

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

Meeting Minutes
July 15, 2015

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

Absent: Bill Brownell (BB)

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

Consultants: Randy Tome (RT) & 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 @ 2:02 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The July 1, 2015 meeting minutes were approved with a minor amendment. Approved (4 Yes, 0 No)

Update on Information Requested from the Consultants

MM reviewed a revised site plan with the Committee. It depicted a new parking layout for the Swap Shop and Bottle Redemption Building. CW expressed concern about vehicles blocking the outbound lane by unloading and/or parking adjacent to the area proposed to be painted to restrict parking. He also expressed concern about the location of the “STOP” sign and whether that may be confusing for vehicles exiting the facility. MM discussed the relocation and alignment of the MSW satellite compactors, lane configuration and the space needed to haul the containers. After discussing the number of lanes, it was decided to install the structural gravel base on the most northerly lane depicted on the site plan, but not pave it unless it was needed in the future. It was also agreed to move one of the MSW compactors (along with the field office) to the South so there would be two there and only one on the North.

There was a discussion about the stalls depicted in front of the existing compactor building and where trucks with trailers would park. This led to a discussion about the repairs recommended on the building identified in documents provided by the Consultants dated July 10, 2015. There was a general discussion about the extent of repairs needed. The consultants stated that the repairs could be handled in an a la carte fashion, if needed.

There was a general discussion about the revised spreadsheets sent to the Committee (dated 7/10/15) that showed the conceptual capital and hauling costs. There were some minor text amendments that were initially identified, which led to discussion about how to show the options and the desired format. CW suggested that the “Structural” column was misleading, since most of the work included in the amount shown was site improvement-related. It was agreed to call it “Site & Structural” in the revised document. A general discussion followed about how to best structure the summary section of options being considered. MM offered to reformat the summary based on the discussion. She will then send those out to the group before the meeting on July 30th.

There was discussion about what “costs” to include under the “Curbside” option. The question arose as to the extent of repairs needed on the existing compactor building if the MSW and Recyclable collection program was eliminated at the Recycling Center. MM asked how the canopies should be listed in the summary. It was recommended to reference them under other options that were considered such as conveyors and structures.

CW asked the RT and MM if they were comfortable with the direction and potential recommendations of the Committee. Both replied in the affirmative and said they were pleased with the insight and efforts of the Committee.

RM asked RT if the new cost estimates included the leachate collection system they had discussed together over the phone. RT said it was. RM asked about including an extension of water to the satellite compactors to keep them and the adjacent area clean.

RT reported that he had contacted an electrician to discuss the existing electrical components in the Compactor Building and whether they had the capacity to handle any additional loads from the satellite compactors. It was confirmed that the panels could accommodate the load needed without any issues.

JG had to leave the meeting @ 4:20 PM.

Discussion of Review of Draft Sections of Final Report

The Committee reviewed the revised outline of the report prepared by ASK. CW suggested some changes in the running order to avoid some redundancy of some of the topics. This led to an extended discussion about the appropriate order needed to identify issues being noted and recommendations being made by the Committee. CW suggested that any recommendation should follow the issue being identified. Following the discussion, ASK offered to reformat the outline and redistribute it to the group via email.

Other Business

The next committee meeting is scheduled for Wednesday, July 30th @ 2:00 PM.

Citizen Opportunity for Public Comment

There were no citizens present.

The meeting was adjourned at 5:20 PM.

Respectfully Submitted,
Robert C. Malley