

**Town of Cape Elizabeth**  
**Recycling Committee**  
Meeting Minutes  
March 1, 2018

**Present:** Chair, Kara Lavender Law (KL), Matthew Faulkner (MF), Aubrey Miller (AM) Tim Trachimowicz (TT) Jennifer MacDonald (JM), and Nicole Boucher (NB)

**Absent:** Chelsea Torrey (CT)

**Staff:** Robert Malley, Director of Public Works

**Public/Guests:** Jason Manjourides, Pond Cove School Principal

**Call to Order:** Kara Lavender Law (KL) Chair, called the meeting to order at 7:03 PM.

**Approval of February 1, 2018 Draft Meeting Minutes**

The minutes were approved (5 Yes, 0 No).

**Citizen Opportunity for Public Comment Not On the Agenda**

**Visit by Jason Manjourides, Pond Cove School Principal: Discussion of Collaboration and Outreach in PC/MS**

KL provided some background on previous engagement with the schools for the Principal's benefit, such as observing lunch breaks, assisting students and outreach to the janitorial staff. Jason has been observing cultural practices in the cafeteria and identified issues with the types and height of bins and the need for more staffing to help educate the students.

KL asked about getting the Committee's message into the curriculum. Jason encouraged her to reach out to Cathy Stankard, who is the Director of Teaching & Learning at the school.

KL added that outreach and support of waste reduction and recycling in the schools is one of the top goals of the Committee, and mentioned the Committee's desire to form a committee of stakeholders (i.e., administrators, teachers, staff, students, parents) to enable long-term efforts around improvements to and education on waste reduction and recycling in the school and/or in the district as a whole.

There was a discussion about the proposed improvements to the schools in 2019 and whether the improvements proposed in the PC/MS cafeteria could help facilitate food waste recycling.

There was a discussion about working with the janitorial staff to improve recycling logistics, such as having compactors for single-stream, which was suggested by Perry Schwarz at a previous meeting. It was suggested by RM that the Committee work with Mr. Schwarz when it is appropriate when the improvements are being programmed. MF and TT will reach out to him.

There was a general discussion about the logistics of the lunch program and the time allotted for students to eat. TT shared some examples of signage he has been working on for the bins at the PC/MS cafeteria. A grant application was sent to **ecomaine** to fund new bins but no word has been received yet. There was a short discussion about how the signs would be affixed to the bins or railings in front of the bins.

The Committee thanked Jason for attending the meeting and appreciative response to their ideas.

**Finalize Goals & Objectives of the Recycling Committee for 2018**

The proposed goals were reviewed by the Committee. TT suggested that the names of school contacts be removed and that they be referenced by position. The goals and objectives as amended are as follows:

1. Continue education and outreach to Cape Elizabeth residents, visitors and businesses about the recently enacted Town ordinances regulating use of single-use bags and polystyrene foam. Specific objectives include:
  - a. Design, print and deliver signage for businesses to post that explains the single-use bag fee.
  - b. Follow up with businesses to ask about the customer response to and ease of compliance with the ordinances.
  - c. Ask select businesses with automated point-of-sale systems to voluntarily track sales of single-use bags as a metric of bag use over time.
2. Continue reaching out to Cape Elizabeth schools to offer collaboration and support for waste reduction and recycling. Specific objectives include:
  - a. Continue working with the Facilities Department to implement signage and upgrades to facilitate student lunch waste sorting in the Pond Cove/Middle School cafetorium.
  - b. Continue to engage with interested people within the schools, including the Director of Teaching and Learning, the high school environmental club advisor, and an IT specialist (to make PSA videos) to identify short-term collaboration opportunities.
  - c. Develop and present to school administrators a proposed framework for a school-wide (or district-wide) committee to enable long-term efforts to improve waste reduction and recycling throughout the entire school (district).
  - d. Engage in the public process for school renovation planning to identify opportunities to implement improvements in waste reduction and recycling (e.g., PC/MS cafeteria redesign, water refill stations).
3. Increase outreach efforts around food waste reduction and collection during the month of May, when food waste collection is anticipated to begin at the Recycling Center and in support of International Compost Awareness Week (May 6-12, 2018). Specific objectives include:
  - a. Offer a class through Community Services on food waste collection and composting.
  - b. Distribute countertop compost pails during community outreach at Household Hazardous Waste drop-off day at the Recycling Center (May 12, 2018). Solicit *ecomaine* for donations of compost pails.
  - c. Schedule food waste-themed movie screenings at the Thomas Memorial Library.
  - d. Schedule a public talk on food waste in Maine by a staff member of Natural Resources Council of Maine.
4. Enhance communication tools for community education and outreach. Specific objectives include:
  - a. Add content to the committee webpage on the Town website.
  - b. Create print materials for distribution as Cape Courier inserts or mailings.
  - c. Utilize social media, such as the Town Facebook page, for outreach and education messaging.
  - d. Research available online education and outreach resources, such as those created by Recycling Partnership ([recyclingpartnership.org](http://recyclingpartnership.org)) to address contamination of single-stream recycling.

**After a brief discussion, the goals and objectives were approved as amended: (6 Yes, 0 No).**

### **Committee Member Updates & Correspondence**

AM reported she is working with the TML to hold a food waste-themed movie screening on May 24<sup>th</sup>.

AM has reached out to Ryan Parker of the NRCM about suggestions he had for making such screenings more effective. KL encouraged AM to reach out to CT who has also contacted Mr. Parker.

MF asked if the proposed composting demo by Mark King (Maine DEP) can be taped and shown on the CETV Channel.

KL has contacted Community Services about hosting a composting class on, or about May 10<sup>th</sup>.

AM has reached out to the High School Environmental Club Advisor and is awaiting a response.

NB participated in a webinar related to plastics and recycling and shared editable infographics that can be used for outreach to reduce plastic bags in single-stream the collection.

MF asked about non-recyclable articles being left out back of Town Hall by the “Silver Bullets”. RM stated that his staff has to collect items out there a few times a month. RM stated that the isolation of the site lends itself to the problem, but the “bullets” do provide an alternative option for people who want to drop off recyclables.

NB asked if the Town’s Facebook page can be used to help with messaging on recycling, such as the prohibition of plastic bags in the single-stream compactors. NB will contact the Town’s webmaster.

KL reported that the Ordinance Committee meeting scheduled for Feb. 26<sup>th</sup> was cancelled and has been rescheduled for Thursday, March 22<sup>nd</sup>.

### **Update on Retail Packaging Ordinance Outreach and Communication**

KL contacted Matt Sturgis about the IGA’s use of foam packaging. Matt will follow up with the store manager, who thought they were in compliance after reading about the prohibition in the Cape Courier, according to MF. Signs have been distributed to most of the retail establishments in Town about the single-use bag fee. There was a general discussion about the placement of them in the various businesses.

KL asked a general question about measuring the success of the program and how that could be accomplished. RM suggested that the Committee could circle back to the businesses at the end of the year to see if they have ordered fewer bags.

MF suggested (and the Committee agreed) that a reminder letter from the Town Manager to the affected businesses in April might be helpful. KL will reach out to Matt Sturgis about this.

MF asked about the possibility of soliciting email addresses from residents who would like information on recycling and other topics in the community. NB will contact the webmaster to inquire.

KL stated that a discussion about the Recycling webpage should be added as an agenda item for the April meeting.

### **Update on Recycling Center and Town Food Waste Collection**

RM reported that some users are still putting plastic bags into the single-stream compactors. He also reported that he has signed a contract with We Compost It! to collect food waste at the Recycling Center starting on, or about May 1<sup>st</sup>, 2018. A tote will be placed in front of each single-stream compactor and be collected 2x/week to start with.

NB offered to work on messaging to introduce the program and RM suggested a Courier insert once the bins are in place.

RM reported that some traffic calming measures need to be implemented at the Recycling Center to slow down vehicles in the access lanes. Portable speed bumps will be proposed in the upcoming budget for the safety of both the staff and users.

### **Other Business**

Reminder was given to all present of the **ecomaine** awards luncheon on Tuesday, March 6<sup>th</sup> @ 11:30 AM.

### **Citizen Opportunity for Discussion of Items on the Agenda**

There was no public comment

### **The meeting was adjourned at 8:50PM**

The next meeting of the Committee will be held on Thursday, April 5, 2018

Respectfully Submitted,  
Robert C. Malley

DRAFT