor Assistant City Manager Rich Cromwell, is working on the search for a new Executive Director. A general discussion ensued regarding the structure of the position and whether it needs to be a staff position or whether it could be performed by an independent contractor, and whether it should be full time or part time. Karen Fussell noted that Mr. Johns has reviewed the historical day to day activities of organization over the last four weeks to provide the Board with a perspective of the level of activity for the organization, which he feels requires less than 40 hours per week of time as currently scoped.

Sophie Wilson commended the efforts of those involved in preparing the talent search plan and position description, and recommended that the job description reflect not only the current role of the Executive Director, but expectations for the role moving forward. A general discussion ensued. President Reeves added that current issues should also be considered, including the Pleasant River issue and technical issues at the plant. It was noted that

communication with member communities during the ramp up period will be very high, and the role should transition to plant operations, MRC operations, membership outreach, and legislative activity by mid-summer. The Board agreed that the Executive Director must be proactive in bringing solutions and ideas to the Board so that Committee work can be done at a high level. Lori Bagley noted that the package needs to be attractive from a recruitment perspective, and a general discussion ensued regarding salary range and benefits. In response to a question, Ms. Bagley indicated that the search effort is expected to take 2-3 months.

After discussion, minor corrections were made to the position description. In response to a question from Kevin Howell, George Aronson advised that he anticipates that after some training, the new Executive Director will take over monitoring fiscal performance of the plant going forward, and he will go back to providing quarterly technical services to the MRC. The Board thanked Ms. Bagley for her efforts.

OTHER BUSINESS

The executive session listed on the agenda was not held. George Aronson informed the Board that the University of Maine will be seeking endorsement from the MRC for a \$2 million grant to work on the Coastal facility. Mr. Aronson also reported that the proposed changes to the Cash Collateral Account have been approved by Ultra, and the independent engineer is about to issue approval, which should be received prior to the April board meeting. In response to a question, Mr. Aronson reported heightened activity at the Coastal site, and that training and staffing is underway.

There being no further business to come before the Board, the meeting adjourned at 2:35

p.m.

Respectively submitted,



Jennifer S. Baroletti

Dated: April 24, 2019