

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

Meeting Minutes
July 30, 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: Randy Tome (RT) & Megan McDevitt (MM) from Woodard & Curran

Public: No members of the public were present.

Call to Order: Chair Jessica Sullivan (JS) called the meeting to order @ 8:06 AM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The July 23, 2015 meeting minutes were approved as written. Approved (5 Yes, 0 No)

Update on Information Requested from the Consultants

RT reviewed the updated site plan with the Committee. The Bottle Redemption Building is now shown on the plan. BB asked about the hashed area in front of the Swap Shop Building and asked if this was intended for large item drop-off. This led to a general discussion about potential parking issues that may develop in front of the building. BB asked RT about the size of the hopper of the satellite compactors. According to RT, the size of the hopper opening is 5'3" x 3'. The Committee asked about getting a picture of one of the units so it can be inserted in the applicable section of the final report. RT said he would forward one to RM.

MM went over the "Summary of Costs" with the Committee. Staffing levels are now shown as "FTE's", or Full Time Equivalents. Electrical upgrades have been reviewed under the "Curbside" option. The proposed scope has been adjusted along with the estimate in the updated spreadsheets that were forwarded to the Committee on July 28, 2015. RT and MM also explained the amortization references on the spreadsheets. ASDK asked about the amount of the Contingency (25%) and requested that it be summarized more clearly on the spreadsheets.

Following this discussion, the entire Committee expressed their sincere appreciation to RT and MM for the content and presentation of information provided to the Committee over the course of their deliberations.

RT asked about the Committee's schedule for getting a draft of the final report to them. (The Consultants were asked to package and format the report for the Committee once they have completed (and approved) their sections.) RT stated they might need 7 to 10 working days to review the sections and get a formatted draft back to the Committee for their review. It was hoped to get that draft back to the Committee by August 20th.

Discussion of Review of Draft Sections of Final Report

The Committee started to review the outline and latest drafts of sections compiled by ASK. This led to suggestions from the other members regarding wording and format changes.

There was a brief discussion about Portland, who out-sources certain aspects of their waste disposal operations. RM gave an overview of a conversation he had with Troy Moon from the City of Portland regarding the

operation of the Riverside Recycling Facility. Portland pays an annual fee to CPRC Group, LLC to operate the facility for them. There was a discussion about a query of the issue of out-sourcing and how it should be referenced in the final report. JG offered to draft a section and send it to RM for his review.

ASK continued to facilitate a review of the draft sections. There was a discussion about inserting charts and maps into the final report. The Committee would like a map in the final report that delineates the usable and non-usable areas on both the Recycling Center and Gull Crest parcels. RM will contact MM for the requested information.

There was a discussion about the “ancillary services” section of the final report. It was determined that two materials (leaf/yard waste and brush/clean wood waste) were not included in the draft recommendations. It was moved, seconded and voted (5 to 0) to continue to accept leaf, yard waste, and brush and clean wood waste at the Recycling Facility utilizing the existing policy and procedures.

ASK stated that she had a prior commitment and had to leave the meeting @ 10:15 AM. It was agreed to conclude the discussion and continue the discussion at the next meeting.

Other Business

The next committee meeting is scheduled for Wednesday, August 5th @ 2:00 PM.

Citizen Opportunity for Public Comment

There were no citizens present.

The meeting was adjourned at 10:25 AM.

Respectfully Submitted,
Robert C. Malley