

**Town of Cape Elizabeth  
Solid Waste & Recycling Long Range Planning Committee**

Meeting Minutes

January 13, 2015

**Present:** Councilor Jessica Sullivan (JS) (Chair), Jamie Garvin (JG), Anne Swift-Kayatta (ASK), Charles Wilson (CW), & Bill Brownell (BB).

**Also Present:** Randy Tome (Woodard & Curran), Megan McDevitt (Woodard & Curran) and Michael Bowdler (Resident) of 5 Russet Lane

**Staff:** Mike McGovern (MM) & Robert Malley (RM)

**Call to Order:** Jessica Sullivan called the meeting to order @ 7:15 PM.

**Committee Charge & Role**

JS – Following introductions, JS reviewed the official charge of the committee with all present. MM extended his praise to the committee members who were appointed and will be looking forward to the long-range deliberations that the committee will be undertaking in the months ahead. MM explained why the firm of Woodard & Curran (consultant) is being retained to assist the committee and reviewed the agreement with those present. He stated they have extensive knowledge in the solid waste field and had previously worked with the Refuse Materials Planning Committee in 2003. MM explained the committee should develop a meeting protocol and explained right-to-know laws that govern public meetings and electronic communication.

Following a discussion by the committee members it was voted to have two opportunities on each meeting agenda for public comment. Each individual would be permitted to speak for up to 3 minutes, with the aggregate of those comments not to exceed 15 minutes per segment.

**Citizen Opportunity for Public Comment**

Michael Bowdler a resident of 5 Russet Lane offered some short term and long term suggestions (including sketches) for future consideration by the Committee. The information Mr. Bowdler provided will be sent to the committee members.

**Presentation of Transfer Station Safety Assessment Report - Woodard & Curran**

Randy Tome and Megan McDevitt briefly reviewed their safety assessment report dated December 22, 2014 with the Committee. They discussed the alternatives that were outlined in the report and explained why they recommended Alternative #2 as a preferred short-term solution which maintained a reasonable level of service. Committee members asked how the current

location of certain items would affect traffic flow and how short-term parking would be addressed.

JG asked the consultants if any ADA requirements were applicable in both the short-term implementation and in any potential long-term recommendations that might be made by the committee. The consultants will research that and report back to the committee at the next meeting.

The consultants explained fall protection regulations and/or codes that are applicable to the site; specifically where the containers are located adjacent to the retaining wall. Ben McDougall, the Town's Code Enforcement Officer met with the consultants and agreed that the International Building Code (IBC) is applicable to the entire site. A railing system was looked into, but that that would require a railing 42" high, which could compromise reasonable access to the containers. The consultants have proposed that concrete barriers be placed 36" from the back edge of the wall. This creates the required separation needed to eliminate the fall hazard (per the IBC) while still maintaining reasonable level of functionality of the containers

### **Update on Implementation of Short-Term Modifications at the Recycling Center**

RM provided an update on the steps being taken in preparation of the implementation of Alternative #2. Signage has been ordered, barriers are being delivered and the changes have been reviewed with the staff at the Recycling Center. A general overview is being held on January 14<sup>th</sup> with the remaining Public Works staff, who will be assisting with the implementation of Alternative #2 on January 21<sup>st</sup>.

### **Discussion of the 2003 Refuse Materials Planning Committee Final Report**

Due to time constraints, a discussion of the report was tabled to the next meeting.

### **Other Discussion**

Additional discussion developed during the meeting regarding the limitations of the site, given that much of the Recycling Center is located on the former landfill. The consultants stated there were restrictions from a DEP standpoint, but would investigate further and report back to the committee at the next meeting. A question was raised about the current technologies being utilized in modern transfer stations and whether a compaction process was still preferred. The consultants replied in the affirmative. ASK inquired if there were other municipal models the committee could look at. The consultants stated Ogunquit and Harpswell have recently made improvements to their facilities. The consultants were asked to provide a report at the next meeting that lists the solid waste service delivery models being used in neighboring communities.

There was a general discussion by the committee and staff about the best way to engage the public and receive feedback. There was also a discussion about current survey methods and how they may be utilized to obtain useful information for the committee. The Committee will include this as a primary agenda item for the next meeting.

### **Future Meetings Schedule**

Given the extensive charge of the committee, Chair Sullivan suggested that the committee meet twice per month. RM offered to host the meetings at the Public Works Facility, which would make it convenient to visit the Recycling Center, if needed. The meetings will be held in the Public Works Conference Room and commence at 2:00 PM.

The meeting schedule is as follows:

January 28<sup>th</sup>  
February 11<sup>th</sup>  
February 18<sup>th</sup>  
March 11<sup>th</sup>  
March 25<sup>th</sup>  
April 8<sup>th</sup>  
April 22<sup>nd</sup>  
May 6<sup>th</sup>  
May 20<sup>th</sup>  
June 10<sup>th</sup>  
June 24<sup>th</sup>

The meeting was adjourned at 9:25 PM.

Respectfully Submitted,

Robert C. Malley  
Director of Public Works