

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

Meeting Minutes  
July 23, 2015

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

**Absent:** N/A

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

**Consultants:** As intended, no one was present from Woodard & Curran for this meeting

**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 15, 2015 meeting minutes were approved as written. Approved (5 Yes, 0 No)

**Update on Information Requested from the Consultants**

BB asked JS to summarize the changes in the conceptual site plan and cost summary (distributed to the Committee on July 21, 2015) for his benefit since he was unable to attend the meeting on July 15, 2015. The major changes included the elimination of the most northerly lane depicted on the earlier site plan, the elimination of one of the MSW satellite compactors (leaving a total of 3) and the reconfiguration of the parking spaces in front of the Swap Shop and Bottle Redemption Building. A short discussion ensued and was concluded by a request from ASK to have the Bottle Redemption Building shown on the plans.

There was a general discussion about the “Summary of Costs” that accompanied the most current conceptual site plan. ASK suggested some minor corrections in the text and CW asked about the amortization calculation that was listed in the “Site Engineering, Temporary Facilities and Contingency” columns. The subject of staffing was briefly discussed and ASK requested the staffing levels be shown in “FTE’s”, or Full Time Equivalents in the “Cost Summary”.

CW suggested that the savings envisioned by the proposed elimination of the “Silver Bullets” should be highlighted in a prominent location in the report. This led to a general discussion about the non-collection-related costs shown in conjunction with curbside collection. There was an amount shown under “Site Improvements & Structural” that needs to be clarified by the consultants before the next meeting. RM was asked to contact the Consultants and get that information to the Committee for the next meeting.

**Discussion of Review of Draft Sections of Final Report**

Before a review of the draft sections, the Committee reviewed the report outline that was revised by ASK and dated July 17, 2015. There was a general discussion about the sequence of the topics, having continuity in references to equipment and using the same acronyms throughout the report. This also led to a discussion about what to include; or not include in the appendices. Based on the discussion, ASK offered to update the outline for the next meeting.

The Committee started to review the drafts prepared by the Committee and RM. During this process, edits and suggestions were offered by each Committee member.

JS had to leave the meeting at 4:30 PM and asked BB to chair the remainder of the meeting.

It was noted by JG that the paper shredding event held each June was left out of the existing services section. It was voted (4 to 0) to continue with the program and note that in the final report.

Given the time of day, BB suggested that the Committee adjourn and resume their review of the drafts at the next meeting.

**Other Business**

The next committee meeting is scheduled for Thursday, July 30<sup>th</sup> @ 2:00 PM. There was a short discussion and a desire to move the meeting start time ahead to 8:00 AM. BB will check with JS and RM will check on the availability of the Consultants.

**Citizen Opportunity for Public Comment**

There were no citizens present.

**The meeting was adjourned at 5:02 PM.**

Respectfully Submitted,  
Robert C. Malley