

**Town of Cape Elizabeth
Recycling Committee
Meeting Minutes
January 4, 2024**

Present: Greg Stewart (GS), Becky Fernald (BF), Eve Downing (ED), Tim Trachimowicz (TT), Stephanie Austin (SA), Jenna Pfueller (JP)

Absent: Nina Trowbridge (NT)

Staff: Jay Reynolds (JR)

Public/Guests: None

1. Call to Order:

SA called the meeting to order at 7:01 PM.

2. Welcome New Committee Member:

N/A (Absent)

3. Approval of December 7, 2023 Draft Meeting Minutes:

The December 7, 2023 meeting minutes were amended and unanimously approved by the committee.

6 Yes, 0 No

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

No citizens present.

5. Freedom of Access Information

JR provided a brief summary of the information and attachments provided regarding Freedom of Access. JR also elaborated on the noticing requirements for public meetings, and also discussed email correspondence outside of committee meetings.

6. Committee Goals

The committee reviewed the 2023 goals and began developing a revised list for 2024. JR to compile all the comments and provide a draft 2024 goals list for the next meeting.

7. Outreach, Communications, and Social Media:

ED presented to the committee the new signage regarding the bottle donations program. It is proposed to be placed at the entrance of the bottle donations building.

The committee discussed the option of an article in the Courier about the history and the success of the bottle donations program. ED discussed obtaining a photograph for the story.

ED provided an update with regards to the Q+A articles in the Cape Courier column.

ED and the committee discussed potential options regarding a new sign for the food waste diversion area at the Recycling Center.

GS noted that the upcoming event, a discussion about ocean plastics, originally scheduled for January 25th, is not presently advertised on the Library's event schedule. As such, the event may need to be rescheduled to provide for ample event noticing.

8. Committee Updates and Correspondence:

The committee discussed the efforts towards the new water bottle filling stations. JR announced that SA's application to the Portland Water District, for a replacement station at Gull Crest Fields, was successful. BF inquired about the State Parks and the ability to implement them at these locations. JR provided an update to the Kettle Cove State Park and the State's plans for changes, which could provide an opportunity to partner with the State of Maine.

TT announced that the bottle donations grant award letters were sent. TT noted that he has received 'thank you' responses from the majority of the recipients. JR noted that funding disbursement has not occurred and will presumably happen in about 1-3 weeks. The committee discussed the volunteer sign-up option and the logistics.

9. Recycling Center Update

JR provided an update with regards to the Recycling Center.

JR noted that the Apparel Impact clothing drop-off site has changed from two metal containers to one small building. Improved information regarding acceptable items has been provided on the new drop-off building.

10. Other Business

JR and the committee reviewed the committee's 2024 meeting calendar and dates. The July 4th meeting will not be held due to the holiday.

SA noted that she will be unavailable for the February meeting.

11. Citizens Opportunity for Discussion of Items on the Agenda:

None

12. Adjourn: The committee voted unanimously to adjourn at 8:10 pm.

Respectfully submitted,
Jay Reynolds