

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

Meeting Minutes
August 19, 2015

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

Absent: Jessica Sullivan (JS)

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: Acting Chair Bill Brownell (BB) called the meeting to order @ 2:10 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The August 12, 2015 meeting minutes were approved as written. Approved (3 Yes, 1 Abstention (JG))

Review Final Draft of Committee Report

BB asked the members present if they had any comments on the final draft prepared by ASK. CW had a few comments but they were minor in nature so no text changes were made. There were some format changes suggested that RM will convey to the Consultants. BB thanked ASK again for all of her efforts in putting together the report. RM stated he will be meeting with the consultants on Friday, August 21st to go over the final draft and to review the location of adjunct material that will be inserted into the report. He did not envision a long turnaround time for the consultants to produce the formatted version of the report, since most of that was done by ASK and the other Committee members. Once the final report is packaged by the Consultants, it will be sent to the Committee for one final review before being printed. Upon finalization, it will be sent to the Town Manager for inclusion on the Town Council September meeting agenda.

BB wanted to extend the Committee's appreciation to RM and the Consultants for their efforts throughout the last several months. RM stated he had passed along similar accolades to Randy Tome and Megan McDevitt of Woodard & Curran during a recent phone conversation.

There was a brief discussion about the submission of the report, the formal acknowledgement by the Town Council and the date of a potential workshop. RM will speak to Mike McGovern about the timeline and get back to the Committee. The members present discussed their potential attendance at the Town Council meeting.

The Committee reviewed two proposed drafts provided by the Consultants for the cover of the report. Some formatting and text changes were suggested. RM will pass those on the Committee.

There was a brief discussion about the value of any equipment not needed at the Recycling Center if the "Recommended Design" eventually moves forward. RM noted that there could be a monetary offset from the sale of any equipment.

Other Business

The Committee noted that there are no future meetings scheduled at this time.

Citizen Opportunity for Public Comment

There were no citizens present.

It was moved to adjourn at 3:10 PM.

Respectfully Submitted,
Robert C. Malley

DRAFT