

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

DRAFT Meeting Minutes
April 8, 2015

Present: Councilor Jessica Sullivan (JS) (Chair), Bill Brownell (BB) & Charles Wilson (CW)

Also Present: Randy Tome (Woodard & Curran) & Megan McDevitt (Woodard & Curran)

Staff: Robert Malley (RM)

Absent: Anne Swift-Kayatta (ASK)

Public: Tracy Floyd – Resident and member of the Recycling Committee

Call to Order: Jessica Sullivan called the meeting to order @ 2:02 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The March 25, 2015 meeting minutes were approved as written (4 Yes, 1 Abstention (JG))

Review of Conceptual Sketches and Costs Associated with Transfer Station Options Requested by the Committee - Woodard & Curran

RT & MM reviewed four new conceptual sketches for potential drop-off solutions at the Recycling Center. The options were identified as “Base Site Options “1”, “2”, “3” and “4”. The options presented also included costs for the temporary handling of MSW and recyclables while any construction was underway. The presentation of each conceptual sketch was followed by a question and answer period from committee members.

There was a slight deviation from this topic to talk about a structural analysis of the current compactor building, since its continued use was proposed in Option #1 & #3. After the subject was discussed at a meeting with RM on April 2nd, RT sent a task order to Mike McGovern that would initiate a structural analysis of the building and foundation. The members had expressed the need at a previous meeting to know what the structural integrity of the building may (or may not be) to make an informed decision about its possible reuse. Mike McGovern instructed RM to sign the task order in the amount of \$4,900, which he did on April 8th. The report is expected to be ready for the Committee to review by the first week of May.

A review of the concepts continued. BB asked if a canopy could be installed in front of the existing compactor building to shield users from the elements as they accessed the hopper. MM replied it was feasible and will get a cost estimate for that to RM for distribution to the Committee.

Base Site Option #3 proposed two satellite compactor units to handle “single stream” recyclables, including corrugated cardboard. These would be positioned where the silver bullets are currently located as one would approach the compactor drop-off area. These would replace the silver bullets and allow for the more efficient hauling of recyclables. The concept was intriguing to the Committee and would substantially reduce the current hauling costs to the Town. A general discussion followed regarding the proposed placement of the compactor units, operational issues, capacity and the configuration of the travel lanes to maximize the access to them.

CW asked the Consultants if they had spoken to the Maine DEP regarding any of the concepts being discussed. RT & MM reported that they met with Eric Hamlin of the local Maine DEP office on April 2nd. They explained

some of the conceptual ideas the Committee was considering to see if there would be any regulatory roadblocks. It was a productive meeting and they were told that any proposed changes to the site plan may only require an amendment to the current license, which is a less cumbersome process than having to apply for a new license. RM also attended the meeting.

Since JG was not at the meeting on March 25th, the Consultants briefly reviewed Options A through D included in the list of “Advanced Conceptual Site Plans”. The only change in these plans from the last meeting is that the cost for temporary facilities during construction has now been included. A general discussion followed as they were presented by MM.

MM presented the current (and conceptual) hauling cost estimates spreadsheet (dated 4/3/15) that was sent out to the Committee prior to the meeting. As noted earlier, a substantial savings can be achieved by the compaction of “single stream” recyclables, which reduces the number of hauls required. JG asked if solar power was an option to power the satellite compactors. RT stated that since the compactors require 3-phase power that was not an option.

MM also presented a spreadsheet (dated 4/6/15) that detailed the “Costs Per Year” of the “Base Site Plans”, the “Advanced Conceptual Site Plan” and those for a “Curbside” program. A general question and answer period followed.

JS asked the Consultants if they had an update regarding ADA requirements for any proposed changes. MM reported she has left a message with the Town’s Code Enforcement Officer (McDougall) to discuss.

A general discussion followed about moving the May 6th meeting in order to review the findings of the structural analysis report that is anticipated to be completed by May 8th. The consensus of those present was to move the meeting to **Monday, May 11th @ 2:00 PM.** It was also determined that the Consultants did not need to be present at the meeting on April 22nd.

Review & Discuss Draft Outreach Survey

Tracy Floyd, a member of the Recycling Committee, attended the meeting to present a draft of a survey he and JG had volunteered to help with. There was an extended discussion about the issues needing to be identified, the format of questions and the ultimate goals to be achieved. JS, CW & BB want to know what the “pulse” of the community is regarding the current operation and what they like, or don’t like in simplified terms. TF had to leave the meeting at 4:30 PM. He was openly thanked for his efforts to date by all, which he has done on a “pro bono” basis for the Committee.

The Committee discussed the need to get the survey document completed and out to the citizens as soon as possible. An insert in the Cape Courier was discussed along with an internet-enabled version (such as Survey Monkey). CW felt the survey created for the 2003 Refuse Materials Planning Committee could be reviewed and updated since many of the issues are the same ones currently facing the Committee. JS, JG and BB agreed to work on a draft with the hope of getting it into the April 22nd issue of the Cape Courier as an insert.

Finalize Format for the Public Input Session on April 9, 2015

JS reviewed the format for the meeting and handed out a draft of an outline of topics to be discussed. The Committee offered some minor changes. The document will be updated and circulated to those present at the session, which will be held in the Town Hall Council Chambers at 7:00 PM.

Citizen Opportunity for Public Comment

No citizens were present.

The meeting was adjourned at 5:02 PM.

Respectfully submitted,

Robert C. Malley
Director of Public Works