

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

Meeting Minutes
May 11, 2015

Present: Councilor Jessica Sullivan (JS) (Chair), Bill Brownell (BB), Anne Swift-Kayatta (ASK) (Arrived at 3:50PM), Jamie Garvin (JG) & Charles Wilson (CW)

Staff: Robert Malley (RM)

Consultants: Randy Tome and Megan McDevitt of Woodard & Curran (W&C)

Public: No members of the public were present.

Call to Order: Jessica Sullivan called the meeting to order @ 2:04 PM.

Citizen Opportunity for Public Comment

There was no public comment

Meeting Minutes

The April 22, 2015 meeting minutes were approved after a minor amendment (4 Yes, 0 No)

Updates from Consultants: RT reviewed the Structural Assessment Report (dated May 8, 2015) that was undertaken at the request of the Committee. The report was compiled by James P. Sturgis, P.E., of W&C, who is a Senior Structural Engineer. It was noted in the report that the existing “facility was found to be in fair condition for its age and the structural integrity of its foundation are intact”. According to RT “nothing was broken and everything is salvageable”. There was a short discussion about issues noted in the report and if there was value to invest in repairs to the building, given its age. CW questioned the expected useful life of concrete that is patched based on his past experience in the private sector with renovation projects. There was a question of the whether the quote to replace the compactor included the cost to replace the hopper. RM will confirm that with W&C.

JG had a question about the “Level of Concern” (LOC) rating given to each observation and if those identified as “1” needed to be dealt with in an expeditious manner. There was also a discussion about the length of time it would take to complete all of the repairs noted. MM said that all of the repairs could be done in approximately 60 days. The consultants stated that they did not think any of the issues noted needed to be addressed immediately. There was a short question and answer period between the Committee and Consultants about some of the observations, which included the steel framework and metal siding. Following this discussion, RT reiterated his statement that the building was in “fair” shape for its age.

MM handed out new summaries (dated 5/11/15) to reflect the recommendations in the Structural Assessment Report. There were questions about what was included; such as electrical, office and HVAC upgrades that might be needed. There was also a question about the amount of contingency being carried for “equipment structural” replacement and how it evolves from being conceptual to an eventual engineer’s estimate. RT stated that the 25% shown would most likely drop to 15% once a recommended program is more defined. There was a discussion about the office area and issues related to available space, ADA-accessibility, the lavatory and the electrical panel.

A general discussion then followed about the recycling compactors being considered, the level-of-service associated with them and vehicular movements that happen at the Recycling Center.

JG asked to slightly deviate from the agenda to relay some observations he made on Saturday, May 9th, when the Recycling Committee was on site for the morning. He observed vehicles moving crossing the designated access lanes and noted near mishaps with vehicles exiting and those entering in the area of the Swap Shop. A roundtable discussion followed about vehicular movements on site, excessive speeds of vehicles and methods to calm traffic.

ASK arrived at the meeting at 3:50 PM. JG repeated his observations for her benefit.

Outreach Survey Update

JS provided an overview of the survey results received to date. The responses mostly mirrored the 2003 survey and were fairly predictable. ASK asked if we could show responses broken down by both numbers and percentages. RM will have his staff make that change. His staff will also combine the results of both the on-line survey and the Cape Courier insert into one document. Almost 800 responses have been received to date.

Discussion of Issues Related to Charge of the Committee

Curbside Collection – Due to the Committee’s findings and results of the Outreach Survey the Committee does not recommend curbside collection. It was moved (ASK), seconded (CW) and voted 5 to 0 to not pursue curbside collection.

Pay-per-Bag – Due to the Committee’s findings and results of the Outreach Survey the Committee does not recommend Pay-per-Bag. It was moved (ASK), seconded (WB) and voted 5 to 0 to not pursue Pay-per-Bag at this time, however the Committee recommended it should be reviewed periodically by the Recycling Committee and the Town Council.

Food-Waste Composting – JG discussed the draft report he compiled (and presented) for the Recycling Committee. The report was shared with the Recycling Committee at their meeting on May 7, 2015. It is called the “Report on Composting Opportunities for the Town of Cape Elizabeth”. He reported what initiatives the Town is currently undertaking in this area, such as funding the collection of food-wastes at both the Middle School and High School cafeterias. He noted that there was no one solution to handling this issue and that the Town should inform residents that they have choices such as purchasing backyard composting units and contracting with companies that offer curbside collection of food-waste.

RM had to leave the meeting at 4:45 PM to attend another meeting at Fort Williams Park.

ASK moved: Due to the SW&RLP Committee’s findings and the results of the Outreach Survey, the Committee does not recommend a municipally run food waste composting program at this time at the Recycling Center. However, considering the importance of food waste composting for environmental reasons and municipal cost savings, the Committee recommends that the Town Council consider establishing a municipal policy that actively promotes food waste composting. JG seconded and the motion passed 5-0.

It was agreed to postpone discussion of “Commercial Hauler Use of Facility” to the next meeting.

Other Business

JS will check with RM regarding a hard deadline for printing the final report. Due to time constraints, it was agreed to reschedule the remaining meetings pending input from RM and W&C as follows:

May 20 2:00 PM

June 3 2:00 PM

June 17 2:00 PM

June 24 2:00 PM

(June 10 has been removed - two committee members out of town)

There was general discussion by the Committee about the various conceptual design options, but no action was taken.

Citizen Opportunity for Public Comment:

There were no citizens present.

The meeting was adjourned at 5:35 PM.

Respectfully Submitted,
Robert C. Malley & Jessica Sullivan