

**Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
October 2, 2025**

Present: Becky Fernald (BF), Nina Trowbridge (NT), Melissa Kim (MK), Greg Stewart (GS), Tim Trachimowicz (TT)

Absent: Stephanie Austin (SA), Jenna Pfueller (JP)

Staff: Jay Reynolds (JR)

Public/Guests: none

1. Call to Order

TT called the meeting to order at 7:05 pm

2. Approval of September 4, 2025 Draft Meeting Minutes:

The September 4, 2025 meeting minutes unanimously approved by the committee.
5 Yes, 0 No

3. Citizens Opportunity for Public Comment on Items Not on the Agenda:

None

4. Outreach, Communications, and Social Media

MK discussed the current Cape Courier article. This included the following topics: the bottle shed grant applications, clothing swap event, mobile shredding event, and the household hazardous waste event. The committee discussed future article topics, including the 'where does it go' topic. The committee also discussed an article with a household hazardous waste theme, which would include information on waste oil, batteries, and bulbs.

NT offered to write a food-waste article for consideration later in the winter. JR: announced that former committee member Eve Downing dropped off a binder book regarding prior Cape Courier articles.

JR suggested that a future article provide some emphasis on the free paint care program at the Recycling Center. BF offered to write an article on this subject. JR also informed the committee that Eve offered to assist with updating the bottle shed grant poster at the Recycling Center.

MK showed the committee new fliers promoting the bottle shed grant program.

JR: noted that he has sent JP and the Town webmaster some content for social media posts. Topics were for the fall extended hours and free drop-off period, along with the mobile shredding day.

5. Committee Member Updates and Correspondence

TT: discussed the bottle shed program. The application period began and went live yesterday on the Town's website. It was noted that one location on the website noted a different application deadline. TT is working with the webmaster to resolve this item. Previous applicants have received notifications. The committee discussed previous applicants and volunteer efforts. JR and the committee discussed the W-9 submittal requirement and the importance of that document for distributing funds. The committee further discussed flier distribution and messaging throughout Town.

NT: Discussed the Restore/Habitat for Humanity collaboration. NT offered to restart communications with the new representative from Restore

The committee discussed the upcoming clothing swap event and volunteering options.

MK and the committee discussed the distribution of the new Recycling Center magnets that were recently created and received.

6. Recycling Center Update

JR provided an update to the Recycling Center. This included recent efforts to re-implement credit card transactions, mobile shredding and household hazardous waste events, and an update on the solar project.

7. Other Business

TT: Provided and update to the Extended Producer Responsibility (EPR) for packaging program.

8. Citizens Opportunity to Discuss Items on the Agenda.

None.

9. Adjourn: The Committee voted unanimously to adjourn at 8:00 pm.