

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

Meeting Minutes  
August 5, 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:** The Consultants (W&C) were not present

**Public:** No members of the public were present.

**Call to Order:** Chair Jessica Sullivan (JS) called the meeting to order @ 2:08 PM.

**Citizen Opportunity for Public Comment**

There was no public comment

**Meeting Minutes**

The July 30, 2015 meeting minutes were approved as written. Approved (5 Yes, 0 No)

**Update on Information Requested from the Consultants**

The Committee was provided updated copies of the site plan, the parcel map and the cost summary that were sent via email to all Committee members on August 4, 2015. JS suggested they briefly review the materials and then move on to the review of the draft report sections. BB questioned some of the numbers presented on the cost summary. He asked if the totes were included in the estimated costs for curbside collection. RM was asked to confirm this for the next meeting. ASK suggested some changes to the text and requested some of it be highlighted.

There was a general discussion about the parcel map provided by W&C that depicted the Recycling Center and Gull Crest properties. This map delineated the wetlands, setbacks and protective zones. It was suggested that the land identified for any future utilization (useable area) be shown in a darker contrast. The Committee also suggested some changes to the catalog sheet depicting the stationary compactor. They want to include the “dog house” or covering over the compactor opening and for the dimensions of the opening to be also shown on the print.

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

The Committee continued to review the outline and latest drafts of sections compiled by ASK. This led to several suggestions from the other members regarding wording and format changes, especially in the “Rationale for Recommendation” section. The Committee finalized their review of the draft sections with the exception of the “Executive Summary”, which was postponed to the next meeting in the essence of time. ASK will make the necessary edits and submit a revised draft to JS and RM for distribution to the Committee before the next meeting.

**Other Business**

The next committee meeting is scheduled for Wednesday, August 12<sup>th</sup> @ 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