



## **Recycling Committee Meeting**

**Wednesday, April 1, 2026 at 6:00 PM**

**Public Works Building**  
**10 Cooper Drive**

### **Public Participation at Meetings**

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

### **Rules for Public Participation at Meetings**

Persons wishing to address topics on the agenda may do so following introduction of the item by the chairman and prior to the Committee discussion. Any person wishing to address the Committee shall signify by raising their hand. When recognized by the chairman, the speaker shall give his or her name and affiliation, if applicable. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the members present.

Persons wishing to address topics not on the agenda may do so following the Call to Order and the approval of any applicable meeting minutes. On each meeting agenda, there will be an item titled "Public Comment", which shall be placed directly after the approval of any meeting minutes.

The chairman shall ask if there are any members of the public who wish to speak. Any person wishing to address the Committee shall give his or her name and/or affiliation. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

In the event there is a topic of interest to many persons, or if the Committee members wish to solicit public comment on a particular issue a separate meeting, or public forum may be scheduled. Rules of the meeting or forum will be discussed by the Committee and published prior to the meeting or forum.

During a workshop, persons may not comment on any issue and/or topic without the approval of a majority of the Committee members present. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

### **Decorum**

Persons present shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Expressions of approval or disapproval may be intimidating to others who wish to speak. Approved by Cape Elizabeth Town Council: 2/14/2011

### **Call to Order**

### **Approval of Draft Minutes**

#### **1. March 4, 2026 Draft Minutes**

**Public Comment Opportunity for Discussion of Items Not on the Agenda**

**Outreach, Communicaitons, and Social Media**

**Committee Member Updates & Correspondence**

**Recycling Center Update**

**Other Business**

1. Recycling Committee Goals

**Public Comment Opportunity for Discussion of Items on the Agenda**

**Adjournment**

**Town of Cape Elizabeth**  
**Recycling Committee**  
Meeting Minutes  
March 4, 2026

**Present:** Becky Fernald (BF), Stephanie Austin (SA), Melissa Kim (MK), Elli Carter (EC)

**Absent:** Tim Trachimowicz (TT), Nina Trowbridge (NT)

**Staff:** Jay Reynolds (JR)

**Public/Guests:** none

**1. Call to Order:**

SA called the meeting to order at 6:06 pm.

**2. Approval of February 4, 2026 Draft Meeting Minutes:**

The February 4, 2026 meeting minutes unanimously approved by the committee.

4 Yes, 0 No

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

None

**4. Outreach, Communications, and Social Media**

MK showed the committee the updated bottle shed grant sign, which is displayed at the bottle shed. The committee discussed updating the sign with the new awardees every year.

MK discussed upcoming and future Cape Courier articles, which included the bottle shed grant awards in the February edition. The committee discussed the next article, which will be focused on the upcoming clothing swap event.

MK discussed putting together a list of cyclical events that occur throughout the year (e.g., household hazardous waste day, document shredding, et cetera).

MK discussed the Ecomaine ECO-excellence award and suggested that the committee nominate Jenna Pfueller for the award. The committee discussed Jenna's contributions to reuse/recycling, and agreed to move forward with the nomination. The committee discussed the clothing swap event. EC inquired about volunteering. The committee discussed volunteer shifts, signups, advertising of the event, and more. JP offered to circulate the advertising flier for various outreach.

JP discussed the signage inside recycling bins. JP contacted Ecomaine, who indicated they could help with the messaging. JP showed a draft of the sign, with information regarding returnable bottles. JP also showed a draft for a recycling center/swap shop t-shirt.

## **5. Committee Member Updates and Correspondence**

BF discussed the new State law regarding food waste. BF noted that elementary schools elsewhere are successfully managing their food waste composting. The Maine Department of Education has recently released a new online ‘toolkit’ for school districts. The committee discussed recent efforts to set up a meeting with the school superintendent and other staff later this month to discuss how the committee can help with implementation.

SA updated the committee regarding the library summer reading program. It was noted that the Recycling Committee would not be eligible for this program, however, they may be able to add some suggestions to the program.

SA gave an update regarding the bottle shed and volunteer signups. The committee reviewed the grant award language to ensure clarity as to how many signups are being requested for each group.

## **6. Recycling Center Update**

JR provided an update to the Recycling Center. The committee reviewed and discussed the recycling graphs provided. JR also updated the committee on the solar project.

## **7. Other Business**

MK asked about the committee goals. SA provided background on prior annual goals and submittal to the Town Council. The committee reviewed the goals and offered several edits. The committee agreed to revise some of the goals slightly and review them again at the next meeting.

JR discussed the potential for the recycling committee chair to provide a committee update to the Town Council.

JP mentioned the recently released Portland Water District documentary regarding aging infrastructure.

## **8. Citizens Opportunity to Discuss Items on the Agenda.**

None.

## **9. Adjourn:** The Committee voted unanimously to adjourn at 7:30 pm.

## **Recycling Committee Goals**

- Provide education and community outreach on recycling utilizing various strategies, such as:
  - Social media, the Cape Courier newspaper, and printed media
  - Networking with various local and regional recycling groups (Ecomaine, neighboring communities, sustainability groups, et cetera)
  - Community events such as the clothing swap, and other resources
  - Encourage, promote, or support “zero-waste” events
  
- Manage the Bottle Shed Charitable Donation Program and determine charitable disbursements for Town applicants.
  - Promote the Bottle Shed Donation Program to increase donation funds and number of applicants/recipients.
  
- Continue to engage the School District to work towards the following:
  - Increase recycling efforts within all existing schools and also promote building design for new schools that make recycling easier and more consistent
  - Educate students and staff on increasing recycling/composting/food waste diversion
  - Engage the Office of the Superintendent and the School Building Advisory Committee
  - Encourage student participation with Recycling Committee activities
  
- Organize a community tour of the Ecomaine facility in Portland
  
- Promote the reduction of food waste and promote an increase in food waste diversion at the Recycling Center
  
- Investigate opportunities to divert reusable household items from the waste stream.
  
- Continue to monitor the Extended Producer Responsibility (EPR) program and update the public as needed.