

**Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
December 4, 2025**

Present: Becky Fernald (BF), Nina Trowbridge (NT), Tim Trachimowicz (TT), Jenna Pfueller (JP), Stephanie Austin (SA), Melissa Kim (MK), Greg Stewart (GS)

Absent: n/a

Staff: Jay Reynolds (JR)

Public/Guests: none

1. Call to Order

SA called the meeting to order at 7:04 pm

2. Approval of November 6, 2025 Draft Meeting Minutes:

The November 6, 2025 meeting minutes unanimously approved by the committee.
7 Yes, 0 No (MK: motion, TT seconded)

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

None

4. Review of Bottle Shed Applications

JR gave a brief summary of last month's committee discussion regarding the bottle shed grant applications. The Committee discussed the number of applicants and the amount of funding available. Also discussed was one applicant and their tax status. Additionally, the committee discussed volunteering signup efforts. The committee reviewed the amount of returning applicants versus new applicants.

A motion was made to award the grants to the 24 eligible applicants, and to split the available funds equally, round to one thousand dollars. The motion carried (6-0 NT abstained). The committee further discussed future applications and the need for ongoing bottle donations.

A discussion was held regarding bottles seen in the single stream recycling containers. The committee discussed educating the public, and possibly placing a magnet on the single-stream containers.

JR offered to reach out to Eve Downing and include MK in the correspondence, regarding an updated poster at bottle shed.

TT: suggested placing an announcement on the message board about the awards and amounts. TT offered to provide a draft notice.

5. Outreach, Communications, and Social Media

MK discussed efforts regarding the Cape Courier articles. The committee discussed the December issue and the use of a past article regarding holiday wrapping paper and packaging. The committee also discussed a January article, which may include an announcement about the bottle shed grants.

MK asked about announcing a date for spring clothing swap. JP is working on this event and will provide a date when finalized.

Relating to the clothing swap event, MK suggested a “where does it go?” article for the clothing and textiles.

BF provided an update regarding the composting and recycling efforts at the schools. BF noted it is going well. The program is looking to transition the efforts from the volunteers to the custodial staff. Future efforts include more recycling at Pond Cove Elementary School, possibly utilizing the 4th grade ‘helpers’ program, having increased education, and having Garbage to Garden host an informational session at the school.

BF talked about the new school building design. BF attended a building design committee meeting, and was advised to write a letter to the school superintendent regarding composting and waste separation strategies in the new building design. The Committee researched how best to send message to school, committee or superintendent.

6. Committee Member Updates and Correspondence

JP noted that the food waste bins were full at a recent visit to the Recycling Center. The committee asked if there is a need for more bins, or possibly a change the frequency of collection. JR offered to discuss this the Recycling Center attendants.

JP discussed the ‘Freedge’ program, which is occurring in other areas of the State. The committee discussed potential locations and partnerships.

BF inquired at the Habitat/Restore efforts. NT offered to revisit the topic with the Restore representative and set up a meeting.

7. Recycling Center Update

JR provided an update to the Recycling Center. This included the recent implementation of a new point of sale system that allows credit card transactions. JR also provided a summary of the household hazardous waste day event, and also an update on the solar project.

8. Other Business

JR discussed the committee's meeting day and time. The committee discussed potential alternative days and times.

The committee also discussed the future concept of having a committee merger with the energy committee.

The committee discussed the next meeting date, which is on a holiday. The committee agreed to move the January meeting date, along with all future meeting days and times, to the first Wednesday of the month at 6:00 PM.

The committee noted that this was the last meeting for Greg Stewart (GS). Everyone thanked GS for his service and contributions to the committee.

JR noted that a new member has been appointed to the Recycling Committee to fill GS's position in 2026.

9. Citizens Opportunity to Discuss Items on the Agenda.

None.

10. Adjourn: The Committee voted unanimously to adjourn at 8:25 pm.