

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

Meeting Minutes
May 20, 2015

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

Staff: Robert Malley, Director of Public Works (RM)

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

Public: No members of the public were present.

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 May 11, 2015 meeting minutes were approved after a minor amendments (5 Yes, 0 No)

Updates from Consultants:

RT & MM provided the Committee with revised conceptual plans and updated cost estimates (dated 05/20/15). Those were reviewed with the Committee. The spreadsheets contained two new options for the Committee to consider identified as “Option E” and “Option F”. These new options offered improved efficiencies and high level-of-service, in the opinion of the Consultants. These options depicted multiple lanes into a building that users would drive through to deposit waste and recycling into sub-surface hoppers/compactors. There was an extended discussion about the number of lanes needed (3 or 4), potential issues with users shifting lanes, the number of vehicles that could access the hoppers at one time and pedestrian safety inside the proposed building.

RT stated that he had taken a recent trip to the Wiscasset Transfer Station, which is a drive-thru facility. The intent was to observe traffic movements as vehicles navigated the site. He reported there were several conflicts with vehicles and pedestrians inside the building as MSW and recyclables were being deposited. This led to a general discussion about building materials that were used at the Wiscasset Transfer Station and options that could be considered by the Committee for any proposed building.

CW had concerns about the cost of the options presented, reaction from the community to a brick masonry building, if that was to be proposed. JG asked about the number of users utilizing the Wiscasset facility. He felt that two lanes would provide a higher level of service than we currently have and that the Committee should be prepared to justify the cost of a facility that is designed with 3 or 4 lanes. He recommended that the facility not be designed for peak use and that a certain level of queue should be assumed in any scenario. RT stated that the incremental costs to design a building with 4 lanes over 3 were not that great.

CW asked the Consultants about rotating the proposed building in “Option E” to allow for better access and to reduce the amount of retaining wall needed. RT stated that those are decisions that could be finalized once the Committee recommended a specific option. This evolved into a discussion about encroaching into the former MSW landfill with any proposed building, site issues and the ultimate costs associated with that.

Initial Design Concept Discussion:

There was an extended discussion about narrowing down the conceptual options and ranking those preferred by the Committee. The categories used in the ranking were “Safety for Users”, “Level-of-Service” (LOS) provided and “Cost”. A modification of one of the options presented that had three lanes incorporated into a drive-thru concept using transfer trailers was preferred since it rated high in both “Safety” and LOS, but there was some concern about the overall cost. The Consultants will eliminate the options no longer under consideration, update the estimates based on the Committee discussion and bring that back to the next meeting of the Commission on June 2nd. As a follow up to the discussion,

CW stated the traffic flow on the site still needed to be discussed as part of any option being considered, which the Committee agreed was important. A general discussion followed regarding access to the containers adjacent to the retaining wall by both the Town’s contracted hauler and users, along with types of fall protection that is required given the change in elevation along the wall.

Commercial Hauler Use of Facility:

RM gave an overview of the program that was in place prior to January 21, 2015, when Commercial Haulers were allowed to bring MSW into the Recycling Center using non-mechanized trucks. The survey question applicable to that former program showed that a majority of respondents were opposed to allowing Commercial Haulers back into facility. There was a general discussion about the fairness of the program and the challenges associated with charging appropriate fees. After some discussion, the Committee voted 5 to 0 to continue the prohibition of Commercial Haulers from using the Recycling Center.

Discussion of Final Report Outline:

JS reviewed the time line to get the Committee’s final report to the Town Council by the July 1st deadline. Mike McGovern told her (JS) that as long as a digital copy was sent to him by June 30th that would suffice in meeting the submission into the July 13th Town Council meeting packet. There was an extended discussion about the time needed to compile the various sections, review drafts and the meeting schedule associated with that process. It is the Committee’s hope to review a draft of the report at the June 17th meeting.

Other Business:

The Committee discussed future meeting dates and proposed agenda topics for those meetings. They are as follows:

June 2nd

- Update Design Concept Estimates - Consultants
- Traffic Flow Patterns
- Report Outline
- Report Section Ideas
- Peripheral Topics (Bulky Wastes, Commercial Haulers, etc.)

June 11th (No Meeting)

- Send Section Drafts to Chair (JS)

June 17th (Meeting Starts @ 3:00 PM)

- Review 1st Draft of Final Report

June 19th

- Review Amended Draft of Report

June 24th (Final Meeting)

- Review Final Draft of Report

- Plan for Town Council Presentation on July 13, 2015

Citizen Opportunity for Public Comment:

There were no citizens present.

The meeting was adjourned at 6:15 PM.

Respectfully Submitted,
Robert C. Malley