

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

Meeting Minutes
June 17, 2015

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

Absent: None

Staff: Mike McGovern (MKM) & Robert Malley, Director of Public Works (RM)

Consultants: Randy Tome (RT) and Megan McDevitt (MM) of Woodard & Curran (W&C)

Public: No members of the public were present.

Call to Order: Chair Jessica Sullivan (JS) called the meeting to order @ 3:06 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The June 2, 2015 meeting minutes were approved as written. (4 Yes, 1 Abstention)

Updates from Consultants:

RT started with a presentation of a conceptual site improvement plans (dated 6/16/15) that were sent to the committee. A new “Option B” was presented that showed 5 access lanes to the various drop off areas, redesigned parking spaces, medians to calm traffic and satellite compactors to handle single-stream recyclables. It proposed a new parking plan for the Swap Shop and Bottle Redemption Building. There was a general discussion about the numbers of lanes, limits of new pavement, the configuration of parking stalls at the Swap Shop, canopies, etc.

An “Option C” was presented that shows a drive-thru traffic pattern along with a conveyor system to move trash into the hopper. A general discussion followed about the operation of the conveyor along with the pros and cons of it.

RT presented what he referred to as “Option D”, which does away with the compactor building and uses satellite compactor units for MSW and single-stream recyclables. There was a general discussion about the capacity of the MSW compactors and the logistics of hauling the containers, etc..

RT also presented a previously shown “Option E”, that showed a multi-lane drive-thru building with sub-surface compactors. It does offer a good level of service, but it is the most expensive of all of the options presented.

CW thinks that “Option E” is too expensive and asked MKM about the approval process and how it could be financed. MKM said that he would work with the Town Council to figure out those details if that option ended up being recommended by the committee. He also stated that given the public process for the community to debate any recommendation(s) , any possible implementation would be delayed until 2017.

ASK suggested that the committee should rate the alternatives presented for safety, level-of-service and cost, which the other committee members agreed to. A general discussion followed after the rating process, “Options D” and “E” respectively, were the preferred options based on the rating system being utilized. It was a consensus of the committee to think about the options between now and the next meeting (June 24th) so the matrix of options can be narrowed down to two or three.

Review of Report Sections:

JS reported that the Town Council did approve an extension to the committee to complete their charge. The extension was extended to August 31st and was approved at the Town Council meeting on June 15th.

CW and BB have submitted drafts of their portions of the final report to the Chair. In the essence of time the review of those drafts was deferred to the next meeting. ASK requested that the committee set up a schedule of meetings and deadlines for the summer at the next meeting.

ASK asked MKM how the committee's approach was looking to him. He suggested that the committee should consider all options regarding traffic flow and parking at the Swap Shop, even if it meant designating a new parking area outside of the current paved areas. He suggested that the committee should recommend an option to the Town Council that is preferred by the group.

There was a general discussion about the survey results and how the information should be provided to the public. MKM suggested that an executive summary be included in the final report that summarizes the results.

Other Business:

The next committee meeting is scheduled for Wednesday, June 24th @ 2:00 PM.

Citizen Opportunity for Public Comment:

There were no citizens present.

The meeting was adjourned at 5:05 PM.

Respectfully Submitted,
Robert C. Malley