

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

Meeting Minutes
June 24, 2015

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

Absent: None

Staff: Robert Malley, Director of Public Works (RM)

Consultants: The consultants (Woodard & Curran) were not present for this meeting

Public: No members of the public were present.

Call to Order: Chair Jessica Sullivan (JS) called the meeting to order @ 2:06 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The June 17, 2015 meeting minutes were approved as written. (5 Yes, 0 No)

Discussion of Options under Consideration

JS asked RM to explain the hauling queries raised by CW related to Option "D". The satellite compactors proposed for MSW by the consultants raised an issue of whether the Town should purchase the equipment to haul the new containers or if it should be out-sourced. Currently, the Town hauls the MSW transfer trailers, but the hauling of roll-off containers is contracted out to a private entity. RM suggested that it might be more cost effective to contract out the hauling of the newly proposed containers, but this was just an opinion based on the proposed scenario. There was a general discussion about hauling costs of various options detailed in spreadsheets (dated 6/23/15) that were sent to the committee the previous day.

JS also asked RM his opinion of the site plan options being proposed by the consultants. After giving his opinion of the six options under consideration, RM stated his preference for Option "D", which proposes a single-direction, multi-lane configuration using satellite compactors for MSW and single-stream recyclables. Under this option, the existing building would undergo some structural improvements and could be used for the storage of E-Wastes and other items. Other site improvements included medians, new pavement and signage to improve traffic flow on the site. This was followed by a general discussion about the number of lanes proposed and the location of any office(s).

JS suggested the committee members give their opinions on the site plan options being proposed. After an extended discussion about the merits and drawbacks of each of the proposals, it was agreed by all members that Option "D" was the preferred option, even though there are several details that still need to be addressed and finalized, such the size of the canopies, the "Field Office" being proposed and costs listed to repair the existing compactor building.

Following this discussion, it was moved by ASK and seconded by BB that the committee recommend Option "D" as proposed by the consultants (Woodward & Curran). The motion was approved 5 to 0.

Additional Site Improvement Discussion: Swap Shop Location & Parking

JS facilitated a general discussion about the parking in the area of the Swap Shop and Bottle Redemption Building. The concept of moving the actual Swap Shop Building slightly northwest of its current location to possibly improve the parking situation was raised. Also discussed was the proposed exit lane and medians to control traffic movements. At one point a parking lot was discussed on the back side of the Swap Shop, but there was not a great deal of support for that proposal at this time. CW suggested that the Goodwill and Salvation Army Donation boxes should be relocated to create additional parking spaces. The committee asked RM to have the consultants attend the next meeting and provide some large-scale copies of the Option "D" site plan so the issue could be discussed further.

Review of Report Sections

There was an extended discussion about the final report outline proposed by the BB. This was followed by a discussion about what should be included in the report; such as the meeting minutes, the survey results and options that have been considered during the committee's deliberations. The final report outline will be updated and reviewed at the next meeting.

Development of Future Meeting Schedule & Update of Timeline of Tasks

A schedule of future meeting dates and times was discussed and proposed:

July 1st @ 8:00 AM

July 15th @ 2:00 PM

July 23rd @ 2:00 PM

July 30th @ 2:00PM

August 5th @ 2:00 PM

August 12th @ 2:00 PM

August 19th @ 2:00PM

Other Business:

The next committee meeting is scheduled for Wednesday, July 1st @ 8:00 AM.

Citizen Opportunity for Public Comment:

There were no citizens present.

The meeting was adjourned at 5:15 PM.

Respectfully Submitted,
Robert C. Malley