

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

Meeting Minutes
July 1, 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: Megan McDevitt (MM) was present from Woodard & Curran

Public: No members of the public were present.

Call to Order: Chair Jessica Sullivan (JS) called the meeting to order @ 8:02 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The June 24, 2015 meeting minutes were approved with a minor amendment. A meeting was scheduled for July 23, 2015 but was not listed in the minutes. Approved (5 Yes, 0 No)

Site Visit to View Swap Shop and Adjacent Parking Area

There was a brief discussion about the purpose of the site visit before the committee members went up to the Recycling Center. The intent was to look at the physical location of the Swap Shop and to also get a better understanding of vehicular movements in the area of the Swap Shop and Bottle Redemption Building. The committee looked at the configuration of the parking stalls, location of the donation boxes and the location of the vacuum cleaner. They discussed the use of bollards and traffic cones to restrict parking on the southwest corner of the building adjacent to the exit lane of the Recycling Center. The concept of widening the entrance road and creating additional parking north of the Swap Shop was also discussed.

At 8:45AM the committee reconvened back at the Public Works Facility conference room to have a follow up discussion on the site visit and to discuss the current site plan under consideration. There was a consensus to create additional parking spaces by moving the donation boxes to the northeast of the vacuum cleaner. There was an extended discussion about the parking proposed for the front of the existing compactor building and the number of lanes being shown to access the satellite compactors for MSW and single stream recyclables.

A canopy was proposed in the preferred site plan to protect users from the elements when depositing material into the proposed satellite compactors. The concept of installing a canopy had been discussed at an earlier meeting. CW questioned the overall need for them given the cost and the exposure to prevailing winds on the site. MM was asked to break out the cost associated with them, which will be provided for the next meeting. A majority of the committee did not wish to include canopies into any design at this time.

Other Business

JS was asked by a resident if the committee had discussed contracting out the operation of the Recycling Center. This generated a discussion about the extent of out-sourcing and whether the intended question meant the staffing or the entire operation itself. There was a discussion about fees charged at the Riverside Recycling Facility and how they compared to those being charged at our facility. Different models were discussed such as ones being used in Scarborough and in Portland. There was a consensus to reference the concept in the final report. RM also offered to contact the City of Portland to get information on the genesis of the contracted program at the Riverside Recycling Facility.

There was a discussion about the existing compactor building and the extent of repairs needed to utilize it for other uses, assuming a change in the overall program. ASK asked if there was an alternate solution to addressing functions being served by the building such as the office, the public works radio repeater, electrical services and any future storage needs that might be needed. As a follow up to the discussion, MM said she would review the extent of repairs needed for the existing compactor building and report back to the committee. She will also update the site plan and provide a sequencing of construction for the committee.

JS had a previous commitment and had to leave the meeting @ 9:30 AM. BB chaired the remainder of the meeting in her absence. BB asked the committee for feedback on the revised draft outline of the final report. He thanked ASK for revising the original draft. There was a general discussion about the topics, headings, order of sequence and the extent of content needed for each section. BB asked RM to obtain a history of MSW and single-stream recyclable tonnage from Ecomaine for the past five years. BB asked all of the members to send their completed drafts to both the Chair (JS) and RM.

RM suggested the committee discuss the operational hours of the Recycling Center as part of their task.

The next committee meeting is scheduled for Wednesday, July 15th @ 2:00 PM.

Citizen Opportunity for Public Comment

There were no citizens present.

The meeting was adjourned at 10:50 AM.

Respectfully Submitted,
Robert C. Malley