

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

Meeting Minutes
August 12, 2015

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

Absent: Jamie Garvin (JG)

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 August 5, 2015 meeting minutes were approved as written. Approved (4 Yes, 0 No)

Update on Information Requested from the Consultants

The Committee was provided copies of the “Summary of Costs” and the “Explanation of Conceptual Costs” that were updated by the Consultants. These were sent to the Committee via email on August 12th and distributed at the meeting by RM. BB asked about the need for the pavement markings shown on the revised site plan in front of the existing compactor building. It was the consensus of the Committee that those were site details that could be finalized at a later date if the plan moved forward. There was also a minor error noted on the footnotes. ASK asked that those be checked to make sure they match the references in the spreadsheets. RM will advise the Consultants of the minor corrections noted.

The Committee was also provided a revised map (dated August 5, 2015) that delineated property setbacks and wetlands on the Recycling Center and Gull Crest parcels. The Committee liked the shading used to highlight the “Open & Unrestricted Land” on the map. They did note that the map needs a heading and suggested “Constraints of the Current Site”. RM will pass that along to the Consultants.

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. The Committee also discussed the inclusion of the site plan, charts and pictures and where they should be inserted into the final draft. The Committee finalized their review of the draft sections. ASK will make the necessary edits and submit a revised draft to JS and RM for distribution to the Committee before the next meeting.

RM had to leave the meeting @ 4:15 PM for another commitment.

Other Business

The next committee meeting is scheduled for Wednesday, August 19th @ 2:00 PM, which will be chaired by Bill Brownell in the absence of Jessica Sullivan.

Citizen Opportunity for Public Comment

There were no citizens present.

It was moved by CW and seconded by BB to adjourn at 4:30 PM.

Respectfully Submitted,
Robert C. Malley